



## Terzo Programma Europeo in Materia di Salute (2014-2020)

# Programma di Lavoro Annuale 2018

**NATIONAL INFORMATION DAY**

**Roma, 5 febbraio 2018**

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# OUTLINE

*Programma di lavoro annuale 2018 (AWP 2018),*

- ✓ *Overview*
- ✓ *Priorita' ed azioni (Grants for projects – Grants for European Reference Networks – Tenders)*
- ✓ *Bando 2018*
- ✓ *Regole generali (Projcts and Procurements)*



# OVERVIEW

# Overview



Brussels, 13.12.2017  
C(2017) 8350 final

## COMMISSION IMPLEMENTING DECISION

of 13.12.2017

**concerning the work programme for 2018 in the framework of the third Programme of the Union's action in the field of health (2014-2020) and the EU financial contribution to the WHO Framework Convention on Tobacco Control, serving as a financing decision**

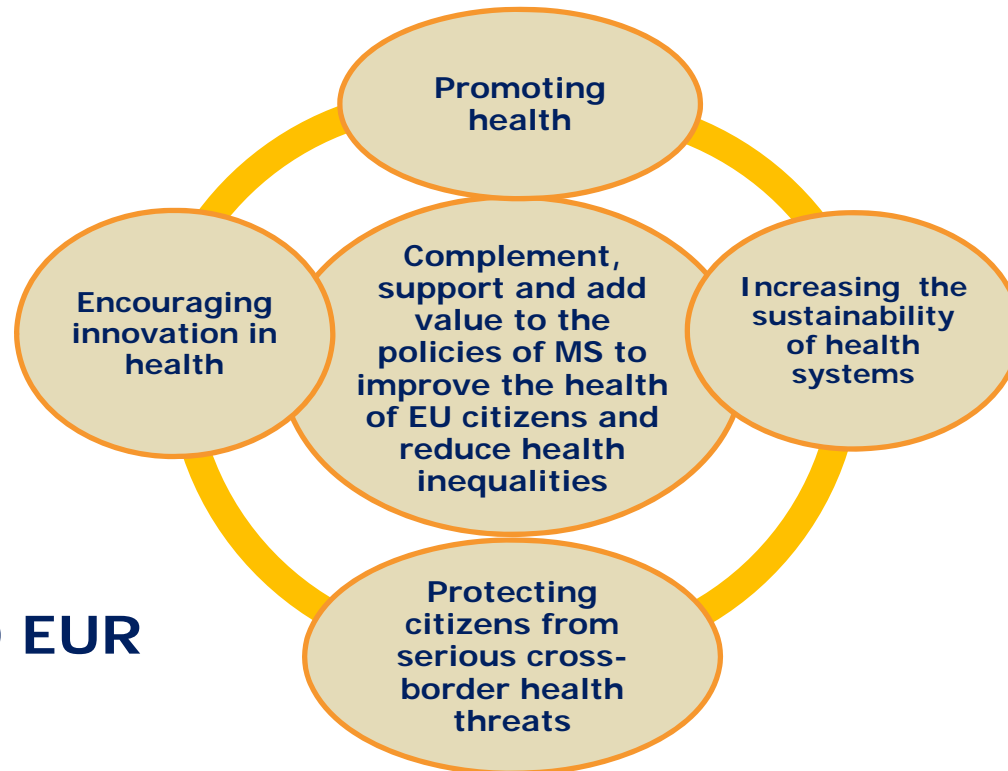
[https://ec.europa.eu/health/funding/programme/adoption\\_workplan\\_2018\\_en](https://ec.europa.eu/health/funding/programme/adoption_workplan_2018_en)

Health and  
Consumers



## The Health Programme

Regulation EU N° 282/2014 of 11 March 2014



**449 394 000 EUR**

<http://eur-lex.europa.eu/legal-content/IT/TXT/PDF/?uri=CELEX:32014R0282&from=IT>



## The objectives

1) Promote health, prevent disease and foster supportive environments for healthy lifestyles

2) Protect citizens from serious cross-border health threats

3) Contribute to innovative, efficient and sustainable health systems

4) Facilitate access to better and safer healthcare for Union citizens

Address in particular the key risk factors with a focus on the Union added value.

Coherent approaches integrated into MS preparedness plans

Innovative tools and mechanisms in health and health prevention

Increase access to medical expertise and information for specific conditions



# PRIORITA' ED AZIONI

# Priorita' ed azioni



## Operational Budget – AWP 2018

Type of action	Budget
<b>Grants for Projects:</b>	<b>EUR 20 850 000</b>
Grants for Joint Actions:	EUR 7 900 000
Operating Grants:	EUR 5 000 000
Direct Grants:	EUR 6 140 000
<b>Procurements</b>	<b>EUR 14 730 701</b>
Prizes	EUR 60 000
Other actions	EUR 7 399 000
<b>TOTAL</b>	<b>EUR 62 079 701</b>





