**Request for proposals**

**Iberian region as a hub for technology development and industrial leadership in the field of Floating Wind Offshore Energy (FOWE)**

**InnoEnergy**

# Table of contents

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

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

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

[4. Proposal Process 4](#_Toc512431449)

[*4.1.* *Participation* 4](#_Toc512431450)

[*4.2.* *Submission of proposal* 4](#_Toc512431451)

[*4.3.* *Validity of the proposals* 5](#_Toc512431452)

[*4.4.* *Requests for additional information or clarification* 5](#_Toc512431453)

[*4.5.* *Costs for preparing proposals* 5](#_Toc512431454)

[*4.6.* *Ownership of the proposals* 5](#_Toc512431455)

[*4.7.* *Clarification related to the submitted proposals* 5](#_Toc512431456)

[*4.8.* *Negotiation about the submitted proposal* 6](#_Toc512431457)

[*4.9.* *Evaluation of proposals* 6](#_Toc512431458)

[*4.10.* *Signature of contract(s)* 6](#_Toc512431459)

[*4.11.* *Cancellation of the proposal procedure* 7](#_Toc512431460)

[*4.12.* *Appeals/complaints* 7](#_Toc512431461)

[*4.13.* *Ethics clauses / Corruptive practices* 7](#_Toc512431462)

[*4.14.* *Annexes* 7](#_Toc512431463)

# 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/>

# Scope of work

# General Objectives

Comprehensive analysis of main elements to develop the Iberian region as a hub for technology development and industrial leadership in the field of Floating Wind Offshore Energy (FOWE) on the basis of an existing strong combination of infrastructure, industry, research centers and universities.

The study will be part of the toolbox to be used by InnoEnergy to discuss with all the stakeholders the actions needed to achieve that target, and so all the materials, data and hypothesis supporting the study shall be accessible to InnoEnergy and the proper rights of use, in case needed, deliver in conjunction with the study.

All the results developed under this contract shall remain property of InnoEnergy and shall not be sold to any other party unless agreed with InnoEnergy in a fair basis.

# Detailed work scope

The study should cover at least the following points:

1. *Project Overview: targets and ambitions for building up an industrial strategy around the floating offshore wind energy sector*
2. *Market overview:*
	1. *Potential for a local market within the Iberian region*
	2. *Global market*
3. *Expected impact:*
	1. *Jobs creation*
	2. *Economical development (in terms of GPD and exports)*
	3. *Contribution to the achievement of NCEP's goals*
	4. *Regional development in terms of industry creation. Special attention to regions in the west north of Spain, Atlantic coast in Portugal and South of Spain. Also, special attention to Islas Canarias, Madeira and Azores Islands.*
4. *Value chain (from asset owner to the second-tier suppliers):*
	1. *Existing players*
	2. *Gaps that can be covered through ventures or companies attraction*
	3. *Gaps that need players to be developed (special attention to circular economy)*
5. *Education requirements*
	1. *Transformation of workforce being adapted from other sectors (i.e. naval industry)*
	2. *New profiles*
6. *Other sectors affected (impact and synergies)*
	1. *Tourism industry*
	2. *Energy storage and automotive industry*
	3. *Aquaculture*
	4. *Fish industry*
	5. *Other ocean energy technologies*
7. *Consumer view*
	1. *Electro-intensive consumers*
	2. *Other consumers*
8. *Regulation and incentives to foster the sector (existing and gaps to be solved)*
	1. *EU Directives*
	2. *Consenting & Permitting related*
	3. *Taxes incentives*
	4. *R&D incentives*
	5. *Other support mechanisms (including region-specific ones, such as ERDF, etc)*
9. *Tendering*
	1. *Resource assessment*
	2. *PPA, CDS, …*
	3. *Other*
10. *Technologies and startups to be attracted to strength the technological position*
11. *Societal appropriation*

Additions and improvements to this content will be considered in the tender evaluation process as a plus in the technical content scoring.

# Deliverables

As a minimum the following deliverables are expected:

1. Comprehensive report.
2. PowerPoint presentation. The PowerPoint will be part of the session (at least half a day) in which the applicant will explain to the InnoEnergy team the main results
3. Excel, databases, supporting material, …
4. Rights of use and other permissions in favor of InnoEnergy so no limitation is restricting the use of InnoEnergy (publications, meetings, workshops, …)
5. Other as proposed by the tenderer.

# Methodology and organization of work

No specific requirement by InnoEnergy. The tenderer should deliver and describe in a clear and descriptive way the methodology and organization of work as part of the proposal.

# Timing and planning

Work and deliverables shall be completed within less than a year since contract is signed. Partial deliverables and associated payment milestones maybe proposed by the tenderer. The contract will be for 1 year or after submission of final deliverable.

As part of the proposal, a working plan shall be included with an appropriate level of detail. Working plan, including time-to-completion, will be considered in the evaluation under “Methodology approach of project and proposed project implementation” (see Section 4.9)

# 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** | **September 2nd, 2019** |
| **Deadline for requesting clarification from InnoEnergy** | **September 9th, 2019** |
| **Deadline for submitting proposals** | **September 20th, 2019** |
| **Intended date of notification of award**  | **September 27th, 2019** |
| **Intended date of contract signature** | **October 7th, 2019** |

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

**Contact name**: for the attention of Mr. Javier Sanz

**E-mail**: javier.sanz@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 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 Mr. Javier Sanz

**E-mail**: javier.sanz@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 point: 30)
2. Methodology approach of project and proposed project implementation (maximum point: 25)
3. Liability exposure: tenderer with best insurance coverage (maximum point: 5)

***Total technical score:*** ***60 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: 40)

***Total financial score: 40 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 (after the expiry of the appeal period) 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: IE’s Draft Contract Template.*