

Request for Proposal (RfP)

EIT Manufacturing Doctoral Spring and Winter Schools 2025

February 2025

The deadline for the proposals is 24th of February 2025 (13:00 CET)

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1. Information on the purchaser

EIT Manufacturing ASBL

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2. Context

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organizations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organizations, 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.

In EIT Manufacturing we fund and manage a portfolio of innovative projects; we invest in promising startups, and we provide comprehensive services to enhance the manufacturing sector. These initiatives are designed to catalyze innovation, drive entrepreneurship, and enhance education in the manufacturing field. Monitoring and showcasing the impact of these initiatives is crucial not only to demonstrate the value and effectiveness of our efforts but also to ensure continuous improvement and alignment with our strategic goals. By systematically tracking and reporting on the impact, we can highlight success stories, identify areas for improvement, and make informed decisions that drive further advancements in manufacturing.

EIT Manufacturing is an association under the law 1901 created in 2019. Along with the EIT Manufacturing there are 8 (eight) other KICs with the aim to lead the action and create services across Europe, improving the competitiveness of European companies.

3. Budget

The maximum budget for the requested services is **200 000 EUR**. The proposals submitted by potential applicants for this RfP must adhere to the budgetary limits mentioned herein; otherwise, they may be disqualified for non-compliance with the RfP requirements.

Please note: EIT Manufacturing is not obligated to procure services up to the maximum specified amount.

4. Service Description

EIT Manufacturing Education & Training department encompasses a wide range of activities including academic programs such as master and doctoral schools, summer and winter schools, and targeted

upskilling and reskilling programs designed to enhance the capabilities of the manufacturing workforce.

EIT Manufacturing is seeking a qualified partner to support the organization and delivery of the **Doctoral Spring and Winter Schools** - intensive learning experiences that equip doctoral candidates with the skills and knowledge to drive technological advancements and industrial innovation.

Through this request for proposal EIT Manufacturing aims to provide high-quality learning experiences that integrate theoretical knowledge with practical application, aligned with EIT Manufacturing's mission to promote innovation and entrepreneurial mindset among students enabling the emergence of startups.

5. Request for Proposal for Doctoral Spring and Winter Schools

4.1. Objectives

The purpose of Doctoral Spring and Winter Schools is to equip learners with Innovation and Entrepreneurial skills and capabilities. This focuses on the delivery of the innovative aspects of the EIT Manufacturing Doctoral School program.

The primary objective of this programme is to deliver an integrated and hands-on Innovation and Entrepreneurship (I&E) training initiative, targeting **PhD students, researchers, advanced master students, and professionals** within the manufacturing domain that aim to estimate the market potential of their research output and assess alternatives to develop services and/or products and bring these to market.

In view of the student's workload, the Bologna system is adopted (ECTS: 1 ECTS=25 hours), including both study in classroom and study time outside classroom fostering entrepreneurial concepts, innovation skills, and professional networks to support participants in developing business ideas and solutions for the manufacturing sector.

The Spring and Winter Schools should provide a workload **equivalent to 1.5 ECTS each**, aiming at:

- Addressing industrial challenges and market opportunities associated to the participants' research topics and interests.
- Equipping participants with entrepreneurial and innovation skills through action-learning applied to their individual cases.
- Building connections between academia, industry, and research.
- Ensuring alignment with the broader EITM Doctoral School Programme and Academic Entrepreneurship field initiatives.

The program must focus on delivery of Innovation training in line with the Manufacturing focus listed above and covering the scope and all the OLOs listed in ANNEX 0.

Target: PhD students, researchers, advanced master students, and professionals.

4.2. Scope of Work

The purpose of this request for proposal is to invite qualified service providers to organize and deliver a **5 days (each) on-site Spring and Winter Schools for Doctoral Students in the form of a hackathon**.

The Spring School is expected to take place between CW 22 and 31, and the Winter School between CW45 and 49, at two different **on-site locations, within the EU**, proposed by the supplier.

The Hackathons shall host circa 30 participants each (minimum of 10 participants).