## ***Objective 1,***

***2.1.1 Implementation of best practices – promotion of good health, prevention of non-communicable diseases and **scaling up of integrated care** (2 calls, 6 000 000 EUR)***

## ***Objective 3,***

***2.1.2. Supporting Member States voluntary cooperation in the area of pricing through the Euripid Collaboration (1 call, 300 000 EUR)***

## ***Objective 4,***

***2.1.3. Orpha codes Project (1 call, 750 000 EUR)***

***2.1.4. Multiannual specific grant agreements for European Reference Networks (3-year SGAs, under the FPAs 2017-2021, total of 13 800 000 EUR)***

Priorita' ed azioni



JOINT ACTION

## *Objective 2,*

*2.2.1. Joint Action to strengthen preparedness in the EU against serious cross-border threats to health and support the implementation of International Health Regulations (IHR)*

*(7 900 000 EUR)*

Priorita' ed azioni



OPERATING  
GRANTS - SGAs

*For the functioning of **non-governmental bodies assisting the Commission by providing the information and advice necessary to the develop health policies and implement the Programme objectives and priorities** (areas covered but not limited to prevention and health determinants; chronic diseases; cancer; dementia; rare diseases; HIV/AIDS, tuberculosis, hepatitis; access to healthcare; substances of human origin) (under the FPAs 2018-2021, total 5 000 000 EUR)*



***2.4.1. to the WHO/FCTC (Framework Convention on Tobacco Control) to submit a proposal presenting a coherent programme of actions to establish the global information-sharing focal point, in particular specifying the needs for system design and software development (400 000 EUR)***

***2.4.2. to the OECD for regarding (a) digital strategy, (b) antimicrobial resistance and (c) selection and implementation of best practices to promote health and prevent and manage non-communicable diseases (1 500 000 EUR)***

***2.4.3. with Council of Europe's EDQM (European Directorate for the Quality of Medicines and Healthcare) for Substances of Human Origin (800 000 EUR)***



***2.5.1. Orphanet (de facto monopoly in line with Article 190 (1) (c) of Delegated Regulation (EU) No 1268/2012) for providing the rare diseases community at large with interoperability tools, an inventory of rare disease, an encyclopaedia in as many languages as possible, and a directory of expert services in the participating countries. The overall outcome is to serve as the reference source of information on rare diseases for European citizens (2 640 000 EUR)***

***2.5.2. to the European Reference Network on urogenital diseases and conditions (ERN eUROGEN) (600 000 EUR)***



### *2.5.3. EU Presidency conference grants – de jure monopoly*

**Food value chain' (Food systems – adding value for better health in Europe)** under the Austrian Presidency (100 000 EUR)

**Procurement of Medicine, medical devices, Equipment and Increasing access to therapy** under the Romanian Presidency (100 000 EUR)



**3.1. The EU Health Award for NGOs** focuses on practices and interventions which support the implementation of the Sustainable Development Goals in priority health topics chosen by the Steering Group on Health Promotion and Prevention and Management of Non-Communicable Diseases or the Health Security Committee. The award creates an incentive for European health NGOs to share their evaluated good practices/interventions and get involved in EU health policy

(60 000 EUR)



- 4.1. Support to Member States in reducing alcohol related harm*
- 4.2. Evaluation of the public health impact of the provisions of Article 32 of Directive 2008/118/EC*
- 4.3. Framework contract: support services to manage expert groups*
- 4.4. Provision of technical and scientific input to support the application, enforcement and monitoring of the Tobacco Products Directive 2014/40/EU*
- 4.5 Actions under Multiple Framework Contract for the 'Scripting, planning, conduction and evaluation of exercises, training and assessment implementing the Decision No 1082/2013/EU on serious cross-border threats to health'*





*4.6. Health innovation and eHealth — support to the implementation of the Digital Single Market*

*4.7. Scientific and technical assistance for the Expert Panel on effective ways of investing in health*

*4.8. Scientific Committees and provision of targeted risk assessment in case of a chemical and environmental incident of cross border relevance*

*4.9. Clinical trial EU portal and database*

*4.10. Translations, info campaigns, publications etc. related to medical devices*

*4.11. Development of the future EUDAMED (the European medical devices database for the new Regulations on medical devices and in vitro diagnostic medical devices)*



*4.12. Maintenance and required developments of the existing Eudamed*

*4.13. Assessment of healthcare providers wishing to join established European Reference Networks (ERN) by Independent Assessment Bodies*

*4.14. ERN implementation, including coordination, capacity building, communication, exchange of information and best practices, and other networking support actions*

