

Request for Proposal

Event agency for the 2023 EIT HEI Initiative IVAP Workshop
January 2023, Europe

1. Context

EIT Manufacturing (KIC) is 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.

Among Europe it exists 8 other KICs with the one we can participate to lead the action and create services across Europe and improve the competitiveness of European companies.

EIT Manufacturing is an association under the law 1901 created in 2019, is seeking **an event agency to support the creation and execution of the 2023 EIT HEI Initiative IVAP Workshop**. The cost provided in response to this RfP should include all costs of the event (excluding travel and accommodation of attendees).

2. Description

In this RfP we seek a full service event agency to be responsible for the execution of the annual in-person (invitation only) event of the EIT's HEI Initiative. The successful proposal will clearly demonstrate the agency's ability to deliver a high calibre level event.

Event Details: The 2023 HEI IVAP Workshop will take place from 31 May – 1 June 2023 (1.5 days). The two-day event will bring together 220-250 representatives from across Europe in Prague Czechia. EIT Manufacturing is looking for a **full service event agency to manage and oversee the creation and execution of the 2023 EIT HEI Initiative IVAP Workshop**. The agency will be responsible for the event working closely with organizers from EIT Manufacturing to organize, conceive, create and execute the 2023 IVAP Workshop. The agency will provide logistical and in-person support for event set-up and execution.

- Location: Prague Czechia
- Dates: May 31- June 1 (full day on May 31 .5 day concluding with lunch on June 1).
- Participants: 220-250 attendees from across Europe and Horizon Europe eligible countries

Event background:

This event is the main annual event of EIT's HEI Initiative: Innovation Capacity Building for Higher Education which is a joint EIT Community activity coordinated by EIT RawMaterials. The initiative aims to support higher education institutions (HEIs) with expertise and coaching, access to the EIT innovation ecosystem, and funding. It thus empowers HEIs to become regional engines of innovation and foster sustainable growth and jobs across Europe. The EIT HEI Initiative is currently funding 49 projects, each up to 1.2 million and will add up to 16 new projects in May 2023.

Central to HEI Initiative projects are their Innovation Vision Action Plans (IVAPs), which take a long-term view towards innovation and entrepreneurial capacity building and outline a step-by-step plan for institutional transformation. The IVAPs, therefore, represent a long-term plan and commitment from each HEI to strengthen its innovation and entrepreneurial capacity across the institution and engage with regional ecosystems.

The annual IVAP workshop, coordinated by EIT Manufacturing, is the kick-off meeting for the HEI projects selected through the Call for Proposals. It brings together members from previous cohorts of projects, the new projects and the EIT HEI Initiative staff. The IVAP Workshop is a time to foster a community among the selected HEI Projects and is structured to create an environment in which selected HEI projects can discuss and collaborate with each other for a better project implementation. Institutional keynotes and presentations provide views and resources for addressing the collective action ideas that the consortia are facing. Project participants are encouraged to maintain a broad perspective, allowing a collective reflection to extract lessons which could be applied while the projects run.

The main objectives of the IVAP Workshop are to build communities within the HEI Initiative that will:

- Raise awareness amongst the European HEI community about the initiative and the unique opportunity it provides to HEIs across Europe to generate institutional change and build more innovative and entrepreneurial universities.
- Cooperate for addressing key action ideas and ways of implement those towards fostering Innovation and Entrepreneurship within HEIs.
- Share knowledge and good practice cases, which will foster mutual learning to refine the IVAPs and contribute to their effective implementation.
- Enhance cross-KICs collaboration and facilitate a cross-KIC co-creation ecosystem where partner and non-partner HEIs work together to enhance impact.

3. Deliverables

EIT Manufacturing engages the Supplier to provide the following services:

- **Full project management plan including detailed deliverables execution plan from venue selection to event day execution with timeline**
- **General immerse in project, introductions to team, alignment meetings, attendance at the event planning meetings and the event itself**
- **Assistance in event content creation and delivery**
 - **full production briefs for speakers, participants**
 - **Content curation; workshop talent, delivery, flow**

- Coordinate movement and flow of attendees
- Support in the planning of the 2023 IVAP Workshop especially in relation to the breakout sessions (logistics and flow)
- Logistic support on-site & final setup
- General assistance in the administrative items associated with the planning of the event especially in relation to
 - Registration platform and management of attendees
 - Ongoing admin support: emails, meetings, finalizing details
 - Selection, communicating (liaison) and site visits with vendors (venue, dinner, catering (2 lunches, 2 welcome coffees), printing, communications, transportation, hotel) in regard to various needs (e.g. room set up, AV needs, lunches, food and coffee service, printouts etc.)
 - Contracting and coordination of the event photographer and videographer
 - Printing of all needed materials of the event
 - Coordination and receiving of materials of event (shipped materials such as roll ups and other items for event and transport to the location).
- Producing and ordering of the following items (nonexclusive list):
 - Name tags
 - Agendas
 - Break out room attendees (participants per room)
 - On site event signage (e.g registration here)

4. Timeline

The deadline to submit an offer is 26 January 2023 and the estimated starting date is 6 February 2023. The duration of the contract will be 5 months.

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

Activity	Responsible	Date
RFP opening	EIT Manufacturing	16 January 2023
Offer submission	Supplier	26 January 2023
Evaluation and notification of award	EIT Manufacturing	31 January 2023
Complaint submission	Complaint supplier & EIT Manufacturing	5 February 2023
Publication of contract award notice	EIT Manufacturing	6 February 2023

Contract signature	EIT Manufacturing & selected supplier	6 February 2023
Project start (Kick off meeting)	EIT Manufacturing & selected supplier	6 February 2023

5. Evaluation Criteria and Award Notification

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 alongside with the following criteria:

- a. **Agency’s capacity to provide logistical and administrative support for all aspects of the event.**
- b. **Agency’s capacity to provide in-person support at the event**
- c. **Agency’s capacity to coordinate local vendors**
- d. **Agency’s open, approachable attitude to join the team for the planning an execution of the event, effectively integrating in the HEI Initiative and EIT Manufacturing teams.**

An Evaluation Committee of **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 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 **14** 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.

5. Complaint procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals shall be addressed to EIT Manufacturing **only** via the following email address monika.blodgett@eitmanufacturing.eu ; taylor.hall@eitmanufacturing.eu .The tenderers have five days to file their complaints from the date of receipt of notification of the results.

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.

7. 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 monika.blodgett@eitmanufacturing.eu ; taylor.hall@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 1-2 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.

8. 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 **0.5** years. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for **0.5** years 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.

9. 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.