



Stockholm, 17 August 2010

Our ref: SUN-10-1836-AnAmevli

Dear Sir/Madam,

Re: Request for offer: “Collect relevant international literature for the development of a tool to benchmark performances of CD surveillance systems and improve quality”

The European Centre for Disease Prevention and Control (ECDC) is an Agency of the European Union, based in Stockholm, Sweden. ECDC is pleased to invite you to submit an offer for the above-mentioned contract.

A. Terms of reference

The purpose of these terms of reference is to give instructions and guidance to candidates about the nature of the offer they will need to submit.

The terms of reference will become part of the contract that may be awarded as a result of this negotiated procedure. ECDC intends to conclude contract as per the model contract attached.

1.1. Objective

Collect relevant international literature that will facilitate and inform the development of a tool to allow EU MS (plus EEA and EFTA countries) to benchmark performances of their CD surveillance systems and improve quality accordingly.

1.2. Background

This contract refers to the following section of the ECDC long term strategy for surveillance of Communicable Diseases (CD) [1] “Support for Member States (MS) to meet the demand, needs assessment and ways to strengthen national systems”. As specified in this section, a tool for assessing the needs of national surveillance systems should be developed by ECDC and the Competent Bodies for surveillance (CBs). This tool should be used to identify the best way of supporting the MS, so possible needs for strengthening the national surveillance systems can be defined and action plans for amendment can be set up. As an ongoing activity, ECDC and the CBs will consider developing a set of minimum-standard criteria for operating effective national surveillance systems that meet the EU demands. In order to achieve this aim the practices currently used internationally should be collected and studied.

1.6. Budget

Candidates are asked to state a total fixed price in Euro. Prices quoted must be exclusive of all taxes¹, shall be firm and not subject to revision.

The total fixed price must include professional fees (i.e. the daily fee per consultant/s), travel and any subsistence costs (subsistence costs include accommodation, meals, local transport, insurance and sundries). No additional amount will be paid by ECDC.

Please note that the maximum indicative cost for this assignment is EUR 20 000.

B. Conditions for submission of offer

- (1) The offer should be valid for at least three months after the deadline for submission of the offer (see Point 4).
- (2) Prices must be quoted in EURO using the conversion rates published in the C series of the Official Journal of the European Communities on the day when this request for offer was issued. This information is also available on the Website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>. The prices given in the offer should be final and should include all costs and expenses.
- (3) Please complete the "Financial Identification" and "Legal entity" forms (see Section D.3) and "Exclusion criteria & non conflict of interest" form (see enclosed) with this request for offer. These three documents should be duly signed by the person authorised to sign the contract.
- (4) Candidates may choose to submit an offer:
 - a) either by email to the following address: eva.liljestedt@ecdc.europa.eu **not later than 16.00 (local time) on 07/09/2010** with "Collect relevant international literature for the development of a tool to benchmark performances of CD surveillance systems and improve quality" in the subject line.
 - b) or by registered mail **not later than 07/09/2010**, sent in a sealed envelope marked "CONFIDENTIAL: Not to be opened by the postal department" in which case the evidence of the date of dispatch shall be constituted by the postmark to the following address:

European Centre for Disease Prevention and Control (ECDC)
Attn: Sergio Brusin
171 83 Stockholm
Sweden
 - c) or delivered by hand to the following address:

European Centre for Disease Prevention and Control (ECDC)
Attn: Sergio Brusin
Tomtebodavägen 11A
171 83 Stockholm
Sweden

not later than 16.00 (local time) on 07/09/2010. In this case, a receipt must be obtained as proof of submission, signed and dated by the staff working at the reception at the ECDC who took delivery.
- (5) ECDC's condition of payment is 30 days after which the invoice has been approved by ECDC. ECDC pays only after services are rendered.

¹ ECDC is exempt from all duties, taxes and dues.

Legal entities:

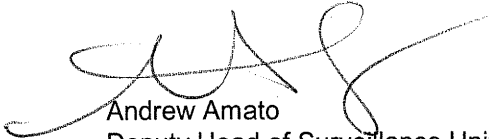
For individuals: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pp_en.pdf

For private companies: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pris_en.pdf

For public entities: http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pub_en.pdf

We look forward to receiving your offer.

Yours sincerely,



Andrew Amato
Deputy Head of Surveillance Unit

Encl.: Model contract
Exclusion criteria & non conflict of interest form