*4.15. Communication on the Health Programme and dissemination*

*4.16. Dissemination of the results of the Health Programme*

*4.17. Information Communication Technologies*

Priorita' ed azioni



## **OTHER ACTIONS and EXPENDITURES**

Total 7 399 000 EUR



# BANDO D'INVITO 2018

# Bando 2018



The screenshot shows the CHAFAEA website interface. At the top, there is a blue header with the CHAFAEA logo and the text 'Consumers, Health, Agriculture and Food Executive Agency'. Below this is a navigation bar with the text 'EUROPA > European Commission > Chafea > News & Events'. On the left side, there is a vertical menu with icons and text for 'Home', 'Health Programme', 'Consumer Programme', 'Better Training for Safer Food', 'Funding', 'Managing grant agreements & contracts', 'Publications', 'News' (highlighted), 'About Chafea', and 'Contacts'. The main content area has a blue header with the word 'NEWS'. The main headline is 'Call for proposals for projects HP-PJ-2018 published today', dated '25 January 2018'. The text below the headline states: 'The Call is based on the third programme for the Union's action in the field of health (2014-2020) and the [Annual Work-Programme 2018](#). The 2018 Work Programme sets out details of the financing mechanisms and priority areas for action to implement the programme. Proposals can be submitted electronically via the Electronic Exchange System of the [EU Research & Innovation Participant Portal](#). **The deadline for submission of proposals is 26 April 2018.**' At the bottom of the news item is a green button with the text 'More information'.

<http://ec.europa.eu/chafea/news/news567.html>





# REGOLE GENERALI, Projects



- **Country eligibility:** any beneficiary needs to be legally established in: EU Member States + Iceland, Norway + Republic of Serbia, Republic of Bosnia Herzegovina and Republic of Moldova
- **Type of organisation:** legally established public, non-governmental or private bodies including public authorities, public sector bodies, in particular research and health institutions, universities and higher education establishments
- **Geographical coverage:** at least 3 countries eligible under the EU Health Programme



## Project co-funding

- 60% of the total eligible cost
- 80% - if exceptional utility

**The co-funding rate is applied at both consortium and beneficiary level**





## Exceptional utility

- Co-funding may be up to 80%
- 2 criteria:
  - At least 60 % of the total budget of the action is used to fund staff
  - At least 30% of the budget of the proposed action is allocated to Member States whose gross national income (GNI) per inhabitant is less than 90 % of the Union average.

It is responsibility of the applicant to ensure that the proposal complies with the criteria!

# Regole generali



# HOW TO APPLY?

## **SUBMISSION of PROPOSALS:**

Proposals can only be submitted electronically via the Electronic Exchange System of the EU Research & Innovation Participant Portal. Please consult this page regularly for updates.

**CALLS FOR PROPOSALS UNDER THE  
HEALTH PROGRAMME**

*Start at the EU Research & Innovation  
Participant Portal*



# Regole generali



## Electronic submission of project proposals

The screenshot shows the "Participant Portal" for "RESEARCH & INNOVATION" on the European Commission website. The page is titled "Calls for Proposals" and features a sidebar with "EU Programmes 2014-2020" and a main content area with a description of the "3rd Health Programme".

**EU Programmes 2014-2020**

- Search Topics
- Updates
- Calls
  - H2020
  - 3rd Health Programme
  - Asylum, Migration and Integration Fund
  - Consumer Programme
  - COSME
  - European Statistics Programme
  - Hercule III Programme
  - Internal Security Fund - Borders
  - Internal Security Fund - Police
  - Justice Programme
  - Pilot Projects & Preparatory Actions

**3rd Health Programme**

The **Third EU Health Programme** is the main instrument that the Commission uses to implement the EU Health Strategy. Annual work plans of the Programme set out priority areas and the criteria for its funding actions. The total budget for the programme is € 449.4 million. The programme has 4 overarching objectives which seek to:

- Promote health, prevent diseases and foster supportive environments for healthy lifestyles taking into account the 'health in all policies' principle
- Protect Union citizens from serious cross-border health threats
- Contribute to innovative, efficient and sustainable health systems
- Facilitate access to better and safer healthcare for Union citizens

**Status**  Calls with forthcoming topics  Calls with open topics  Calls with only closed topics

**Sort by**  Call title  Call identifier  Publication date  **FILTER**

**3rd Health Programme**  
**Call for Proposals for Projects 2018**  
HP-PJ-2018

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## Part A

- Statements to be accepted e.g. on financial viability
- Financial self-check to be performed by each applicant
- If "weak" -> do not be discouraged to send a proposal
- Other statements on exclusion criteria, operational capacity etc.
- Overview budget per partner – need to establish this before filling part A !



## Technical Part = Part B

- Maximum 80 pages – free text & tables & charts
- 50 pages for the technical description
- 30 pages for the budget tables:
  - **One table per partner**
  - **Overview table with person months per deliverable**



## Criteria to evaluate the proposals

- Eligibility criteria
- Exclusion criteria
- Selection criteria
- Award criteria



## Eligibility criteria

- Applicants must be legally established.
- Only applicants from the 28 EU Member States plus Norway and Iceland (& Serbia, Moldova and Bosnia-Herzegovina) can apply.
- A project proposal must be submitted by at least 3 different legal entities from 3 different eligible countries.
- **The only eligible activities are those listed in section 2.1 "Grants for projects" in the Annex to the work programme 2018.**
- The co-funding is meant for a future project. Running projects cannot be supported.



