**Request for proposals**

**Opportunity Assessment (Technology and/or Market Assessment)**

**InnoEnergy**

# Table of contents

[1. Table of contents 2](#_Toc512431446)

[2. Overview of InnoEnergy 3](#_Toc512431447)

[*3.* Scope of work 4](#_Toc512431448)

[4. Proposal Process 6](#_Toc512431449)

[*4.1.* *Participation* 6](#_Toc512431450)

[*4.2.* *Submission of proposal* 6](#_Toc512431451)

[*4.3.* *Validity of the proposals* 7](#_Toc512431452)

[*4.4.* *Requests for additional information or clarification* 7](#_Toc512431453)

[*4.5.* *Costs for preparing proposals* 7](#_Toc512431454)

[*4.6.* *Ownership of the proposals* 7](#_Toc512431455)

[*4.7.* *Clarification related to the submitted proposals* 7](#_Toc512431456)

[*4.8.* *Negotiation about the submitted proposal* 8](#_Toc512431457)

[*4.9.* *Evaluation of proposals* 8](#_Toc512431458)

[*4.10.* *Signature of contract(s)* 8](#_Toc512431459)

[*4.11.* *Cancellation of the proposal procedure* 9](#_Toc512431460)

[*4.12.* *Appeals/complaints* 9](#_Toc512431461)

[*4.13.* *Ethics clauses / Corruptive practices* 9](#_Toc512431462)

[*4.14.* *Annexes* 9](#_Toc512431463)

# Overview of InnoEnergy

*Structure, background and offices*

KIC InnoEnergy SE (“**InnoEnergy**”) was set up in 2010 as a European company (a Societas Europaea).

InnoEnergy was formed by a world-class alliance of top European players with a proven track record in the energy field. The consortium currently consists of 24 formal partners (each a shareholder in KIC InnoEnergy SE) and additional 365+ partners - companies, research institutes, universities and business schools covering the whole energy mix.

InnoEnergy is a Knowledge and Innovation Community (a “**KIC**”) under Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008, establishing the European Institute of Innovation and Technology. On 16 December 2009 InnoEnergy was designated as one of the first three KICs by the European Institute of Innovation and Technology (“**EIT**”)’s Governing Board. InnoEnergy addresses sustainable energy as its priority area. InnoEnergy gets a major funding via EIT from the European Union. This leads to certain obligations, as follows from the above mentioned Regulation and mentioned in this document and its annexes. InnoEnergy as well as the tenderers have to consider these obligations.

InnoEnergy is seated and headquartered in Eindhoven, the Netherlands. InnoEnergy has six geographical “co-locations”, some of which are construed as a branch and some of which have their own legal identity:

* KIC InnoEnergy Benelux (currently a branch, possibly a separate legal entity in the nearby future) with offices in Eindhoven (joint premises with KIC InnoEnergy SE’s offices), Amsterdam, Brussels and Genk;
* KIC InnoEnergy Germany GmbH with offices in Karlsruhe, Berlin and Stuttgart;
* InnoEnergy Central Europe Sp. z o.o. with offices in Krakow;
* KIC InnoEnergy Iberia S.L, with offices in Lisbon and Barcelona;
* KIC InnoEnergy France (currently a branch) with offices in Grenoble; and
* KIC InnoEnergy Sweden AB with offices in Stockholm and Uppsala.

Furthermore for certain activities of InnoEnergy Dutch foundations (stichtingen) are used, such as the Institute of Sustainable Energy Stichting and the Stichting Administratiekantoor InnoEnergy. InnoEnergy in total currently has roughly 220 employees, out of which roughly 70 employees are employed by KIC InnoEnergy SE (roughly 45 in the Benelux, roughly 15 in France and roughly 10 elsewhere).

*Mission*

Our vision is to become the leading engine of innovation in the field of sustainable energy. 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.

*Three different business lines*

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. For Education the outputs are: **MSc, PhDs and Post-Doctorate engineers** in the energy field, with strong entrepreneurship and hands on capabilities;
* **Innovation Projects** to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers. For Innovation Projects, the output is **Innovative technology** for the energy processes, in the form of patents, new products and services; and
* **Business Creation Services** to support entrepreneurs and start-ups who are expanding Europe’s energy ecosystem with their innovative offerings. Here the outputs are **Start Ups/Spin offs or businesses growth** in the energy field, upon the innovations developed internally or identified externally.