The Hackathons will focus on solving **real-world manufacturing challenges** associated with the participants research topics and aligned with EIT Manufacturing's pedagogical approach, emphasizing "learning by doing" to ensure participants can develop the necessary competences to apply the learnings to their specific cases.

The program should include the following elements:

	Items	Details
1	Hackathons Design & Delivery:	<ul style="list-style-type: none"> · A structured business challenge Hackathons focusing on industrial challenges associated with the participants research topics and possible application areas. · Application of hands-on, interactive methodologies to enable skill-building and advance the students assessment and planning of their case's problem-solution fit and solution-market fit, including prototyping, business modelling and go-to-market roadmap. · The Winter School should conclude with a Demo / Pitch event, with ecosystem stakeholders and EITM staff as jury members and early-stage academic startups from the host ecosystem as additional participants. · Throughout the Hackathons, professional photographic and video recording of activities should be conducted. Additionally, at the end, selected participants testimonials should be video recorded.
2	Academic & Networking Components:	<p>Each 5-day hackathons should include:</p> <ul style="list-style-type: none"> · At least two academic interactive lecture/lab session. · Networking activities connecting participants with relevant actors in the local manufacturing and startup ecosystem. · A minimum of one company visits and one best practice startup founders sharing session.
3	Social and Cultural Activities:	<ul style="list-style-type: none"> · One social activity promoting team building and cultural exchange.
4	Assessment and Reporting:	<ul style="list-style-type: none"> · Evaluation of participant performance during the Hackathons. · Submission of a final assessment report detailing outcomes and impacts to EIT Manufacturing and the participants.

4.3. Deliverables

The Service Provider is expected to deliver the following in each Hackathon (Spring and Winter School):

	Main Items	Details
1	Hackathon Sessions:	<ul style="list-style-type: none"> The design and schedule of the sessions aligned with the scope and OLOs (see the Annex 0) should provide a programme that is equivalent to 1.5 ECTS for each Hackathon, being 5 days onsite in an EU ecosystem. At least one of the hackathons should be realised in a RIS country. While the two hackathons are stand-alone events, the curriculum design should create a clear flow between the events for the participants that attend both. Furthermore, to reach the required workload of 3 ECTS in total (Spring and Winter Schools), the supplier might include complementary synchronous online sessions and asynchronous assignments.
2	Industrial Challenges:	<ul style="list-style-type: none"> Identify potential applications of the participants research outputs. Market research industrial challenges. Assess possible applications up to solution-market fit analysis.
3	Interactive Programme Elements:	<ul style="list-style-type: none"> At least 70% of the sessions must follow an action learning / learning by doing approach. At least one company visit. At least one best practice or role model session with local academic entrepreneur(s).
4	Social and Networking Activities:	<ul style="list-style-type: none"> One team building social event in the evening. Networking opportunities with the local manufacturing and/or startup ecosystem and hosting organisations.
5	Logistical Support:	<ul style="list-style-type: none"> On-site hosting space in a suitable workshop space (eg. Creative space, Lab). Local logistical coordination (eg. public transportation to activity locations). Catered Lunch on all hackathon days. One catered evening social activity.

6	Final Assessment Report and Documentation:	<ul style="list-style-type: none"> • A report summarizing Hackathons' results, participant evaluation survey, and overall impact, detailing on how participants' progress and skills acquisition will be measured during the Hackathons in accordance with OLOs, and recommendations for follow-up. • All original professional photographic and video material should be transferred to EIT Manufacturing. • A post-produced final video (circa 1-3 minutes) summarizing the activities results should be delivered.
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4.4. PROPOSAL REQUIREMENTS

Interested service providers are required to submit a detailed proposal addressing the following criteria:

	Recruitment	Details
1	Organizational Profile and Experience	<ul style="list-style-type: none"> • Company Information: Name, address, and contact details. Brief history and overview, including relevant experience in delivering academic, professional, and interactive entrepreneurship and innovation training programmes. • Relevant Experience: Include case studies or examples of similar events, with a focus on interactive, hands-on training sessions.
2	Proposed Methodology	<ul style="list-style-type: none"> • Hackathon Design: (1) Detailed methodology for implementing the Hackathon, ensuring alignment with EIT Manufacturing's "learning by doing" pedagogical approach. (2) Explanation of how sessions will be designed. • Learning Outcomes: Strategies to ensure participants can transform knowledge into actionable skills and capabilities in accordance with the scope and required OLOs (Annex 0) and apply these to their own cases.
3	Programme Schedule and Activities	<ul style="list-style-type: none"> • Proposed Schedule: (1) Timetable for Hackathon sessions in equivalence to 3 ECTS (2) Schedule for accompanying activities, such as academic lectures, company visits, and social events. (3) Ecosystem networking opportunities • Integration Plan: Explanation of (1) how academic, professional, and cultural elements will be seamlessly incorporated into the programme, (2)

		how the events are structured to provide a clear and logical progression for participants attending both Hackathon sessions.
4	Logistics and Coordination	<ul style="list-style-type: none"> • Venue Management & Cooperation with local actors: Outline your plan for managing the operational aspects of the event.
5	Assessment and Reporting Plan	<ul style="list-style-type: none"> • Assessment Methodology: Details on how participants' progress and skills acquisition will be measured during the Hackathon in accordance with OLOs. • Final Report: Structure and content of the assessment report to be delivered to EIT Manufacturing and participants' post-event.
6	Budget	Provide a clear and transparent cost breakdown: <ul style="list-style-type: none"> • Cost Proposal (including lunch and local transportation for participants). • Payment Terms.
7	Timeline	<ul style="list-style-type: none"> • Present a comprehensive project timeline with key milestones including deadlines for preparation, execution, and post-event reporting.
8	Risk Management Strategy	<ul style="list-style-type: none"> • Describe your approach to mitigating potential risks: Identify potential challenges and provide strategies for their management.
9	Team Qualifications	<ul style="list-style-type: none"> • Names and qualifications of key personnel involved. • Relevant expertise in organizing similar events.
10	Professional References	<ul style="list-style-type: none"> • Include contact information for previous clients or partners who can attest to your ability to deliver similar services.

6. Timeline

The deadline to submit the offer is **24 February 2025**. The indicative timeline for the Request for Proposals is as follows:

Activity	Responsible	Date
RFP Opening	EIT Manufacturing	7 February 2025
Submission of Proposals	Suppliers	24 February 2025
Evaluation and notification of award	EIT Manufacturing	28 February 2025
End of the Standstill	EIT Manufacturing	5 March 2025
Contract Signature	EIT Manufacturing/Suppliers	14 March 2025

7. Proposal Submission Procedure

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdycO3ZdVaPfvqgS5gx2LiEf2ImaueYxnGfUzCJhpKHMNjUwW1oN-KF7i>

To start your application, please follow the outlined “step-by-step”:

- Click on the link above and fill out the Task Name with this description: “RfP - EIT Manufacturing Doctoral Spring And Winter Schools 2025”.
- Fill out the Requestor Name with your name.
- Fill out the Requestor E-mail with your e-mail address.
- Leave the following fields blank since they are not mandatory: Task type, Deadline and Priority.
- Fill in the field "Describe Task" with the message you wish to convey to our team and/or any details and comments you have regarding your proposal. If you have none, simply write the name of the RfP "EIT Manufacturing Doctoral Spring And Winter Schools 2025”.
- Click on attachments and upload your Commercial Proposal as an attachment.
- After completing the above-mentioned information, click on “Submit Task” to finalize your application. Please note that you will not receive any confirmation in your e-mail. However, you should ensure that this message appears to you on the screen after submitting your proposal: “Task created successfully”.

If you have any questions, please contact us at the following email address:
procurement@eitmanufacturing.eu

Disclaimer of Liability for Technical Failures:

EIT Manufacturing shall not be held liable for any technical failures, interruptions, or glitches occurring in its digital tool designated for receiving proposals in the Request for Proposals (RfP) as mentioned in the link above, irrespective of the underlying reasons. EIT Manufacturing assumes no responsibility for any loss or damage resulting from such technical issues.

