

Invitation to Tender

1. General data

- 1.1. Name of the Contracting Authority: National Institute for Health Development
- 1.2. Address of the Contracting Authority: Hiiu 42, 11619 Tallinn, Estonia
- 1.3. Person responsible: Klarika Kallikorm
- 1.4. E-mail address of the person responsible: klarika.kallikorm@tai.ee

1.5. The way of conducting the procurement: by asking tenders

2. Object of the contract

- 2.1. Title and short description of the procurement: Preparation of the process and effectiveness of the mid-term evaluation of project "Empowering Civil Society and Public Health System to Fight Tuberculosis Epidemic Among Vulnerable Groups – TUBIDU", the conduction of the mid-term evaluation and preparation of an evaluation report.
- 2.2. Contract validity period: **11.03.2013 – 30.06.2013**
- 2.3. The procurement is related with a project financed by European Commission programme "Health programme 2008–2013".
- 2.4. The detailed technical description of the procurement together with the project's short description is provided in Clause 3 and Appendix 1 of the present document.

3. Services procured, anticipated results for the service

- 3.1 The tenderer must conduct the project process and the mid-term evaluation of the effectiveness of the project by implementing the following methods:
 - 3.1.1 The analysis of documents describing the project content and activities in the volume of approximately 200 pages;
 - 3.1.2 Participation in TUBIDU project management steering committee meeting in Bulgaria in April 2013 (week 17) with the aim to observe and evaluate the process of project activities through partners' cooperation analysis. The tenderer itself organizes the relevant transportation and accommodation. The time for performing the work on site is 1-2 days.
 - 3.1.3. Conduction of a focus group interview (1.5-2 hours) among the associated partners of TUBIDU project (listed in Appendix 1) in April 2013 (week 17) in the framework of the project's management steering committee meeting.
 - 3.1.4 If necessary, the tenderer conducts additional virtual interviews with the associated partners of the project in addition to the interviews mentioned in Clause 3.1.3 (via Skype, telephone).
 - 3.1.5 An interview with the representatives of the leading partner of the project (project coordinator, project manager) in April 2013 (week 17).
 - 3.1.6 Virtual interviews (via Skype, telephone, electronically forwarded questionnaires) with the project's local stakeholders in a method chosen by the tenderer:
 - 3.1.6.1 Latvia: 2 interviews (1 interview with the project's local stakeholder – from non-profit organization, 1 interview with project's local stakeholder from the public sector). The time for performing the work on site is 1 day.
 - 3.1.6.2 Romania: 2 interviews (1 interview with the project's local stakeholder – from non-profit organization, 1 interview with a project's local stakeholder from the public sector). The time for performing the work on site is 1 day.

- 3.2 As the result of the analysis of interviews and written materials, a mid-term evaluation in English and with the length of 30–40 pages (appendices excluded) must be prepared.
- 3.3 During the performance of works, the Contracting Authority is entitled to demand the tenderer to present the English draft materials of the work to be performed and to make amendment and correction proposals. If necessary, both the Contracting Authority as well as the tenderer are entitled to request meetings with the other Party in order to discuss the issues related with the performance of work.
- 3.4 The tenderer presents the work in two parts:
- 3.4.1 An initial draft evaluation report in English for coordinating with the tenderer no later than on **10.06.2013**.
- 3.4.2 The final evaluation report in English no later than on 30.06.2013.
- 3.4.3 The language used in the evaluation report must correspond with the terminology of the field and the evaluation report must consist of the following parts:
- (a) Introduction
 - (b) Methods
 - (c) Results
 - (d) Evaluations
 - (e) Recommendations
 - (f) Summary
 - (g) Appendices

4. The Contracting Authority is entitled to exclude a tenderer from the proceedings or decline its tender, if:

- 4.1. A tenderer or its legal representative has been convicted of organising a criminal group or belonging thereto or violating the requirements of public procurement or fraud or committing offences relating to professional misconduct or money laundering or tax offences in a criminal procedure or misdemeanour procedure, and whose data concerning punishment have not been deleted from the penal register in accordance with the Punishment Register Act or whose punishment is valid in accordance with the legislation of their country of residence or country of location;
- 4.2. The tenderer is in bankrupt or under liquidation, the tenderer's business operations have been suspended or the tenderer is in another similar state under the legislation of its country of location.
- 4.3. A compulsory liquidation or other similar procedure has been initiated against the tenderer in accordance with the legislation of its country of location;
- 4.4. The tenderer has not with due diligence performed its legal obligations and has arrears of state taxes or local taxes of their place of residence or seat or arrears of social insurance contributions or interest charged on overdue tax amount (hereinafter tax arrears) as of the date of commencement of the procurement procedure or if the payment of the tax arrears has been staggered for a period exceeding six months starting from the date of commencement of the procurement procedure, unless the staggering of payment of the tax arrears has been guaranteed in full. For the purposes of the Public Procurement Act, arrears of state taxes or local taxes of the place of residence or seat means state taxes or local taxes of the place of residence or seat not paid by a tenderer or candidate by the due date and the interest charged on the overdue amount of tax, which exceeds 100 euros;

