**Request for proposals**

**Proposal number: CT19-FR026**

**Technology and market assessment (due diligence) for the investment in early stage ventures in the field of sustainable energy**

**InnoEnergy**

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# Overview of InnoEnergy

EIT InnoEnergy is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets.

We work in three essential areas of the innovation mix:

• Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.

• Innovation Projects to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers.

• Business Creation services to support entrepreneurs and start-ups who are expanding Europe’s energy ecosystem with their innovative offerings.

Bringing these disciplines together maximises the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:

<http://www.innoenergy.com/about-innoenergy/>

# Scope of work

* General objectives: InnoEnergy requires technology and market expert assessments to provide assistance to the members of the Selection Committee to decide whether to invest or not in the preselected early stage ventures;
* Detailed work scope:
  + InnoEnergy is regularly scouting for new ventures to invest in the domain of sustainable energy. Once InnoEnergy pre-selects ventures to present to the Selection Committee, InnoEnergy requires an expert assessment addressing the potential of the proposed technologies, and the real market opportunities for the ventures, among other details to better evaluate the venture weaknesses, strengths, threats, and opportunities.
  + This assessment is built on two steps: a pre-assessment then if positive, an assessment.
  + As it is difficult to find an expert for all the scope, we have defined three lots :
  + Lot 1: electrical systems : any electricity generation system: solar, wind, electrochemical storage (batteries), nuclear, electric mobility
  + Lot 2 : gas system & chemical fuels : gas production (biogas, syngas, natural gas, hydrogen), gas transport, thermal and non-electric storage, recycling
  + Lot 3 : others: energy efficiency, smart building, data management, mobility (non-electric) etc.

Please kindly notice that there are a few cases where, even if you win a lot, we put the assessment in another lot’s hands:

* if the winner of one lot demonstrates superior competencies on a specific aspect of one of our applicant (for instance: deep knowledge in African markets), it may happen that we ask him to do the assessment, even if another tenderer win the lot dedicated to this particular applicant;
* if your entity is not capable of doing the assessment (you specifically notify us you can’t perform it through an email);
* if your pre-assessment gives an opinion that is in contradiction with our own judgement, it may happen in a few cases that the assessment will be performed by another entity.
* Deliverables: InnoEnergy may require any of the following deliverables:
* Preliminary analysis reports
* Opportunity assessment reports

*Preliminary analysis report deliverable*:

Based on a selection form with around 20 questions answered by the venture and that will be supplied by InnoEnergy, and on a 30 minutes phone interview with a venture representative.

* + - Categories to evaluate: Global view of the venture, Team, Innovation and technology, Technology maturity, Market approach, Competitive position, and Business maturity.
    - For each category, the report will provide:
      * Rank from 0 (lowest rank) to 10 (highest rank).
      * Evaluation brief comment (from 20 to 40 words).
    - Document length: typically 1 page.

*Opportunity assessment report deliverable*:

Based on a selection form with around 20 questions answered by the venture, on a business plan elaborated by the venture, and on a 2 hours personal interview with the venture founders. The main sections of the assessment report to provide are:

* + - Executive summary (1 page)
      * The context
      * The demand
      * Our opinion on the venture
      * Our methodology
    - Venture analysis (typically 8-10 pages)
      * Management team
      * Innovation, IP and technological maturity
      * Industrial approach
      * Understanding and apprehension of market aspects
      * Marketing approach and mix
      * Competitive positioning
      * Go-to-Market approach and customer contacts
      * Business model & forecast income statement
    - Synthesis and recommendations (1 page)
* Contract duration: end of the contract will be 31st, December 2023
* Content of the proposal:

The proposal may contains:

* List of past experiences on market and/or technical assessment. If there are any due diligence leading to fund raising, please discriminate them, possibly with amount invested and investor’s names. Please tag each experience with technology and/or market segment (solar, hydrogen etc.), specificities (African market, Air Liquide spin-off, …). Please kindly notice that we’ll only consider experiences in energy (or related) field. International references (rather in EU) are a strong plus
* Team line-up with resumes
* References, if any. Possible specific experience and/or competencies (with justification)
* **It is possible to apply for only one or several lots**

The tender proposal must include separate price offer for each assessment step:

* + - Preliminary analysis report deliverable
    - Opportunity assessment report deliverable
* Delivery time:

The maximum delivery time for the assessment report deliverables are 5 business days for pre-assessment and 15 for assessments. Please consider that as a commitment, J-1 is the day we supply all required information for starting assessment (entrepreneur contacts (they know they need to make themselves available for that particular exercise) + quick brief on their activity). Any assessment not received at least one week before the selection committee (if “your fault”) may not (or partially) be paid.