## Eligibility criteria

For British applicants:

- Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 34.3 of the grant agreement.





## Exclusion criteria

- Exclusion from participation:
  - being bankrupt,
  - convicted of an offence concerning professional conduct,
  - guilty of grave professional misconduct
  - not in compliance with their obligations relating to the payment of taxes
- Exclusion from granting procedure:
  - conflict of interest
  - guilty of misrepresenting the information required by the Agency



## Selection criteria

- Financial viability
  - Not if < 100 000€ EU co-funding or if public
  - If > 750 000€ -> attach audit report
  - Self-check must be performed

If the self-check result is "weak" do not be discouraged from applying!

- Operational capacity
  - Self-declaration
  - Provide information on capacity

# Regole generali



## Award criteria-I

	Maximum points	Threshold	Threshold in % of max. points
1 – policy relevance	10	7	70%
2 – technical quality	10	6	60%
3 – management quality	10	6	60%
4 – budget adequacy	10	6	60%
<b>TOTAL</b>	<b>40</b>	<b>25</b>	



## Award criterion 1 - Policy and contextual relevance

### Sub-criteria:

- Relevance of the contribution to meeting the objectives and priorities defined in the annual work plan of the 3rd Health Programme, under which the call for proposals is published,
- Added value at EU level in the field of public health,
- Pertinence of the geographical coverage of the proposals is high,
- Consideration of the social, cultural and political context.



## Award criterion 2 - Technical quality

- Sub-criteria:
  - Quality of the evidence base,
  - Quality of the content,
  - Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level,
  - Quality of the evaluation strategy,
  - Quality of the dissemination strategy and plan.



## Award criterion 3 - Management quality

- Sub-criteria:
  - Quality of the planning and appropriate task distribution to implement the project,
  - Relevance of the organisational arrangements, including financial management,
  - Quality of the partnership.