- 4.5. The tenderer has in the same public procurement or in the framework of one procurement procedure, in case of divided public procurement, submitted a joint tender for the same part, having also submitted a tender on its own, submitted several joint tenders together with different joint tenderers or named another tenderer as a subcontractor for performing the procurement contract;
- 4.6. A tenderer has presented false data about meeting the qualification requirements set by the Contracting Authority.
- 4.7. Documents proving the absence of the grounds for exclusion from the procurement procedure**
- 4.7.1. For the absence circumstances provided in Clauses 4.1–4.3 and 4.5, the tenderer presents a confirmation on form A.
- 4.7.2 The control of the absence of the arrears of Estonian national taxes listed in Clause 4.4 shall be performed by the Contracting Authority itself by using a public register. A certificate of the absence of local tax arrears must be presented by a local tenderer, if the tenderer is registered as a taxable person outside the city of Tallinn. A tenderer from a foreign country must present a corresponding verification that proves the absence of tax arrears of national and local taxes.
- 4.7.3 Joint tenderers must present a confirmation provided in Clause 4.7.1 and certificates proving the absence of the circumstances listed in Clause 4.4 separately for each tenderer.

5. Requirements for qualification

- 5.1 In the past three years, a tenderer must have assessed at least three international projects. The tenderer presents a list C.
- 5.2 The tenderer must have the person(s) with the following qualification to provide the service:
- 5.2.1 A minimum of master's degree or equalized degree in public health, medical, social science, psychology or public administration. In order to prove that, the tenderer presents a copy of a document proving the relevant education;
- 5.2.2 An experience of evaluating at least three foreign projects during the past three years; as evidence, the Tenderer presents the CVs of the person(s) involved in the performance of works, which must indicate the project evaluation experience of such person(s).
- 5.2.3 The level of English skills must enable to comprehend complicated texts both when listening or reading them, communicate coherently and spontaneously, write letters, reports or essays. As evidence of the described information, the tenderer presents the CVs of person(s) involved in the performance of works, which must indicate the language level necessary for the performance of the work.

6. Requirements for the tender

- 6.1. The tender must include:
- 6.1.1 The methods for performing the work;
- 6.1.2 The weekly schedules for performing the work;
- 6.1.3 Price of in euros without VAT, presented on form B; the Contracting Authority pays the VAT itself according to the valid Value Added Tax Act of the Republic of Estonia.

- 6.1.4 Price of accommodation and transport, presented on form B;
 6.1.5 The content of the tender must correspond to the requirements provided in the present invitation and also include all documents required in Clauses 5 and 7.

7. Tender assessment criteria

- 7.1. The economically most advantageous tender shall be considered successful;
 7.2. A point system shall be used for assessing the tenders, based on which the economically most advantageous tender shall be established. A total of 100 points can be collected and the points shall be calculated based on the following table:

7.3.

Criterion	Value	Notes
Cost	Max 60 points	The tender with the lowest price gets maximum points (other tenders receive points according to the following formula: the lowest price/the specific tender x 60)
Experiences of the person(s) involved by the tenderer in the field of HIV or tuberculosis (TB). The tenderer shall present the abovementioned experiences in the CV(s) of the person(s) involved.	Max 40 points	0 years of experience in the field of HIV or TB = 0 points 1-2 years of experience in the field of HIV or TB = 20 points 3 or more years of experience in the field of HIV or TB = 40 points

Then the points shall be added based on the table above and the tender that gets the most points shall be regarded as successful.

8. Deadline for submission of tenders

The tender must be digitally signed and sent to the following e-mail address of the National Institute for Health Development: klarika.kallikorm@tai.ee or submitted on paper and signed for the name of Klarika Kallikorm Hiu 42, Tallinn 11619, no later than on 15.02.2013 at 12.00, with keyword „**TUBIDU Tender**“, when submitting the tender on paper the envelope must be marked with note "**Not to open before 15.02.2013 at 12.00**".

9. Finalisation of tenders

A tender can be finalised either fully in Estonian or English.

10. Minimum length of time a tender offer must remain in force

A tender must remain in force in 90 calendar days since the date of submitting the tender, for which the tenderer shall present a confirmation on form A.

11. Information related to the contract

11.1 All expenses that the tenderer makes before the conclusion of the contract are made on the tenderer's own risk.

11.2 The Contracting Authority shall not make advance payments, however, it is possible to agree on a stage-based remuneration after certain works have been accepted by the Contracting Authority.

11.3 The tenderer undertakes to follow the information and publicity requirements of the European Commission, available on the following internet address:

http://ec.europa.eu/eahc/management/visual_identity.html.

12. Clarifications

12.1 Clarifications about the content of the invitation to tender can be received when addressing the person responsible for the tender in writing via e-mail address klarika.kallikorm@tai.ee .

12.2 The Contracting Authority shall answer the posed questions in 3 working days since the receipt of the application of clarification by forwarding the questions and the answers simultaneously to all tenderers.

13. Negotiations

13.1 In one month after establishing a successful tenderer, the Contracting Authority reserves the right to hold negotiations as regards to methodology and price of work.

