



European Nursing Research Foundation

REQUEST FOR PROPOSAL FOR PROJECT XXX

1. BACKGROUND

High level description of what the request for proposal is for and the purpose of the requirement

2. PROJECT PURPOSE AND DESCRIPTION

Must include the purpose and description of the project or work to be performed in detail, including what is and what is not in scope.

3. PROJECT TIMELINE

This section must include the timeframe within which the project must be delivered, including expected deadlines for the different sections.

4. PRACTICAL GUIDELINES

Must include the description of what each bidder's offer should contain, the timeline by which the offer needs to be submitted, and the process / timing which will be followed by ENRF for the decision on the allocation of the project.

Can also mention that in case the bidder uses contractors, they should be mentioned in the offer, and should be contracted by the bidder, so that versus ENRF, there is one contracting party.

Can also mention that the offer must be all costs inclusive, if desired.

5. BUDGET

This section must mention what bidders should include in their offers for the budget section, and in which way it must be structured (eg per phase, etc).

It can also already give an indication of the number of mandays required to complete the project or assignment, and can ask the bidder to give their budget (mandays + the daily rate per manday) per phase of the project.

6. QUALIFICATIONS

This section includes the qualifications which the bidding companies must fulfill in order to successfully submit a bid, and complete the project.

7. EVALUATION CRITERIA

This section states which criteria ENRF will use to evaluate the offers/bids. This should not be mathematical, but can just be for instance 3 criteria which ENRF deems important.

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Promotion of Quality Nursing Research

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