# Proposal Process

# *Participation*

1. Participation in this proposal procedure is open to all tenderers.
2. All participants must sign the Tenderers’ declaration form attached and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by InnoEnergy attached to the request for proposal document.

# *Submission of proposal*

|  |  |
| --- | --- |
|  | **DATE (Calendar dates)** |
| **Sending out RFP invitations to the potential suppliers** | **20/11/2019** |
| **Deadline for requesting clarification from InnoEnergy** | **12/12/2019** |
| **Deadline for submitting proposals** | *18/12/2019* |
| **Intended date of notification of award** | **19/12/2019** |
| **Intended date of contract signature** | **31/12/2019** |

Proposals must be emailed in **English** to the following address to:

**Contact name**: for the attention of Mr. Pedro Riera Sardá, cc: charline baechele

**E-mail**: [pedro.riera-sarda@InnoEnergy.com](mailto:pedro.riera-sarda@innoenergy.com) + [charline.baechele@InnoEnergy.com](mailto:charline.baechele@innoenergy.com)

**The proposal shall contain:**

* **the technical response to the service requested (point 2).**
* **the financial offer (the price for the services.)** The Financial offer must be presented in ***Euro***  Prices must be indicated as net amount + VAT.
* **an indication of supplier’s insurance coverage.** The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in ***Euro*** per event per insurance.

Responses should be concise and clear. The tenderer’s proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity’s proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers’ proposal.

# *Validity of the proposals*

Tenderers are bound by their proposals for 30 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 60 days to close the contract.

**Proposals not following the instructions of this Request for Proposal can be rejected by InnoEnergy.**

# *Requests for additional information or clarification*

All information requested or answered may only be done through written communication – email only. All questions should be sent prior to deadline for requesting clarification as specified in 4.2.

**Contact name**: for the attention of Mr Pedro Riera Sardá

**E-mail**: pedro.riera-sarda@InnoEnergy.com

The InnoEnergy has no obligation to provide clarification.

# *Costs for preparing proposals*

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

# *Ownership of the proposals*

InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU’s financial interests, InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

# *Clarification related to the submitted proposals*

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

# *Negotiation about the submitted proposal*

After checking the administrative compliance of the tenderers, InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, InnoEnergy shall provide further information about the proceedings and timing.

# *Evaluation of proposals*

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 3 of the document.

**Total technical score: 60%**

Technical criteria:

1. Consulting experience and competences of the assessment team members in the fields of sustainable energy, industry, and business. Max two curriculum vitae will be assessed for this tender purpose. Past due diligences / techno-market assessment should be described and classified as described in work of scope. (35%)
2. Methodology approach of assessment and proposed implementation. If your company has its own expert cell of knowledge management tool, please elaborate and give references for it. A template of the deliverable should be added to your proposal. (20%)
3. Liability exposure. An extract of it (“assurance en responsabilité civile”) must be sent with your proposal (5%)

**Total Financial Score: 40%**

Financial criteria:

1. Price/total cost - lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation (40%)

**Total maximum score: 100.**

# *Signature of contract(s)*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under item 4 above (an increase in InnoEnergy’s contractual risk exposure is to be offset by the price). Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 10 days*)* of receipt of the contract from InnoEnergy, the selected tenderer shall sign and date the contract and return it to the InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, InnoEnergy may decide to contract the second best.

# *Cancellation of the proposal procedure*

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall InnoEnergy be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if InnoEnergy has been advised of the possibility of damages.

# *Appeals/complaints*

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to InnoEnergy. The tenderers have *10* days (calendar) to file their complaints from the receipt of the letter of notification of award.

# *Ethics clauses / Corruptive practices*

The InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the InnoEnergy may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (‘conflict of interests’). He should inform the InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

# *Annexes*

*Annex 1: Tenderers’ Declaration form.*

*Annex 2: Draft Contract Template (= Service Agreement).*