14. Informing the tenderer about the Contracting Authority's decision

15. The tenderer shall be informed in 3 working days after a decision has been made about the respective tenderer.

Form A — A confirmation proving the absence of the grounds for exclusion from the procurement procedure

We hereby confirm that we or our legal representative has not been convicted of organising a criminal group or belonging thereto or violating the requirements of public procurement or fraud or committing offences relating to professional misconduct or money laundering or tax offences in a criminal procedure or misdemeanour procedure, and our data concerning punishment has been deleted from the penal register in accordance with the Punishment Register Act or our punishment is invalid in accordance with the legislation of our country of residence or country of location.

We hereby confirm that we are not in bankrupt or under liquidation, our business operations have not been suspended nor we are in another similar state under the legislation of our country of location.

We hereby confirm that a compulsory liquidation or other similar procedure has not been initiated against us in accordance with the legislation of our country of location.

We hereby confirm that we have not in the same public procurement or in the framework of one procurement procedure, in case of divided public procurement, submitted a joint tender for the same part, having also submitted a tender on its own, submitted several joint tenders together with different joint tenderers or named another tenderer as a subcontractor for performing the procurement contract.

We hereby confirm that we have not presented false data about meeting the qualification requirements of the procurement procedure.

We hereby confirm that our tender remains in force for 90 calendar days since the date of the submission of the tender.

Form B — Tender form

Indicate the price without VAT.

Name of works	Price without VAT*	Additional information
The preparation of the evaluation of the process and effectiveness of project “Empowering Civil Society and Public Health System to Fight Tuberculosis Epidemic Among Vulnerable Groups – TUBIDU”, the conduction of the mid-term evaluation and preparation of an evaluation report.		
Transport costs resulting from the performance of works		
Bulgaria, Sofia		
Accommodation costs resulting from the performance of works		
Bulgaria, Sofia		
Total:		

* The Contracting Authority pays the VAT itself according to the valid Value Added Tax Act of the Republic of Estonia.

Form C — Verification about previously evaluated international projects

No	Name of the evaluated project	Duration of the project	Project donor	Time of the performance of evaluation (indicate the year)
1				
2				
3				
4				
5				
6				

Appendix 1

Project “Empowering civil society and public health system to fight tuberculosis epidemic among vulnerable groups” – TUBIDU is implemented in the framework of a cooperation contract concluded between the National Institute for Health Development and the European Union’s Executive Agency for Health and Consumers (EAHC) on 10.06.2011.

A total of 12 organizations from 11 countries are participating in the project: The associated partners of the project are:

1. Estonia, National Institute for Health Development*
2. Estonia, Estonian Network of PLWH*
3. Latvia, Tuberculosis Foundation of Latvia*
4. Lithuania, Institute of Hygiene*
5. Finland, Finnish Lung Health Association*
6. Bulgaria, Dose of Love*
7. Romania, Romanian Angel Appeal Foundation*

The international collaborating partners of the project are:

8. Russia, Leningrad Oblast Aids Centre**
9. Ukraine, International HIV/AIDS Alliance in Ukraine**
10. Georgia, National Center for Tuberculosis and Lung Diseases**
11. Albania, World Vision Albania**
12. Bosnia and Herzegovina, World Vision Bosnia-Herzegovina**

In addition to the organizations listed above, the countries participating in the project have also involved other local stakeholders (project’s substantial cooperation partners), which include both state as well as local government institutions, health care and third sector organizations.

The project focuses on preventing tuberculosis among injection drug users, including developing community based interventions.

The aim of the project is the prevention of tuberculosis epidemic among injection drug users by enforcing community organizations. For that purpose, a tuberculosis survey is carried out among injection drug users, both international as well as local trainings for specialists of different fields are organized and information materials and guidance for community based organizations for tuberculosis control are issued.

Through project activities the participating countries wish to develop and strengthen mutual international field based cooperation for the prevention of HIV and tuberculosis and to influence the policies, services and community based interventions of the participating countries. The project enforces horizontal cooperation of different fields (tuberculosis, HIV, etc.).

Project activities have been divided into different work packages and each package has a responsible leader:

Work package 1-3 (leader: National Institute for Health Development): Project management, reflection of project activities/dissemination of information, project evaluation;

Work package 4 (leader: National Institute for Health Development): International and local network cooperation and mapping of the international TB situation of injection drug users (Common desk review);

Work package 5: (leader: National Institute for Health Development) International survey among injection drug users for clarifying the TB situation (awareness about the sickness, prevention, treatment possibilities, etc.);

Work package 6: (leader: Romanian Angel Appeal Foundation) Developing information materials and raising awareness;

Work package 7: (leader: Tuberculosis Foundation of Latvia) Training (a common training strategy and a training time schedule will be developed);

Work package 8: (leader: National Institute for Health Development) Developing guidance and recommendations.

For work packages 4–8 international work groups have been formed from contractual partners, in cooperation with whom the deliverables will be developed.

* Partner with financial contractual obligations

** Partner without financial contractual obligations