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

Within Business Creation Services we are supporting start-ups and entrepreneurs to create successful, sustainable businesses that bring valuable solution to a global market. In order to assist with our decision to support a venture in the Highway or Boostway we assess these start-ups thoroughly in advance. The scope of this procurement covers the assessment of the technology viability and an assessment on market potential. We are looking for suppliers that can do an analysis on technology and/or market aspects of the idea.

## ***Detailed work scope***

Potential suppliers are invited to respond to either Lot 1 or Lot 2, or both Lots.

Lot 1: Technology Assessment:

The outcome should be a report that gives an analysis on the viability and innovativeness of a technology, including technology readiness level, freedom to operate, novelty and feasibility.

The delivered report should contain:

* A clear SWOT-Analysis;
* An assessment of the innovation:
  + Insight in scientific validation;
  + Technical viability
  + Innovation Readiness Level
  + Differences/Improvements vs. existing technologies or applications
  + Need for testing (experimental trials, field tests)
  + Time needed to implement
  + Safety requirements
* An assessment of Intellectual property:
  + Freedom to operate
* Impact on energy (e.g. energy efficiency improvement, reduction of emissions, ….):
  + Unique technical benefits
  + Market impact: position with respect to potentially competing technologies
  + Potential growth (scalable product/service)

Lot 2: Market Assessment

The outcome should be a report that gives a rough estimation of the market opportunity behind the business case. This includes market impact, insight in the potential market, TAM and competitors. We need insight in the market demand in order to get a view on the market attractiveness.

The delivered report should contain:

* A clear SWOT-Analysis;
* An assessment of the market:
  + Unique customer benefits;
  + Is application/product tested in the market;
  + Potential market, market trends, TAM, Competitors
  + Time-to-Market
  + Insight in market growth, potential profitability
* An assessment of the economic model presented:
  + Business maturation stage
  + Feasibility and the level of innovation of the business model
  + Current financial needs (cost study)
  + Insight in applicable regulatory requirements
* Impact:
  + It gives an answer and solution to an existing unmet need;
  + Social impact: employment

## ***Deliverables***

All deliverables related to the above scope should be presented as part of the assessment, in particular:

1. Technology Assessment containing the previously listed parts;
2. Market Assessment containing the previously listed parts.

Requirements for the assessments:

* We expect the number of Technology and Market Assessments yearly to be about 30. This number is subject to the number of start-ups we deem fit.
* Upon a request for an assessment the potential supplier should submit a compact proposal with a clear time-line that cannot exceed 4 weeks.

The procurement will take place in 2 lots as described:

* Lot 1: Technology Assessment
* Lot 2: Market Assessment

You can submit a proposal for one of these lots, or both. This should be in 2 separate proposals clearly describing which Lot is being addressed.

We ask you to submit a proposal that should contain the following elements:

1. Clear overview of total costs/ costs build-up;
2. A clear description of the process & methods used;
3. An outline of the final report;
4. Proven expertise and experience of the team

## ***Timing and planning***

## Start date & period of implementation: the intended start date is 10-03-2020 and the period of implementation of the contract will be until 10-03-2024.

# 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** | **31-01-2020** |
| **Deadline for requesting clarification from InnoEnergy** | **10-02-2020** |
| **Deadline for submitting proposals** | **21-2-2020** |
| **Intended date of notification of award** | **02-03-2020** |
| **Intended date of contract signature** | **10-03-2020** |

Proposals must be emailed in English to the following address:

**Contact name**: for the attention of Ms. Yvonne van Erp

**E-mail**: yvonne.van-erp@innoenergy.com

**The proposal shall contain:**

* **the technical response to the service requested.**
* **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 EUROper 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).

# *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.**

# *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. 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 Ms. Yvonne van Erp

**E-mail**: yvonne.van-erp@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.

*Evaluation criteria*

1. Project experience and competences of the members of the proposed project teams (maximum points: 30)
2. Methodology approach of project and proposed project implementation (maximum points: 20)
3. Suggested outline of the final report (maximum points: 10)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 10)

***Total technical score:*** 7***0 points maximum***

1. Price or total cost: lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation (maximum point: 30)

***Total financial score: 30 points maximum***

**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 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.

# *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 5 days 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.*