



Call For Tender

Organization & Information Support for ORCHESTRA

Objective of the procurement procedure	To provide organization and information support for research protocols collecting COVID-19 related retrospective and prospective data
Expected starting date	15 th February 2021
Tender notice issuance date	07 th January 2021
Deadline for tendering	05 th February 2021



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1 Background

More than 30 years since its creation, Penta is today one of the most prominent scientific organizations dedicated to paediatric research. We are a global, independent, scientific collaboration devoted to determining and implementing the best ways to prevent, diagnose and treat diseases in children.

The Penta Foundation **coordinates, promotes, and sponsors research and activities** in paediatric infectious diseases. To date, Penta has hosted over 42 research projects, 33 of which have been funded by the European Commission.

Currently, Penta is a partner in a **project** called **ORCHESTRA** which is funded by the European Union. ORCHESTRA (Connecting European cohorts to increase common and effective response to SARS-CoV-2 pandemic) is a EU funded project through the H2020 Program and it is coordinated by the University of Verona (Grant Agreement No. 101016167).

The main goal of this project is to create a new pan-European cohort, built on new or on already-existing patients' cohorts in EU and non-EU countries, to define effective prevention and therapy models against SARS-CoV-2.

The project was started in December 2020, involves 26 partners in Europe and includes 10 work packages, that cover several COVID-19 research lines.

As coordinator of paediatric and pregnancy cohorts, Penta is involved in 3 work packages, aimed to characterize the disease's clinical course, the incidence of cases of "long-COVID" and of re-infection, as well as the psychological and social impact of the pandemic and of the lockdown period on the population.

In order to actively contribute to the project, Penta together with its cohorts, has developed specific research protocols whose goal is to collect retrospective and prospective data and to respond to the project's specific scientific needs.

2 Scope of the Work

We are looking for a professional and/or a company which can cover the following tasks:

- Provide organizational support for the CASE cohort, (COVID-19 positive tested families followed by the “Salute Donna e Bambino” department of the University of Padua.
- Provide first line support for providing relevant information to patients and families.
- Continuous support and public relation with patients and families.

The support shall be provided for an expected time period of 6 (six) months (from 15th February 2021 to 13th August 2021), with possibility of up to 5 (five) extensions based on project’s needs, and in no case beyond 30th June 2023.

The expected maximum budget available for this service is 5.000,00 (five thousand/00) Euro.

2.1 Requirements

- High level of expertise and experience on interaction with patients and families involved in research projects or similar clinical practices.
- High level of experience in supporting organizational activities related to patients facing projects or similar.
- Degree(s) as doctor, nurse or related fields.
- Ability to prepare documents and spreadsheets in electronic format.
- Italian mother tongue or very good knowledge of Italian (the service will be performed in Italian).

Tenderers should attach to the following documents:

- Best economic quotation.
- CV of professional or CV(s) of staff that will provide the service.

A list of projects supported is considered a plus.

Ability to converse in and write documents in English is considered a plus.

3 Tender Evaluation Criteria

Evaluation criteria will be applied for evaluating the proposals received in order to identify which offer provides the best value for money.

Our evaluation process will be based on the structure shown in the table below, which sets out our high-level evaluation criteria, scorings and corresponding weightings. The evaluation committee reserves the right to eliminate any bidder scoring a mark of 0 (zero) or 1 (one) in any single question if they believe this renders the overall proposal unacceptable.

Evaluation Criteria	Scoring	Weighting
Economic value proposed for the service	0 to 5	40 %
CV of professional profile(s) in line with requirements	0 to 5	60 %

Score	Description
0	No answer or totally irrelevant response.
1	A very poor answer, indicating a response that fails to meet the very basic needs and requirements of Penta, or requires an unacceptable compromise.
2	A poor answer, indicating a response that fails to meet some of Penta's basic needs and requirements, and which demonstrates significant weaknesses or requires major compromises from Penta.
3	A satisfactory answer, indicating a response that meets Penta's basic needs and requirements, but which demonstrates tangible weaknesses or requires some minor compromises from Penta.
4	A good answer, indicating a response that generally meets Penta's needs and requirements, with only very minor weaknesses or issues
5	An excellent answer, indicating a response that fully meets Penta's needs and requirements with no weaknesses or issues

3.1 Exclusion Criteria

Tenderers will be excluded from participating in this tender procedure if:

- Submission is missing documentation listed in section 2.1.
- Submission occurred after deadline provided in section 4.

4 Tender Process and Timelines

Proposal must be submitted in accordance with instructions provided in this document no later than the date stated in the table below.

Date	Step
07-January-2021	Tender notice issuance
05-February-2021	Deadline for questions from bidders
05-February-2021	Deadline for submission of tender bids
08-February-2021	Notification of successful bidder

All enquiries, questions and tender submissions should be addressed via e-mail to: people@pentafoundation.org or via mail to Fondazione Penta Onlus, Corso Stati Uniti 4, 35127 Padova.

Due to the urgency to cover the position, the service will be awarded even in case that less than three bidders apply, as long as the total score of the applying bidder(s) satisfy the call for tender's requirements.

5 Conditions of Tendering

Penta reserves the right to withdraw this tender at any time and may choose not to award a contract as a result of this process. In any event, Penta will not be liable for any costs incurred by bidders in the preparation or submission of tenders, nor those which arise from interviews as part of the process.

Penta reserves the right to enter into a contract in the case only one tender is received.

Penta reserves the right to hold negotiations with the bidders. Successful tenders will be expected to enter into a formal contract with Penta.

Penta will treat all bidders' responses as confidential to it during the procurement process. Penta may use any information within a bidder's response to tender for any reasonable purpose connected with this call for tenders.