Verification of Proposal Receipt:

In case of any doubt or uncertainty regarding the submission status, the supplier is obligated to take appropriate measures to confirm the receipt of their proposal, utilizing the communication channels and tools made available by EIT Manufacturing for such verification. It is the sole responsibility of the supplier to verify the successful submission and receipt of their proposal through the available means provided by EIT Manufacturing. By participating in the proposal submission process, the supplier acknowledges and accepts that EIT Manufacturing disclaims any liability related to technical failures affecting the digital tool and that the supplier is accountable for ensuring the successful transmission and receipt of their proposal.

8. 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. The award criteria will be the following:

- Price (hourly rate and/or overall price) (20%)

- Prior experience in similar tasks and team qualifications (25%)
- Quality and clarity of the technical proposal (35%)
- Good knowledge on the activities of the European Institute of Innovation & Technology (EIT) and of EIT Manufacturing (15%)
- Knowledge of Knowledge Innovation Communities (KICs) reporting tools and obligations and KICs project management (5%)

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.

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.

Complementary Note on the Evaluation Process:

After the initial evaluation of submitted proposals, it is possible that the potential top-ranked suppliers may be shortlisted for participation in a Pitch Session or in a set of interviews. It is important to emphasize that the evaluation will be conducted in strict accordance with the criteria outlined in the published Request for Proposal (RfP).

The primary objective of the Pitch Session or Interviews is to facilitate a deeper understanding of the received proposals, provide an opportunity to elaborate on specific details, and allow the EIT Manufacturing to get to know the team of professionals better. During this session, the shortlisted suppliers will have the chance to present their proposals, clarify any questions, and discuss how your

firm can best meet the legal consulting needs of EIT Manufacturing.

Further details regarding the Pitch Session or Interviews, including dates and logistics, will be communicated to the shortlisted suppliers following the initial evaluation of proposals.

9. 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 procurement@eitmanufacturing.eu. The tenderers have **5 (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.

10. 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 procurement@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 day(s).

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.

11. 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 signed for this RfP.

The contract for this Request for Proposal is estimated to be signed by the end of March and will have a **maximum duration of 9 months** with the possibility of **renewal** by mutual agreement of the parties.

The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the mentioned period 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.

12. Confidentiality Obligation

All information, whether written or oral, exchanged between the parties involved in this Request for Proposals (RfP) process, hereinafter referred to as the "Parties" shall be considered confidential and proprietary.

The Parties agree not to disclose, provide access to, or otherwise make available any confidential information to any third parties, including but not limited to individuals, companies, or organizations, who are not directly involved in the RfP process, without the express written consent of the disclosing Party.

"Confidential Information" shall encompass, without limitation, all data, documents, proposals, discussions, designs, specifications, financial information, technical data, trade secrets, and any other information disclosed by one Party to the other during the course of the RfP process.

The obligations of confidentiality shall not apply to information that is:

- a) Publicly available at the time of disclosure or subsequently becomes publicly available through no fault of the receiving Party.
- b) Already in the possession of the receiving Party prior to disclosure and not subject to an existing confidentiality obligation.
- c) Disclosed to the receiving Party by a third party with the legal right to do so without breaching any confidentiality obligations.
- d) Required to be disclosed by law, court order, or governmental regulation, provided that the disclosing Party is promptly notified and given the opportunity to seek a protective order.

Any Party found in breach of this confidentiality clause shall be subject to legal measures, including but not limited to litigation, injunctive relief, and monetary damages, as deemed appropriate by the

disclosing Party.

The obligations of confidentiality as set forth in this clause shall survive the termination or completion of the RfP process and shall remain in effect for a period of 5 (five) years, unless both Parties mutually agree in writing to terminate this confidentiality agreement.

This confidentiality clause shall be governed by and construed in accordance with the laws of France. Any legal action arising out of or in connection with this clause shall be subject to the exclusive jurisdiction of the courts of Paris, France.

13. 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 an 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 organisation 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 tender, EIT Manufacturing may refrain from concluding the Contract.

This RfP confers no entitlement or expectation for tenderers to enter into a contract with EIT Manufacturing. Consequently, EIT Manufacturing is not obliged to sign a contract with the chosen supplier, whether at present or in the future.