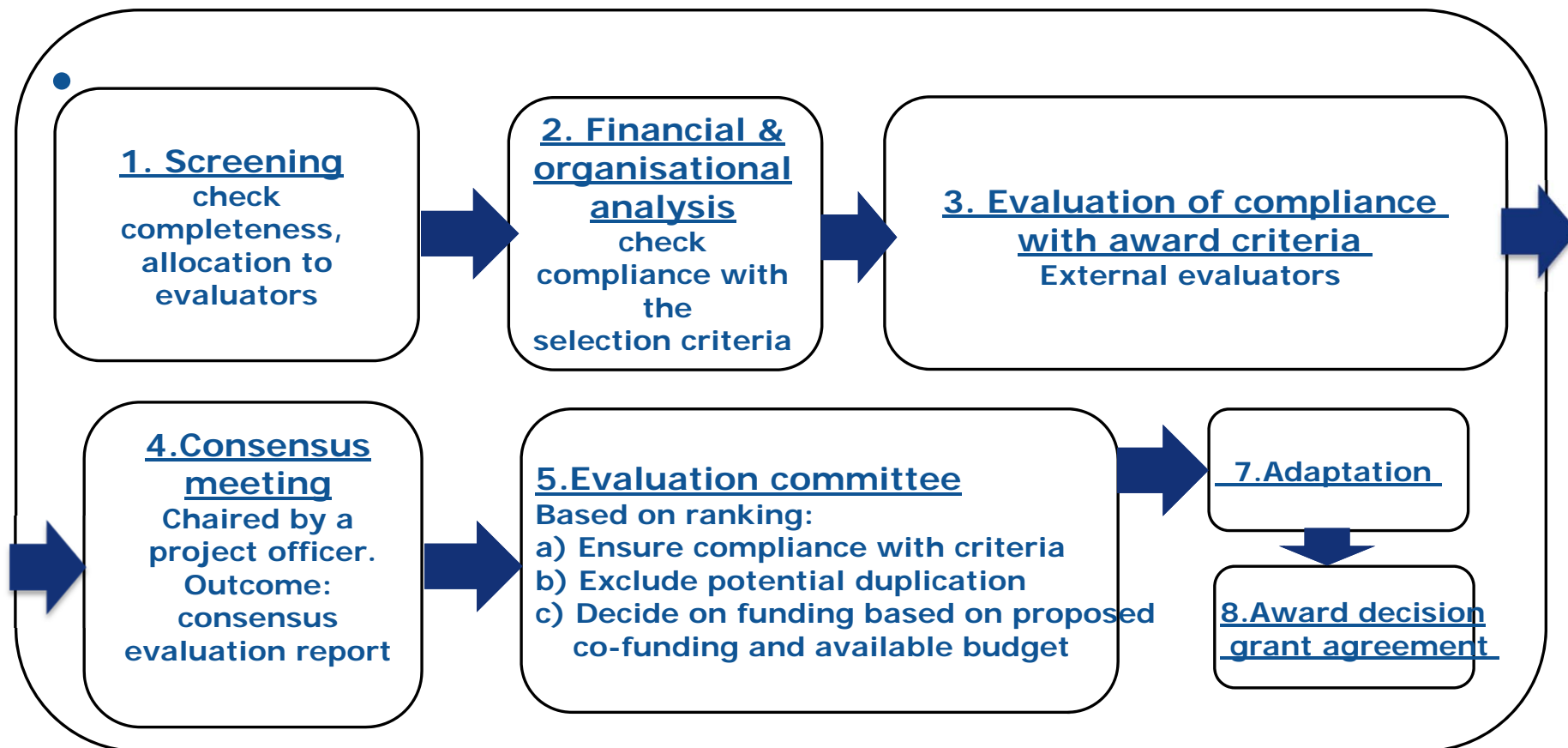


## Award criterion 4 - Overall and detailed budget

- Sub-criteria:
  - Relevance and appropriateness of the budget,
  - Consistency of the estimated cost per applicant and the corresponding activities,
  - Realistic estimation of person months per work package
  - The budget allocated for evaluation and dissemination is reasonable.



## Evaluation of proposals







## Electronic Grant preparation

- Grant preparation online (back and forth principle between agency and beneficiaries)
- Electronic signature by LEAR (Legal entity authorized representative) – no paper copies of grant agreement
- Partners join the agreement after signature
- Monitoring and reporting online:  
Deliverables, Payment requests, Reports, etc.



## New Grant Agreement

- New model grant agreement aligned to H2020 procedures
- **Interim Payment** instead of 2<sup>nd</sup> pre-financing
- Simplified cost structure (Staff, Other Costs, Subcontracting), **budget shifts without amendment**
- **All partners sign the grant agreement**
- Consortium agreement mandatory



Read the Grant Agreement (GA) !

# Regole generali



## Tips

- Tutorials
- Search partner tool

- Home
- Health Programme
- Consumer Programme
- Better Training for Safer Food
- Promotion of agricultural products
- Funding
- Managing grant agreements & contracts**
- Publications
- News & Events
- About Chafea
- Contacts

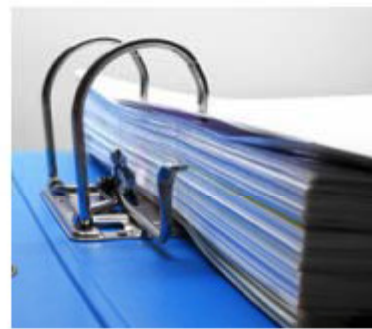
### CALLS

Health Programme

Consumer Programme

## Managing Grant Agreements & Contracts

### Overview



The Consumers, Health, Agriculture and Food Executive Agency works with several hundred partners, and co-funds their actions that usually take the form of projects.

Project management is a one type of management approach that is especially useful when organisations are faced with new problems and need to develop novel ways to solve them.

Chafea has developed some distinctive procedures that need to be applied by project partners who receive Community funding.

In this section, which the Agency plans to develop, you'll be able to find applicable legislation, financial rules, reporting tools, templates, and useful contacts within the Chafea to help you manage your projects or other actions, and comply with Chafea requirements.

[How to plan your project: watch the videos](#)

[+ Fact sheets for the preparation and management of projects](#)

[+ Guides for applicants](#)



HEALTH PROGRAMME  
**DATABASE**

### Related links

[Legislation](#)

[EU funding visibility](#)

Home

Health Programme

- Grants for projects
- Operating grants
- Grants for conferences
- Calls for tender
- Joint actions
- Funded projects
- Projects database
- Events
- Managing grant agreements & contracts
- FAQ
- Previous calls

Consumer Programme

Better Training for Safer Food

Promotion of agricultural products

Funding

Publications

News

About Chafea

Contacts

Health Programme

## How to plan your project

These movies have been produced to inform and guide present and future project coordinators in their work. They cover several key aspects from planning a project to its implementation.

EU HEALTH PROGRAMME

TRAILER

*Short version*

EU HEALTH PROGRAMME

TRAILER

*Long version*

1

Role, responsibilities and tasks of a Project Officer

2

How to plan an EU-multi-stakeholder action

3

How to find partners and build a consensus among them to share

4

Consortium agreement

## EU Programmes 2014-2020

Search Topics

Updates



Calls



H2020

3rd Health Programme

Asylum, Migration and  
Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
ActionsPromotion of Agricultural  
Products

Research Fund for Coal &amp; Steel

Rights, Equality and Citizenship  
Programme

Union Civil Protection

## TOPIC : Scaling up integrated care

**Topic identifier:** PJ-01-2018**Publication date:** 25 January 2018**Types of action:** HP-PJ Project**DeadlineModel:** single-stage**Opening date:** 25 January 2018**Deadline:** 26 April 2018 17:00:00

Time Zone : (Brussels time)



3rd Health Programme

Pillar: 3rd Health Programme

Work Programme Year: 3HP-2018

Work Programme Part: [3rd Health Programme Work Plan 2018](#)Call : [HP-PJ-2018](#)[3HP website](#)[Call budget overview](#)

## Topic Description

[+ More](#)**Scope:**

Non Communicable diseases

## Topic conditions and documents

[+ More](#)1. **Eligible countries:** described in section 6 of the [Call document](#).

