**Request for proposals**

**Business case study for a Battery Pack Assembly plant in the region of Navarra (Spain) for the automotive industry.**

**InnoEnergy**

# Table of contents

[1. Table of contents 2](#_Toc30604139)

[2. Overview of InnoEnergy 3](#_Toc30604140)

[3. Scope of work 3](#_Toc30604141)

[3.1. General Objectives 3](#_Toc30604142)

[3.2. References 4](#_Toc30604143)

[3.3. Methodology and organization of work 4](#_Toc30604144)

[3.4. Detailed work scope 4](#_Toc30604145)

[3.5. Deliverables 5](#_Toc30604146)

[3.6. Timing and planning 6](#_Toc30604147)

[4. Proposal Process 6](#_Toc30604148)

[4.1. Participation 6](#_Toc30604149)

[4.2. Submission of proposal 6](#_Toc30604150)

[4.3. Validity of the proposals 7](#_Toc30604151)

[4.4. Requests for additional information or clarification 7](#_Toc30604152)

[4.5. Costs for preparing proposals 7](#_Toc30604153)

[4.6. Ownership of the proposals 8](#_Toc30604154)

[4.7. Clarification related to the submitted proposals 8](#_Toc30604155)

[4.8. Negotiation about the submitted proposal 8](#_Toc30604156)

[4.9. Evaluation of proposals 8](#_Toc30604157)

[4.10. Signature of contract(s) 9](#_Toc30604158)

[4.11. Cancellation of the proposal procedure 9](#_Toc30604159)

[4.12. Appeals/complaints 9](#_Toc30604160)

[4.13. Ethics clauses / Corruptive practices 9](#_Toc30604161)

[4.14. Annexes 9](#_Toc30604162)

# 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 conclude on the potential for a battery pack assembly factory to be implemented in the region of Navarra (Spain) in next 3 to 5 years with the objective of supplying the automotive industry.

The main objectives should consider the understanding – among others – of the following three areas:

* Market: hypothesis for a sales scenario based on OEM platforms/vehicle programs, potential customers including plants and outsourcing policy details.
* Manufacturing or assembly plant concept and implementation: hypothesis for an industrialization concept, cost model, required investments, required competences, business case with economical plus financial analysis.
* Partnership and alliances in significant areas of the potential business: potential customers, manufacturing process and technology knowhow specialists, key material suppliers and financing institutions.

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, delivered 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 Innonergy in a fair basis.

# References

Bidders must provide references on similar projects at two different levels:

* Specific references to studies or analysis of implementations similar to the General Objectives.
* Specific references in the three areas highlighted in the General Objectives.

# Methodology and organization of work

The tenderer should deliver and describe in a clear and descriptive way the methodology and organization of work as part of the proposal.

In addition, the following aspects will be evaluated with respect to this clause:

* Visits to stakeholders such as OEMs, manufacturers related to cells, battery packs or any other, and the possibility of participating in such interviews. Those interviews should be conducted with key decission makers or relevant members of the contacted stakeholders that could provide key valuable information for the General Objectives, and,
* Cooperation with another consultancy or technical specialist with high experience in any of the topics highlighted in the General Objectives.

Regular meetings – for example biweekly- to follow up the execution of the proposal with the participation of a steering comitee will be required.

# Detailed work scope

As a guide for the final conclussions and the deliverables, the study should cover the following items, considering always that the potential new business will be developed in the region of Navarra:

1. STRATEGIC ANALYSIS of the region of Navarra
	* 1. Environment macro-conditions analysis. Political, economical, social and technological factors.
			1. Technological analysis, comparison. Risks and advantages of the chosen technology.
		2. Environmental factors. Recycling.
		3. Environment micro-conditions analysis
			1. Competitors analysis (current and potential competitors, product portfolio)
			2. Alternative products
			3. Negotiation power with suppliers and customers
		4. General external and internal analysis
		5. SWOT matrix.
2. MARKETING PLAN
	* 1. **Market segments (niches and total market size)**
		2. Customer profiles
			1. Customer acquisition cost. Expected customer life time
		3. Product life cycle
		4. Added value proposal
			1. **Main five customers identification. Expected battery pack needs and outsourcing strategy**
			2. Principal: Automotive industry
		5. **Competitive position**
		6. **Market pricing levels**
3. OPERATION PLANNING
	* 1. Geographycal situation in the map
		2. **Supply chain. Critical components suppliers (cell, BMS and thermal mainly)**
		3. Battery pack manufacturing and assembly process description
		4. Main machinery and equipments
		5. **Required human resources.**
		6. **Required competences and capabilities analysis, including an analysis of the availability in the region of Navarra.**
4. FINANCIAL ANALYSIS
	* 1. **Investments to be made proportional to each GWh (without cell manufacturing)**
		2. **Financial map**
		3. Depreciation
		4. **Profit and loss account**
		5. Balance sheet
		6. Economical feasibility, ROI, NPV, others
5. ALLIANCES
	* 1. **Market**
		2. **Industrial**
		3. **Suppliers and purchase process, and the impact of potential long term agreements between suppliers and the OEMs**
		4. **Finantial**
6. **CONCLUSIONS, CHALLENGES**
7. TIMING PLANNING PLUS BUDGETING
	* 1. **Project management timing planning**
		2. Project budget (cash flow needs calendar)
8. BIBLIOGRAPHY

**For the completion of the final deliverables there will be a preliminary revision in order to fix the required final content and work scope. The highlighted items (in bold) are considered relevant and compulsory to fulfill the general objectives. The revision will be conducted in one of the regular follow up meetings.**

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 required:

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

# Timing and planning

Work and deliverables shall be completed within less than 3-4 months since contract is signed. Partial deliverables and associated payment milestones maybe proposed by the tenderer.

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** | **xxx, 2020** |
| **Deadline for requesting clarification from InnoEnergy** | **xxx + 1 week, 2020** |
| **Deadline for submitting proposals** | **additional 2 weeks, 2020** |
| **Intended date of notification of award**  | **additional 2 weeks, 2020** |
| **Intended date of contract signature** | **additional 1-2 weeks, 2020** |

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 related experience and competences of the members of the proposed project teams – 35 points maximum
2. Methodology approach of the project and proposed project implementation – 30 points maximum

***Total technical score:*** ***65 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 – 35 points maximum

***Total financial score: 35 points maximum***

**Total maximum score: 100 points**

# 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.