

# Request for Proposal

Market Study – CLC South

Date 2022-10-24

## 1. Context

### 1.1. About EIT Manufacturing

EIT Manufacturing (KIC) is an open innovation community supported by the EIT (European Institute of Innovation and Technology), a body of the European Union focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big-data.

EIT Manufacturing's main goal is to bring European stakeholders focused on manufacturing together in innovation ecosystems that add unique value to European products, processes and services and inspire the creation of globally competitive, resilient, and sustainable manufacturing. EIT Manufacturing brings together more than 75 organizations from business, education and research from 17 countries, working on the industrialization and commercialization of technologies that are close to market.

EIT Manufacturing strategy is articulated according to three Pillars, namely: Innovation, Business Creation and Education. EIT Manufacturing has headquarters in Paris and has several Co-Location Centers, located in Milan, Darmstadt, Gothenburg, San Sebastian, Vienna and Athens.

### 1.2. About Co-location Center South

EIT Manufacturing's Co-Location Center South (CLC South), with its headquarters in Milan, Italy is one of the six Co-Location Centres whose mission is fully aligned with the EIT Manufacturing. CLC South currently covers the region of Southern Europe comprising Italy, Malta, Switzerland, Bosnia and Herzegovina, Kosovo, Montenegro and Israel.

### 1.3. Purpose of this document

The purpose of this Request for Proposal (RfP) is to select a supplier to deliver a Study focusing on a market research and strategic analysis related to better understanding the positioning of CLC South within the relevant manufacturing ecosystems.

The Study will represent a starting point for CLC South to become a relevant player able to deliver high value services to the manufacturing industry.

## 2. Description

To meet a.m. targets, e.g. bring together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, based on commercial conditions, we intend to develop and launch a package of services to the South ecosystem. Therefore, we - EIT Manufacturing South Srl (CLC South), located at Milan, Italy, are looking for market insights to fine-tune the service proposition in regard to content, target group, value, competitors, etc. The selected supplier shall deliver focus on the manufacturing and innovation ecosystem within the countries pertaining to CLC South, with particular reference to the following countries: Italy, Switzerland and Israel (see section 1.2).

The market study shall provide an overview of the market needs of Corporates, SMEs, Venture Capitalists, Startup Incubators and Public Authorities in the following main areas: Innovation, Business Creation, Education and Regional Innovation Scheme.

The market study shall also consider the corresponding competitive scenario with a view to develop and deploy value added services. As an example, potential services may include the following: open innovation services, access to funding, venture building and acceleration, professional training, innovation capacity building, support to public authorities for innovation policy, internationalization.

The study should deliver:

- **Market analysis** to identify needs and opportunities, considering market segmentation, type of industries, geography, key players and competitive scenario
- **Market strategy** to understand CLC South perspective approach and positioning in terms of offer of added-value services
- **Feedback and recommendations** on the CLC South potential portfolio of services, including benchmark and suggestions for pricing

### 2.1. Location

The project will be overseen by EIT Manufacturing's CLC South team. Remote work is expected. Video and telephone conferences are preferred options for team meetings. Meetings to check progress and steer outputs will be requested by CLC South.

## 2.2. Costs

Costs have to be detailed in terms of effort (persons/hours) and split between one-off and recurring costs, if applicable. The supplier should provide a table showing all stakeholders involved in the project, internal of external. The proposal should not exceed the total cost of Euro 25,000 plus VAT, and will be evaluated on a competitive basis.

## 2.3. Relevant experience

Tenderers are expected to be able to demonstrate relevant experience in relation to the above requirements (similar projects), and to share the details of one current client that EIT Manufacturing can contact for reference. The supplier should include this information in their offer.

# 3. Deliverables

## 3.1. Perimeter

EIT Manufacturing requires the supplier to include:

- Main document, in docx or pdf format
- Annexes to the main document, if needed, in docx or pdf format
- Executive summary and key points, in docx or pdf format
- Presentation of project results, in powerpoint

All material is to be produced in English.

# 4. Process and Timeline

## 4.1. Start date and period of implementation

The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	2022-10-24
Offer submission	Supplier	2022-11-11
Evaluation and notification of award	EIT Manufacturing	2022-11-18

Contract signature	EIT Manufacturing & selected supplier	2022-11-25
Project start (Kick off meeting)	EIT Manufacturing & selected supplier	2022-11-28

The deadline for submitting proposals is **11<sup>th</sup> November 2022, at 17.00 CET.**

The intended start date for the project is 28<sup>th</sup> November 2022 and the delivery date is 30<sup>th</sup> December 2022.

- Clarification requests should be sent to the following email: [clcsouth@eitmanufacturing.eu](mailto:clcsouth@eitmanufacturing.eu)

- The email should include a subject header in the following format: "CLC South Study - Request for Clarification - [name of your company]"

- In case of no clarification provided, the tenderer will design the solution based on his own assumptions that have to be detailed in the proposal

#### 4.2. Award notification and evaluation criteria

Timely received proposals submitted by the tenderers will be examined, evaluated, and compared in accordance with the following criteria and the contract shall be awarded to the highest ranked tenderer. The decision will be made according to the "Best Value for Money" principle.