## Partner Search

0

Organisations are looking for collaborating partners for this topic

[VIEW/EDIT PARTNER SEARCH](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.



For any question contact:  
[chafea-HP-CALLS @ec.europa.eu](mailto:chafea-HP-CALLS@ec.europa.eu)



# REGOLE GENERALI, Procurements





## What is public procurement?

**Public Procurement** is the purchasing of works, supplies and services by public bodies.

The **legal basis** for Commission and Chafea procurement activities is laid down in the Financial Regulation (Regulation No 966/2012) and its rules of application (Commission Delegated Regulation No 1268/2012).

# Regole generali



## EU Purchases

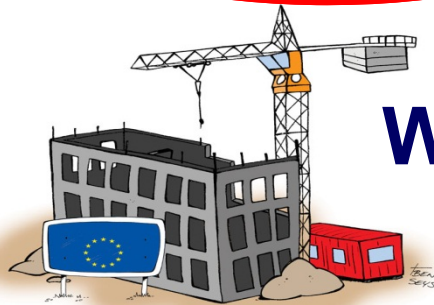
### Services



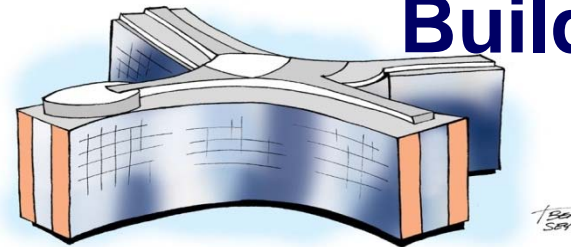
### Supplies



### Works



### Building





## Procurement principles and objective

- Principle of transparency
- Principle of proportionality
- Principle of equal treatment and non-discrimination
- Principle of sound financial management

**Main objective: ensuring widest possible competition between economic operators.**

# Regole generali



## Procurement vs. Grant

To acquire a product or a service.	<b>Purpose</b>	To encourage actions indicated in the Work Plan, which fall primarily within the scope of the beneficiary's activities
Call for tender	<b>Procedure</b>	Call for proposals
Service Contract	<b>Legal outcome</b>	Grant Agreement
The EU pays 100 % of the contract price	<b>EU financial contribution</b>	EU-contribution to the overall costs (Co-funding)
Since the service or product has been purchased and paid for by the EU, in general it belongs to the EU in its entirety	<b>Ownership</b>	The ownership as a rule is vested in the beneficiary of the grant.
The operator's remuneration should include an element of profit.	<b>Profit</b>	The grant must not have the purpose or the effect of producing a profit for the beneficiary.



## Types of tenderers and configurations

- Single tenderer
- Single tenderer with subcontractor(s)
- Joint tender
- Joint tender with subcontractor(s)



## Joint tender

**Definition:** Tender submitted by a group of economic operators.

- The offer shall clearly specify the **roles and tasks** of each group member.
- One group member to be designated as **leader**: with full authority to bind the group and each of its members.
- Each member shall **accept and comply with the terms and conditions** set out in the tender specifications and in the contract.

**In case the joint tender is awarded the contract:**

All group members will assume joint and several liability towards the contracting authority for the performance of the contract.



## Subcontracting

- Tenderers are required to identify subcontractors to the degree requested in the TS
- Identified subcontractors must submit letters of intent
- Change of subcontractor during implementation requires prior written approval by the contracting authority
- Rules on access to the market do not apply to subcontractors



## Stages in the procurement procedure

- 1.- Publication
- 2.- Q&A
- 3.- Preparation & submission of tenders
- 4.- Opening of tenders
- 5.- Evaluation phase
- 6.- Award decision
- 7.- Notification of the outcome to tenderers
- 8.- Signature of the contract
- 9.- Publication of contract award notice



# Regole generali

## 1. Publication



- Ted eTendering: <https://etendering.ted.europa.eu>

This site is a part of Europa eTendering 2.5.7 About eTendering

# Ted eTendering

Calls for tenders from the European institutions

Europa > TED home > eTendering home

**TED** | **TED SIMAP** | **TED eNotices** | **TED eTendering**

**My account**

- ▶ [Log in](#)

**Call for tenders**

- ▶ [Search for calls for tenders](#)
- ▶ [Search for a document](#)

### What is TED eTendering?

TED eTendering is an EU institutions' eProcurement platform based on EU Directives on public procurement. Allowing free electronic access to **call for tenders' documents** such as contractual documentation, technical specifications, annexes, questions and answers etc., TED eTendering effectively represents an added-value extension to TED (Tenders Electronic Daily), the online version of the "Supplement to the Official Journal of the European Union".

### How can I benefit from TED eTendering?

TED eTendering provides free electronic access to calls for tenders published by **EU institutions, agencies and other bodies**. It is integrated and synchronized with TED eNotices and TED website, where public procurement notices are published.

