

Request for proposals

**Stand and stage building for The Business Booster 2020
event by**

EIT InnoEnergy

www.innoenergy.com



InnoEnergy is supported by the EIT,
a body of the European Union

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2. Overview of EIT InnoEnergy

At EIT InnoEnergy, sustainability is about more than lowering emissions. True sustainability also means an industry that's commercially viable, endlessly innovative, and highly competitive. We make this possible by supporting sustainable energy innovations which provide industry with risk free, pioneering new technologies that reduce energy costs, increase system performance, decrease greenhouse gas (GHG) emissions, create jobs, and increase competitiveness. Learn more <https://www.innoenergy.com/about/about-eit-innoenergy/>

3. Scope of work

3.1. Background

InnoEnergy seeks to secure the services of a stand builder company for our flagship event **The Business Booster 2020**.

The event is taking place at hub27 Berlin on 4-5 November 2020. Please visit our TBB.2020 website, watch the video and photos of our last edition for a better understanding:

<https://tbb.innoenergy.com/>

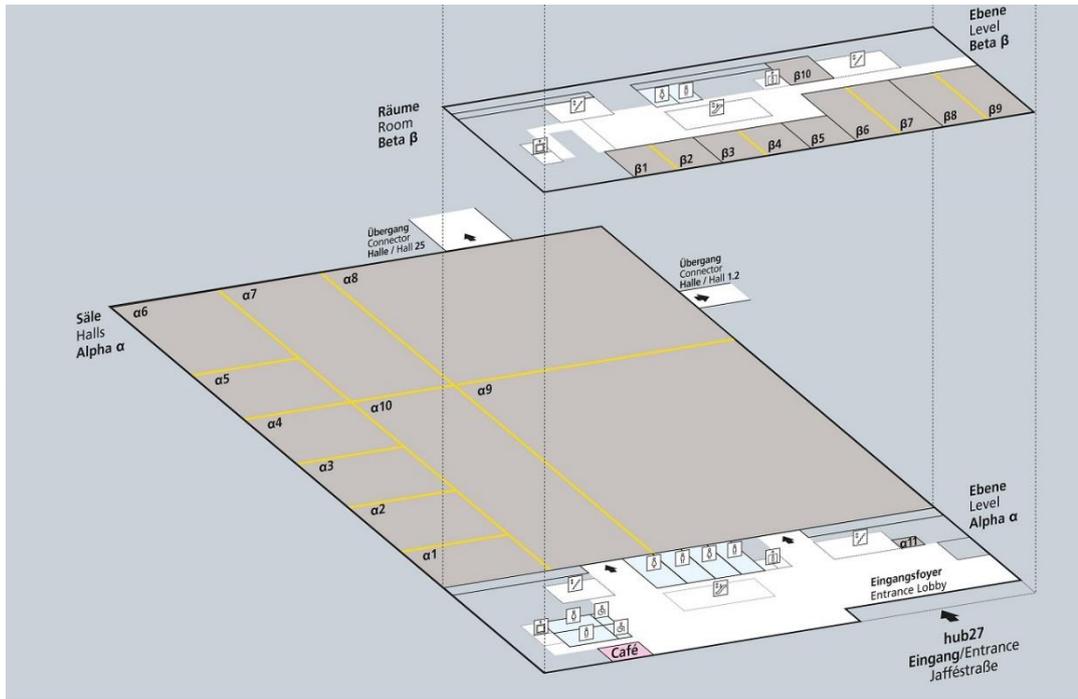
<https://www.youtube.com/watch?v=oDQUmBS4pKM>

<https://www.flickr.com/photos/innoenergy/albums/72157711233912396>

TBB.by InnoEnergy will host between up to 160 start-ups and Innovation projects in the field of sustainable energy. The aim of this event is to connect EIT InnoEnergy supported start-ups with the industry, in order to help commercialize their products and services, for a better and sustainable energy future. EIT InnoEnergy is looking for a professional stand building company to support this event not only by building all modular/shell scheme booths but also a company which supplies all required furniture, takes care of printing booth designs and signage, setting up all electrical connections as well as managing all aspects relating to health and safety requirements in Germany. In a nutshell, we are looking for a reliable partner to execute a successful event.

