



Request for proposals

Marketing Content Creation and Execution for Start-Ups and Scale-Ups

EIT InnoEnergy

Company KIC InnoEnergy SE, acting through its Benelux co-location

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EIT InnoEnergy is the trading brand of KIC InnoEnergy SE



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2. Overview of EIT 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 EIT 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

Within EIT InnoEnergy Benelux we are adding value to start-ups and scale-ups to support them to create successful, sustainable businesses that bring valuable solutions to a global market. Our portfolio consists of about 20 ventures in the Benelux, UK & Ireland. For these Start-Ups and Scale-Ups the following services are requested:

New or improved presentation materials (with visuals and text) for the ventures in EIT InnoEnergy programmes, based on the defined marketing/brand strategy, both online (website, social media) and offline (flyers, catalogue, product data sheets, video material, business cards, etc.).

Potential suppliers are invited to respond to Lot 1, Lot2 or both.

Lot 1: Production

1. House Style/Branding/Logo;
2. Website (with content management system for own updates, SEO optimization) – maximum 4 languages – interactive preferably in WordPress or other open source technology;
3. Product Catalogue/Company brochure: full colour – double a4/4 pages;
4. Flyers/ One/ Two pagers (small traction initiator for fairs, events, etc.) (Pop-up) Banners;
5. Company Video (max 4 min.).

Lot 2: (Social) Media & Campaigns

6. Social Media presence strategy and campaign (SEO/SEA);
7. Proposal for relevant advertising campaigns and executing campaigns.

Methodology and requirements of tender input:

1. Project proposal: effectiveness of the process & methods;
2. Proven expertise based on resumes of executing staff;
3. Experience with start-ups/scale-ups based on reference projects defined in years or references.

Location, timing, planning, reporting;

Start date & period of implementation: the intended start date is 21-09-2022 and the period of implementation of the contract will be 36 months from this date.

In case the budget covers 1 extra year to provide support for the services presently tendered, EIT InnoEnergy Benelux intends to extend the contract with the winner of the present supplier selection process for 1 additional year. This will be done through a direct award procedure to cover the services from 09-2025 until 09-2026. This extension is subject to financial coverage and high-quality performance of the contractor as well as a continuing need for the services but does not bind EIT InnoEnergy to carry out this special procedure.

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 EIT InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Publishing RFP on website	13-06-2022
Deadline for requesting clarification from EIT InnoEnergy	27-06-2022
Deadline for submitting proposals	04-07-2022
Intended date of notification of award	18-07-2022
Intended date of contract signature	25-07-2022

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

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 (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.

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 EIT 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 EIT InnoEnergy 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 Ms. Yvonne van Erp

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

EIT 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

EIT 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, EIT 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, EIT 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, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT 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.

Evaluation criteria

1. Project proposal: effectiveness of the process & methods maximum (maximum points: 30)
2. Proven expertise based on résumés of executing staff (maximum points: 20)
3. Experience with start-ups/scale-ups based on reference projects defined in years or references (maximum points: 10)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum points: 10)

Total technical score: 70 points maximum

5. Total cost – lowest offered expert unit price shall receive the highest score, others shall be calculated in relation to that in linear equation (maximum points: 30)

Total financial score: 30 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 EIT 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 EIT InnoEnergy, the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT 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, EIT InnoEnergy may decide to contract the second best.

4.11. *Cancellation of the proposal procedure*

In the event of cancellation of the proposal procedure, EIT InnoEnergy will notify tenderers of the cancellation. In no event shall EIT 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 EIT 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 EIT 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*

EIT 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, EIT 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 EIT 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 Contract Template.