TED eTendering users can benefit from the following services:

#### Contracting Authorities

- A collaborative eProcurement environment for preparing and publishing call for tenders' documentation
- Easy management of the preparation and publication of questions and answers
- Synchronization with the contract notice filled in on TED eNotices and published on TED website
- Automatic publication of the call for tenders on the same day as the contract notice
- Generation of reports, statistics on documents downloaded, subscribers etc.
- Possibility to publish calls for tenders for **all types of procedures**, even lower value procedures independently

# Regole generali



- Chafea Website: <http://ec.europa.eu/chafea/health/tenders.html>

The screenshot shows a web browser window displaying the Chafea website. The address bar shows the URL <http://ec.europa.eu/chafea/health/tenders.html>. The page header includes the European Commission logo and the text 'CHAFAEA Consumers, Health, Agriculture and Food Executive Agency'. A breadcrumb trail reads: 'EUROPA > European Commission > Chafea > Health Programme > Call 2017: Tenders'. The main content area is titled 'Calls for tenders 2017' and features a call for tender for a feasibility study on food reformulation. The text of the call for tender is as follows:

**Chafea/2017/Health/03 concerning a feasibility study for an monitoring system on food reformulation initiatives for salt, sugars and fat**

This project/study intends to pilot test the functioning of the monitoring system in key areas. The contractor shall perform a feasibility analysis (usefulness, cost, sustainability) of further actions to standardise and harmonise related data collection and to allow for direct comparisons that are currently not possible (from many points of view, e.g.: age groups, methods of dietary assessment, different food composition databases).

**Deadline: 13/02/2018**

A green button labeled 'More information' is positioned below the text. Below this, another call for tender is partially visible: 'Call for tender No Chafea/2017/Health/07 concerning assessment of the feasibility of establishing a European expert network for rare communicable diseases and other rare pathologies in the context of...'

The right sidebar contains a 'HEALTH PROGRAMME DATABASE' section with a database icon and a 'Health-EU Newsletter' link. Below that is a 'Links and documents' section with links to 'National Focal Points for Health Programme', 'Jobs: Register to be an expert for EU Health Programme', 'Projects database', and 'Health Programme decision'.



## 2.- Q&A, Clarifications

- At the request of economic operators via TED eTendering, the contracting authority may supply additional information for the purpose of clarifying the procurement documents;
- On its own initiative, the contracting authority may inform interested parties via TED eTendering if it spots any error, inaccuracy, omission or other clerical error in the procurement documents.



## 3. Preparation and submission

If during the tender preparation you have any doubt submit a question via **eTendering**

### Who can participate in Chafea Call for Tenders?

All natural or legal persons registered or having their domicile in:

- The Member States of the European Union
- Certain non EU countries
  - European Economic Area (Norway, Iceland)
  - With special agreement in the field of public procurement with the EU
    - Under the Stabilisation and Association Agreements (FYROM, Albania, Montenegro, Serbia, Bosnia and Herzegovina, Kosovo)

# Regole generali



The Tender must include 3 closed envelopes:

- **Envelope A: Administrative proposal**
- **Envelope B: Technical proposal**
- **Envelope C: Financial proposal**

(see PDF submission form which has to be completed).

The tender has to be dispatched to Chafea by postal mail, courier or in person (hand delivery) before the deadline.

The tender should be placed in two closed envelopes. The inner envelope must contain the 3 above-mentioned closed envelopes.

**The Agency will move from paper submission to electronic submission in the course of 2019!!!**

# Regole generali



## A) Administrative :

One single PDF submission form containing the Annexes

- Annex Ia: Tender submission form – Statement
- Annex Ib: Letter of mandate (joint tender) / written commitment (subcontractors)
- Annex IIa: Legal entity form for public entities
- Annex IIb: Legal entity form for private entities
- Annex IIc: Legal entity form for individuals
- Annex III: Financial identification form
- Annex IV: Declaration on honour
- Annex VI: Draft contracts and annexes
- Annex VII: Economic and financial capacity overview form
- Annex VIII: Checklist
- Annex IX: (Checklist under selection criteria)

Please consult the **Step by Step Guide** for completing the PDF submission form ([published with the other documents on eTendering.](#))

B) Technical offer

C) Financial proposal

*Annex V: financial offer form*



## 4. Opening of offers

- For all contracts with a value as from the Directive threshold, **tenders are opened by an opening committee**
- In the case of open procedures, **tenderers or their representatives are allowed to attend the opening** of the tenders as specified in the contract notice.



## 5. Evaluation

a) Exclusion  
Criteria



Administrative part

b) Selection  
Criteria



Administrative part

c) Award Criteria



Technical and  
financial parts





In case of Joint Tender: evidence for each member

In case of subcontracting: evidence if requested in the Tender Specifications

## a) Exclusion criteria

### Declaration on honour and requested evidence

1. Annex IV: Declaration on honour
2. Requested only of the successful tenderer, before contract signature:

- **Recent extract from the judicial record** or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- **Certificates** by the competent authorities on **payment of taxes and social security**

If the documents are not issued in the concerned country, they may be replaced by a **sworn statement** or **solemn statement** made by the interested party before a judicial authority or notary (sworn statement) or before an administrative authority or a qualified professional body (solemn statement) in its country of establishment



## b) Selection criteria

Purpose: to determine whether the tenderer has the capacity to implement the contract.