Details of the booked floor space:

- 5717 square meter of exhibition space
- Plenary room with 1000 places, 1278 square meter
- Breakout rooms for approx. 604 pax



Annex 1: grid floor plan

3.2. Deliverables

As we need several types of event services, we have divided the scope of work into two LOTs. One company can apply for either LOT N°1 or LOT N°2, or both if the company is able to provide all services as requested in this RFP.

I) For both LOTs, please provide a detailed project planning stating following:

- Overview of the dedicated project team.
- Project team must be fluent in English and German. All other languages are a plus.
- The dedicated project team must be available during all planning months. In case of sickness or vacation we expect a replacement and a backup plan. We do not accept stand still periods (for example, during holiday season).
- Outline your technical support before, during and after the event.
- Providing of all necessary documents and certificates for health, safety and fire regulations as according to German regulations.
- Detailed planning of set-up, dismantling and process on site. Please note that these times might still change:

3 November	4 November	5 November	6 November
Set-up of event 08:00 - 23:00	TBB. 09:00 - 20:00	TBB. 09:00 - 16:30	Dismantling 08:00 - 12:00
		Dismantling 18:00 - 20:00	

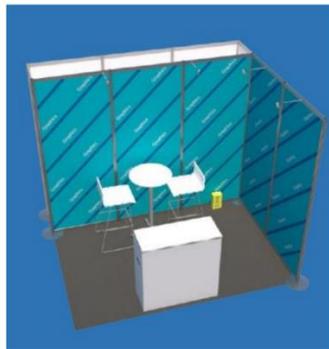
- Coordination and management of technical event services: electricity and cleaning: according to hub27 rules and regulations.
- Logistics approach and transport of goods to/from venue and returning to companies.
- Description of the design, structure and proposed fabrics. A sustainable approach will be appreciated.

- Please include a cost of traveling to hub27 (if applicable), as one or two visits to the venue prior to the event with the EIT InnoEnergy Events Manager will be required

A) LOT N° 1: Exhibition space project planning, floor plans, design and printing of designs – booths, lounge area, product display area, photo contest area, rookie display area

II) Provide a preliminary floor plan for 150 booths and an example of a booth for:

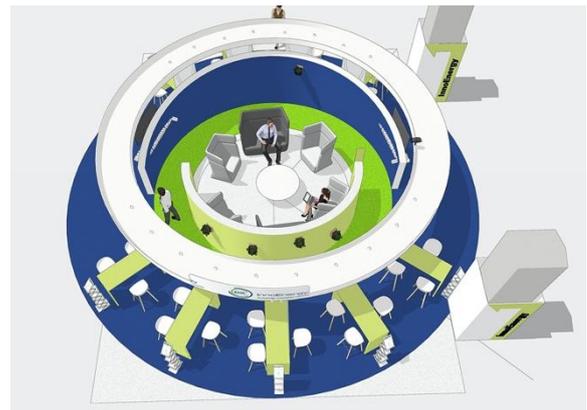
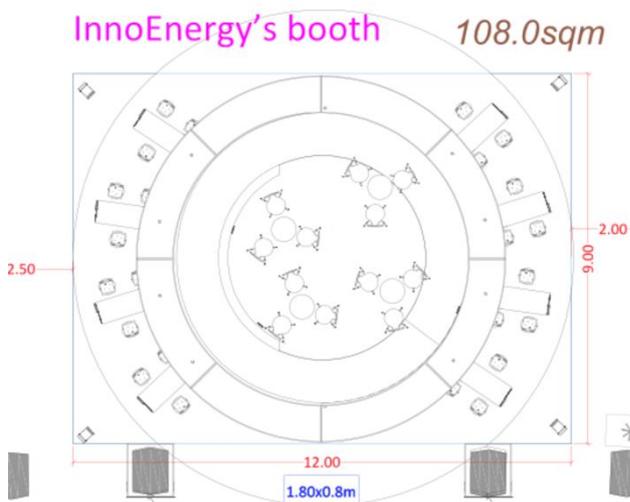
- Version 1: 6 square meters booths
- Version 2: 9 square meter booths (we will have 6-10 9m2 booths)
- Both versions should include: 1 counter, 1 high table and 2 chairs, electricity connection up to 6.5 kW with multi-plug outlet, 2 - 4 spotlights and carpet.



