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Knowledge Innovation Community

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# Request for proposals

## European Battery Alliance Manager InnoEnergy

[www.innoenergy.com](http://www.innoenergy.com)



InnoEnergy is supported by the EIT,  
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## 2. Overview of InnoEnergy

InnoEnergy SE 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/>

## 3. Scope of work

InnoEnergy has a history in supporting the EU Commission with white papers on key topics. In that context several documents have been prepared related to the role batteries could play in the power system. This culminated in a question from Vice-President Maroš Šefčovic in February 2017 on how Europe could become a winner in batteries. A key aspect when addressing this question was a multidimensional approach in terms of technology, human capital, regulation, value chain / market / business model, supply chain, societal and individual aspects.

In this document it was highlighted the key role batteries can play in the transformation of the energy and transport system to sustainability. But it was also identified how important environmental aspects were in the entire value chain for batteries.

Based on the initial work from InnoEnergy the European Battery Alliance (EBA) was formally launched in October 11, 2017 and InnoEnergy was asked to drive the Industrial trail of the Alliance. See more information in the following website:

[https://ec.europa.eu/growth/industry/policy/european-battery-alliance\\_en](https://ec.europa.eu/growth/industry/policy/european-battery-alliance_en)

Following several discussions, it was clear that in addition to a multidimensional approach a value chain thinking was a key success factor. Consequently, a large number of companies along the entire value chain were invited to meetings with the objective to work out concrete actions to support the development of a competitive industry along the entire value chain.

InnoEnergy was given a key role in the Battery Alliance and were asked for:

- Providing background data
- Find, evaluate and present key information such as market data
- Establishing a meeting place for Key Industrial Players along the entire value chain
- Largely done by calling to several meetings with key stakeholders. Over 100 companies and organizations have been involved.

- Support establishment of a European Battery eco-system
- Stimulate the establishment of alliances across the value chain
- Collect and formulate key questions, recommendations and actions
- This has been the main output from all our meetings and discussions.

InnoEnergy is now looking for EBA Manager, see work scope in Annex 3.

This is a challenging and exciting opportunity at the forefront of European innovation. The office is in Stockholm and requires extensive international travel. The assignment is for 1 year starting as soon as possible. However, this does not bind InnoEnergy in any way if the contracted person does not live up to expectation or deliver according to what is agreed. If the services provided are satisfactory and depending on the needs of EIT InnoEnergy and available budget, the assignment may be extended for an additional 1-year period.

#### 4. Proposal Process

##### 4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) 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.

##### 4.2. Submission of proposal

	DATE (Calendar dates)
Publishing RFP on web-site	20/01/2020
Deadline for requesting clarification from InnoEnergy	27/01/2020
Deadline for submitting proposals	31/01/2020
Intended date of notification of award	04/02/2020
Intended date of contract signature	10/02/2020

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

Contact name: for the attention of Mrs. Tina Angeleska

E-mail: [tina.angeleska@innoenergy.com](mailto:tina.angeleska@innoenergy.com)

The proposal shall contain:

- CV
- Methodology approach for managing EBA
- **The financial offer (the price for the services.)** The Financial offer must be presented in SEK as hourly rate (SEK / hour). Prices must be indicated as net amount + VAT. Travel shall be approved and booked by InnoEnergy; necessary travel expenses approved by InnoEnergy will be paid in addition to the working time. Travel home to Stockholm office will not be reimbursed.
- **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 SEK 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.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

#### **4.3. *Validity of the proposals***

Tenderers are bound by their proposals for 90 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.**

#### **4.4. *Requests for additional information or clarification***

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only. Answers will be provided via the IE call for proposal section on the website. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

**Contact name:** for the attention of Mrs. Tina Angeleska

**E-mail:** [tina.angeleska@innoenergy.com](mailto:tina.angeleska@innoenergy.com)

The InnoEnergy has no obligation to provide clarification.

#### **4.5. *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.

#### **4.6. *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.

#### **4.7. *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.**

#### **4.8. *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.

#### **4.9. *Evaluation of proposals***

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

### **Evaluation criteria**

**Project experience and competences of the candidate as follows:**

#### **1. Experience and capabilities (maximum point: 50)**

- Working experience in top leading positions in multinational companies. Min 10 years of experience. 10 years gives 15 points. Each additional year will give 1 point - up to a maximum of 15 years (to be detailed in the CV). Maximum 20 points.
- (International-)Project management experience. Min 5 years of experience. 5 years gives 5 points. Each additional year will give 1 point - up to a maximum of 10 years (to be detailed in the CV). Maximum 10 points.
- Experience in working with technical energy solutions in particular storage and mobility. Min 5 years of experience. 5 years gives 5 points. Each additional year will give 1 point - up to a maximum of 10 years (to be detailed in the CV). Maximum 10 points.
- Energy Commercial Industry experience. Min 5 years of experience. 5 years gives 5 points. Each additional year will give 1 point - up to a maximum of 10 years (to be detailed in the CV). Maximum 10 points.

#### **2. Methodology approach for managing EBA (maximum point: 20)**

The level of detailedness and compliance with our RFP and your proposed methodology will be evaluated and scored. You are requested to formulate a detailed proposal regarding the methodology or approach of organization of your own work (based on your own knowledge and experience working in this field of expertise).

#### **3. Liability exposure: tenderer with best insurance coverage shall receive the highest score (maximum point: 5)**

**Total technical score: 75 points maximum**

**Price:** lowest offered expert unit price (SEK/hour) shall receive the highest score, other shall be calculated in relation to that in linear equation (maximum point: 25)

**Total financial score: 25 points maximum**

**Total maximum score: 100.**

#### **4.10. *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 Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 5 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.

#### **4.11. *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.

#### **4.12. *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 5 days to file their complaints from the receipt of the letter of notification of award.

#### **4.13. *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.

#### **4.14. *Annexes***

Annex 1: Tenderers' Declaration form.

Annex 2: Draft Service Agreement Template.

Annex 3: Work Scope.