Aspects of this capacity may include

- legal and regulatory capacity
- economic and financial capacity
- technical and professional capacity

The selection criteria are verified on the basis of the declaration on honour (Annex IV).

Evidence will be requested from successful tenderer, before contract signature.

## b) Selection criteria

f) In case of **joint tender**, the group leader shall submit the **Power of Attorney** (Annex Ib) signed and dated by the group members and co-signed by the group leader;

In case of **subcontracting** the tenderer shall submit the **letter of intent** (Annex Ib) proving the willingness of the subcontractor(s) to accept the task proposed to it / them by tenderer



### Statement

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*In case of a single tenderer and/or subcontracting, only the tenderer shall sign the "Tender submission form". If the tender is submitted by a consortium, the "Tender submission form" shall be signed by the consortium leader and signed mandate letters (Annex Ib) from the other consortium members should be provided.*

**I, the undersigned, being the authorized signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire content of the tender specifications and its annexes for the tender procedure referred to above.**

**We propose to provide the services requested in the tender specifications on the basis of our offer.**

Full name	Date	Signature and stamp

## b) Selection criteria

### 1. Economic and financial capacity

#### Criteria could be linked to:

- annual turnover
- liquidity: capable of covering its short-term commitments
- solvency: capable of covering its medium and long-term commitments

#### Examples of requested evidence:

- - Copy of the **profit and loss accounts** or **extracts of balance sheet** for the last two years for which accounts have been closed from each concerned legal entity;

## b) Selection criteria

### *2. Technical and professional capacity*

#### **Criteria could be linked to:**

- Criteria relating to the tenderer (s) delivering the service
- Criteria relating to the team delivering the service

#### ***Examples of requested evidence:***

- Project references
- CVs in the Europass format

## c) Quality award criteria

The contract will be awarded to the tenderer who submits the most economically advantageous bid, as assessed on the basis of the following factors:

**Quality Award Criteria:** Quality award criteria will be specified in the "Tender Specifications" *Examples:*

- **Quality of the proposed methodology,**
- **Organisation of the work and resources and**
- **Quality control measures**

The maximum total quality score is 100 points.

Each award criterion has a minimum threshold (e.g. 50%), tenderers falling below will be eliminated.

**Price:** The price must be presented in a standard format (Annex V)

**A quality/price ratio will be applied and the contract will be awarded to the tender achieving the highest score.**



# Award of the contract

- Award decision
- Information letters
- Standstill period (10 days from dispatch of information letters)
- Signature of the contract
- Publication of contract award notice on TED

## No obligation to award the contract

- Up to the point of signature, CHAFEA may cancel the procurement procedure without the tenderers being entitled to claim any compensation.
- Chafea shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted, not shall it be liable when deciding not to award the contract.



[More information](#)



## HEALTH PROGRAMME NOTIFICATIONS

### **Wishing to be informed when calls for tenders are published?**

Register to our notification system and receive an email each time a new call is published.

[SUBSCRIBE / UNSUBSCRIBE](#)

[Data protection rules](#)

*EC staff are already in the database and must log in with their internet credentials. Once logged in, update the mailing lists to which you want to be registered.*

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Contact: [Chafea-HP-TENDER@ec.europa.eu](mailto:Chafea-HP-TENDER@ec.europa.eu)

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## Tips for preparing your offer

- Read carefully all procurement documents, paying special attention to Tender Specifications and draft contract
- Foresee enough time to prepare your offer. Late submission = rejection
- Check regularly Ted for Q&A updates or possible corrigendums
- Check, check and check your financial offer! Financial offers exceding maximum amount or presented not in line with the TS= rejection



## More information

- Chafea Health Programme tender website:  
<http://ec.europa.eu/chafea/health/tenders.html>
- Health programme tender functional mailbox:  
CHAFEA-HP-TENDER [CHAFEA-HP-TENDER@ec.europa.eu](mailto:CHAFEA-HP-TENDER@ec.europa.eu)

## Contacts with Chafea

- **During the submission phase**

Questions should be asked via

- eTendering (in case of Call for Tender)
- Functional mailbox (in case of specific contracts)
- **After the submission phase (In case of call for tender or reopening of competition)**

Contacts are exceptional and can be made only on the initiative of the contracting authority!



For any question contact:  
[Chafea-HP-TENDER@ec.europa.eu](mailto:Chafea-HP-TENDER@ec.europa.eu)



**Grazie per la vostra attenzione!**

***Paola D'ACAPITO***

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*Health and Food Safety Unit – Chafea*

<http://ec.europa.eu/chafea/health/index.html>

Health and Food  
Executive Agency