- a. Price
- b. Availability in terms of time and resources
- c. Services included
- d. Completeness of services
- e. Location

An Evaluation Committee of at least 3 people will be established. Each bid will be evaluated and ranked according to the criteria above.

The compliance with the principles of transparency, non-discrimination, equal treatment, and absence of conflict of interest will be ensured. The "Declaration of Honor", attached, to be submitted together with the offer.

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure. In case the winning tenderer is unable to enter the contract, EIT Manufacturing may decide to contract the supplier receiving the second highest ranking.

Proposals must be submitted by e-mail within 7 days of the date of notification of the request for proposal. All proposals received after the deadline will be rejected.

In duly justified cases, however, no later than 3 calendar day before the original deadline, the submission deadline can be extended.

Upon request from the tenderer concerned, EIT Manufacturing will as quickly as possible, and in any event within 15 calendar days from receipt of a written request, inform:

- any unsuccessful candidate of the reasons for the rejection of its request to participate,
- any unsuccessful tenderer of the reasons for the rejection of its tender, including, if this is the case, its decision that the works, supplies or services do not meet the performance or functional requirements,
- any tenderer that has made an admissible tender of the characteristics and relative advantages of the tender selected as well as the name of the successful tenderer or the parties to the awarded contract,
- any tenderer that has made an admissible tender of the conduct and progress of negotiations and dialogue with tenderers.

Information referred to above may be withheld where the release of such information would be contrary to the public interest, would prejudice the legitimate commercial interests of an economic operator, or might prejudice fair competition between economic operators.

Should there be a suspicion that the provider will not be able to perform according to the price offered, EIT Manufacturing has the right to ask for explanations and may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or cost proposed.

#### 4.3. 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 Manufacturing via the following email address [clcsouth@eitmanufacturing.eu](mailto:clcsouth@eitmanufacturing.eu). The tenderers have three days to file their complaints from the receipt of the letter of notification of award.

In your application to EIT Manufacturing the complainant shall explain what procedural aspects they consider having been violated along with any recommendations or remarks. Such charges need to be supported with data and facts and, if possible, – documentation. An appeal whose sole purpose is to obtain a second evaluation for no reason other than that the complainant disagrees with the final award decision is to be rejected.

## 5. Negotiations & Clarifications

Negotiations can be held in the following cases:

- if it is identified that the scope of services issued by EIT Manufacturing is not detailed enough, incomplete or some areas are lacking crucial information to complete the procedure for direct awards;
- if EIT Manufacturing has the intention to reduce the offered prices to find the best value for money;
- if all submitted prices are above the planned budget and it is everyone's interest to finish the procedure with success – in that case, price negotiation can take place. During a price negotiation, all tenderers are called to lower their prices by the same deadline in a written form;

EIT Manufacturing can organize as many rounds of negotiation as it is needed during the procedure in order to reach the highest quality of proposals and the best price.

Whenever possible, the negotiations should be carried out in writing, however, in special cases, video conference or even live negotiation can be organized. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of contract in order to clarify details and ambiguities.

In case of obvious or perceived errors or omissions in the RfP, Tenderers can request additional information or clarifications by the deadline provided in the above timeframe through email at [clcsouth@eitmanufacturing.eu](mailto:clcsouth@eitmanufacturing.eu).

Upon receipt of the bids, they will be reviewed, and additional details will be requested from the tenderers as needed. The requests as well as the answers are to be submitted written by e-mail. Where information or documentation to be submitted by tenderers is incomplete or erroneous or where specific documents are missing, EIT Manufacturing staff may request the party concerned to submit, supplement, clarify or complete the relevant information or documentation within 3 days.

Bid preparation costs are not reimbursable and must be borne by the tenderers.

EIT Manufacturing owns all bids received in this RFP. Proprietary information of vendors in the bids will be kept strictly confidential. The offers as well as the contract may be submitted for audits.

## 6. Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Supplier and EIT Manufacturing. The winning supplier will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Manufacturing).

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract that will be awarded will have a maximum duration of 1 year. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for 1 year will in no way exceed the bid (the amount contained in the offer) of the tenderer.

The awarded supplier will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the supplier is located in a country for which the EU commission has not issued an adequacy decision.

## 7. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Manufacturing will notify tenderers of the cancellation. In no event shall EIT Manufacturing 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 Manufacturing has been advised of the possibility of damages.

The tenderer 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'). S/he should inform the EIT Manufacturing team immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

The supplier cannot be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

- a) they are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- b) they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify;
- c) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or any other country of the EU;
- d) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU' financial interests;
- e) following a procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of contract for failure to comply with their contractual obligations.

The tenderers must not be in a situation of a conflict of interest, and they have sufficient economic and financial capacity, technical and professional capacity and legal and regulatory capacity to perform the requested services. Additional evidence or declarations might be requested by the contracting authority.

EIT Manufacturing reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities, conflict of interest or fraud. If substantial errors, irregularities, conflict of interest or fraud are discovered after the award of the Contract, EIT Manufacturing may refrain from concluding the Contract.