III) Provide a preliminary design and price proposal for InnoEnergy's booth design:

Approximately 100 m2 for 8 sub brands of InnoEnergy (Services for Corporate). Each one with a high table and 3 chairs, electricity connection and enough lightening. Include 2 free standing TVs with USB ports, 4 zig-zag brochure holders and a small lounge area with 2 sofas and 4 armchairs.

Example of EIT InnoEnergy's booth:



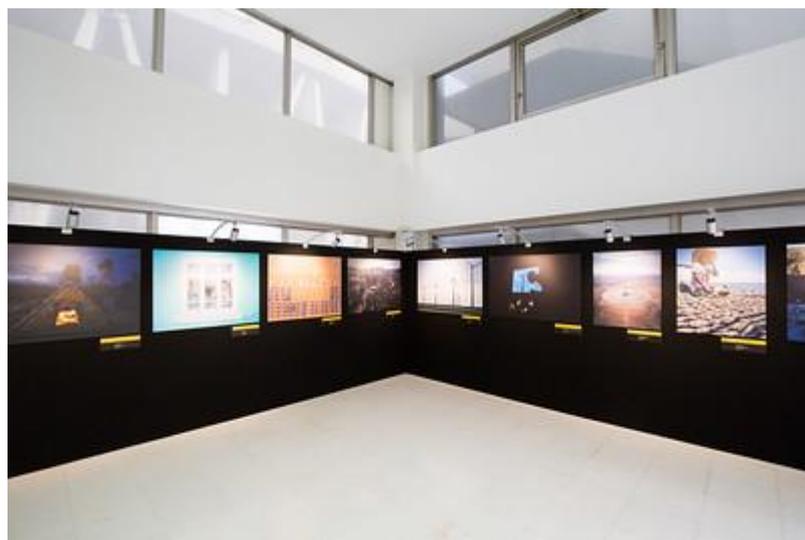


IV) Please provide a preliminary booth design for a “lounge area” within the hall:
 2 free standing TVs, 30 poufs in orange and white, coffee tables, light grey carpet, brochure holders.

V) Please provide a preliminary design for a “product display area” within the hall:
 Separate area within the hall and indicated with signage (not separated by walls), approximately 400 square meters in size, with 20 stations for product displays, electricity connection, carpet, each with a high table and with 2 chairs.

VI) Please provide a project planning and specifications for printing of booth designs
 Please indicate all deadlines you require to receive digital files to print all artwork for booths which will be provided by EIT InnoEnergy.

VII) Please provide a preliminary design for photo contest area.
 This will be an area with 30 photo panels which need to be hanged or attached.



VIII) Please provide a preliminary design for the “Rookie display area”:

- Rookie is terminology used to describe students who are part of our Education Business line. They study a Master’s degree in engineering and are working towards becoming one of our supported start-up’s.
- Design should include: 1 high counter, 1 or 2 highchairs, electricity connection for a spotlight, a multi-plug outlet, and a carpet.
- We will need from 6-8 of such exhibits. Each booth will be branded differently in terms of text, logos and images. Please see an example:

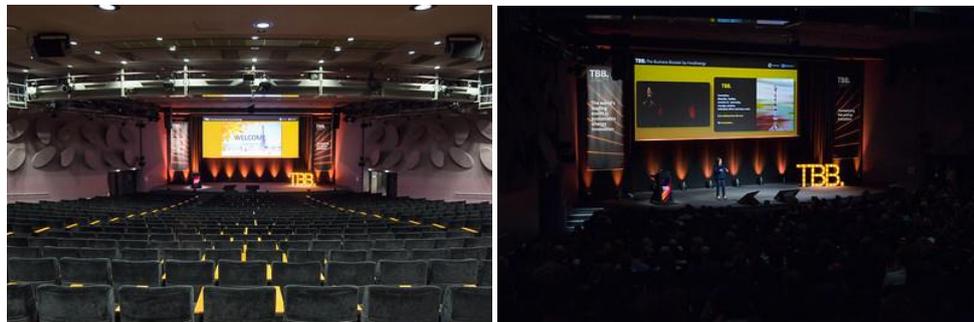


- IX) Optional:** Option for exhibitors to directly book and rent additional AV equipment for their booths (TVs, furniture, decorations, etc.) – this additional cost will be fully covered by exhibitor companies

B) LOT N° 2: Please provide a preliminary design for the main auditorium stage (1000 people, 1278 m2)

- Stage approximately 16m X 4m X 0,8m (see Annex 1: Floor plan, to create a stage proportional to the size of the auditorium)
- 2 confidence screens on stage
- Stairs for the stage, carpeted
- Optional: Backdrop wall, special lighting effects

Please note that a modern, innovative and imaginative stage concepts are appreciated in order to create a “wow-effect” with the audience. Upgrade from last year’s design is desirable. Please provide 2-3 designs for us to consider. Please refer to the last year’s stage design, but note the fact that the venue for 2020 does not have a purpose built auditorium therefore creativity is important.



4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all invited 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 must be submitted signed as provided by InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Publishing the RFP on the website	06/04/2020
Deadline for requesting clarification from InnoEnergy	04/05/2020
Deadline for submitting proposals	08/05/2020
Completion date for evaluation of proposals	15/05/2020
Intended date of notification of award	20/05/2020
Intended date of contract signature	01/06/2020

Proposals must be emailed **in English** to the following address until the deadline, Central European time.

Contact name: for the attention of Mrs. Veronika Suver

Job Title: Events Manager

E-mail: veronika.suver@innoenergy.com

Proposals received after the deadline shall be rejected without any evaluation.

For the LOT/s you wish to tender for, please provide the following:

- **The technical response to the services requested (point 3).**
- **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.

4.3. Validity of the proposals

Tenderers are bound by their proposals 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. Veronika Suver

E-mail: veronika.suver@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 award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 3 of the document.

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. InnoEnergy will form a committee to evaluate the written proposals. The criteria for scoring are detailed below. The committee may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluation committee. Any attempt by a proposer to contact a member of the evaluation committee outside the RFP process, to gain knowledge or an advantage, may result in disqualification of Proposer.

Evaluation criteria

A) LOT N° 1:

Total technical score: 60 points maximum

1. Compliance with all demands as requested in LOT N° 1 of this RFP – project planning with detailed timeline, expertise of staff, floor plans, planning and design of 150 booths, 1 InnoEnergy booth, lounge area, product display area, rookie display area and photo contest area. 40 Points
2. Originality and creativity of designs and alignment with basic sustainability requirements (e.g. reusable materials, lower CO2 emissions in transportation of materials, minimum use of plastic, etc.). 10 Points
3. Liability insurance cover. 10 Points

Total financial score: 40 points maximum

1. Price or total cost: lowest offer shall receive the highest score, other shall be calculated in relation to that in linear equation.
2. Budget shall be reasonable and appropriate.

Total maximum score: 100

B) LOT N° 2:

Total technical score: 60 points maximum

1. Compliance with all demands as requested in LOT N° 2 of this RFP: project planning with detailed timeline, expertise of staff, floor plan of the auditorium, planning and design of the main stage. 40 Points
2. Originality and creativity of the design and alignment with basic sustainability requirements (e.g. reusable materials, lower CO2 emissions in transportation of materials, minimum use of plastic, etc.). 10 Points
3. Liability insurance cover. 10 Points

Total financial score: 40 points maximum

1. Price or total cost: lowest offer shall receive the highest score, other shall be calculated in relation to that in linear equation.
2. Budget shall be reasonable and appropriate.

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 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.

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 3 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: Grid floor plan

Annex 2: Draft Contract Template

Annex 3: Tender declaration form