



E D C T P

European & Developing Countries
Clinical Trials Partnership

Request for Proposals (RfP)

Provision of conference management services

The European & Developing Countries Clinical Trials Partnership ([EDCTP](#)) is a public-public partnership between countries in Europe and sub-Saharan Africa, and the European Union. EDCTP supports collaborative research to accelerate the clinical development of new or improved interventions to prevent or treat HIV/AIDS, tuberculosis, malaria and neglected infectious diseases in sub-Saharan Africa. The second EDCTP programme is implemented as part of the European Framework Programme for Research and Innovation, Horizon 2020.

We are currently making preparations for the 9th EDCTP Forum, which will be held over four days at the [Calouste Gulbenkian Foundation](#) in Lisbon, Portugal during the week of 17-21 September 2018. The EDCTP Forum is a major, high-profile international conference event, which is held every two years in Africa or Europe. It provides a platform for showcasing clinical trials and clinical research on poverty-related diseases in sub-Saharan Africa. The 9th EDCTP Forum is expected to bring together 700 researchers and policy-makers from across the globe, principally from Europe and Africa. The EDCTP Forum in Lisbon is hosted by EDCTP and the [Foundation for Science and Technology](#), Portugal.

We require the services of a **Conference Management Company** to provide event management services. These services will include:

- Provision and management of a secure and user-friendly registration system for online registration of delegates from across the globe and processing of online payments;
- Abstract management from submission through to programme development and printing;
- Conference website design and content management;
- Identification of suitable and reasonably priced hotels and making block booking for delegates; and
- Provision of secretarial support, as required, to the EDCTP Forum Organising Committee during the Forum.

Procedures and deadline for submission of proposals

The proposal must include a technical and a financial section. The technical section must include:

- The company's experience of managing similar events, including names of past and present clients;
- Name and details of the conference management system that will be used for online registration and receiving online payments from delegates, and for abstract management;
- Proposed approach and event management plan;
- The names and experience of the personnel who are going to manage this assignment.

The financial section must show clearly the approximate total fee charged for the assignment and how it has been calculated per category according to the scope of work, including a breakdown of the expected man hours and the charge out rate for each proposed team member.



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The proposal should be sent via email (attachment) to Ms. Andreia Coelho, EDCTP Secretariat, Anna van Saksenlaan 51, The Hague, 2593 HW The Hague, The Netherlands (Coelho@edctp.org) and specify "EDCTP Forum Management System" on or before **22 November 2017**.

Further information may be obtained from Ms. Andreia Coelho, EDCTP Administrative Support Officer (coelho@edctp.org) during working hours (Tuesday – Friday, 9.30 -17.30).

Please note that enquiries and requests for information will be made available to the public on the EDCTP website. Any proposals or enquiries received after midnight 22 November 2018 will not be considered.

Currency of the proposal

The proposed fee shall be in euros.

Basis of proposal evaluation

The criteria and weightings that will be used during the selection process are:

- Overall capabilities and experience of the company manage this event 60%
- Price in euros, including how it has been calculated 40%

Timing

The EDCTP requires the Forum website, registration and abstract system to be operational by 23 February 2018.



The EDCTP programme is supported under Horizon 2020, the European Union's Framework Programme for Research and Innovation.