14. ANNEXES

ANNEX 0- EIT Overarching Learning Outcome (Olos) For The Doctoral Spring And Winter Schools

EIT OLOs	Doctoral Spring School	Doctoral Winter School
EIT OLO 1 - Entrepreneurship skills and competencies	Yes	Yes
The capacity to identify and act upon opportunities and ideas to create social, cultural and financial value for others, including translating innovations into feasible business solutions, with sustainability at their core.		
EIT OLO 2 - Innovation skills and competencies	Yes	Yes
The ability to formulate knowledge, ideas and technology to create new or significantly improved products, services, processes, policies, new business models or jobs, and to mobilise system innovation to contribute to broader societal change, while evaluating the unintended consequences of innovation and technology.		
EIT OLO 3 - Creativity skills and competencies	No	Yes
The ability to think beyond boundaries and systematically explore and generate new ideas.		
EIT OLO 4 - Intercultural skills and competencies	Yes	Yes
The ability to engage and act internationally and to function effectively across cultures, sectors and/or organizations, to think and act appropriately and to communicate and work with people from different cultural and organizational backgrounds.		
EIT OLO 5 - Making value judgments and sustainability competencies	Yes	Yes
The ability to identify short- and long-term future consequences of plans and decisions from an integrated scientific, ethical and intergenerational perspective and to merge this into a solution-focused approach, moving towards a sustainable and green society.		
EIT OLO 6 - Leadership skills and competencies	Yes	Yes
The ability of decision-making and leadership based on a holistic understanding of the contributions of Higher Education research and business to value creation, in limited sized teams and contexts		
Ethics and digitalization	Yes	Yes

ANNEX 1 – Tender Submission Form

This form may be required or waived by EIT Manufacturing depending on the specifics of each RfP. To determine if this form is applicable to your case, please refer to the guidelines of the RfP you intend to apply for. In certain cases, EIT Manufacturing permits the submission of commercial offers using the supplier's own template. Be sure to carefully review the rules of the RfP you are interested in.

Section 1: Bidder Information

Company Name: _____

Address: _____

City/State/ZIP Code: _____

Country: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

Website: _____

Section 2: Proposal Details

Description of Goods/Services Offered: _____

Compliance with RfP Requirements: (Please confirm that your proposal meets all mandatory requirements outlined in the RfP)

Yes

No

If "no", provide the applicable justification: _____

Special Features/Unique Capabilities: _____

Section 3: Pricing

Cost Breakdown:

Item 1: _____ - Price: _____

Item 2: _____ - Price: _____

(Add additional items as necessary)

Total Bid Price: _____

Section 4: Professional References

Reference 1:

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____
Reference 2: _____
Company Name: _____
Contact Person: _____
Phone Number: _____
Email Address: _____

Section 5: Declarations and Signatures

Compliance Statement:

We hereby confirm that our proposal includes all documentation and information required by the RfP issued by EIT Manufacturing.

Additional Notes:

Please ensure that all sections of this form are completed accurately and thoroughly.

Any additional documentation or information required by the RfP should be attached and sent along with this form. Please, notice that each RfP has its own applicable documentation and requirements

Kindly check on all the required documentation before sending your commercial offer. Failure to provide all required information or documentation may result in the disqualification of your proposal.

Submission Instructions:

Submit the completed Tender Submission Form along with all required documentation to the link informed by EIT Manufacturing in the RfP.

Signature of the Supplier's representative: _____

Name: _____

Title: _____

Date: _____

ANNEX 2 – Tender’s Declaration of Honor

[Place and Date]

[Name of the Legal Entity and/or Signatory]

I, [Full name of the supplier’s representative], hereby declare the following in connection with my application for the Request for Proposal (RfP) [title of the RfP]:

- a) I will commit to 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’). I will inform the EIT Manufacturing immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.
- b) I accept that during the implementation of the contract and for five years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed (‘confidential information’).
- c) I accept that during the implementation of the contract and for five years after the completion of the contract, the EIT Manufacturing has the right for the purposes of safeguarding its financial interests, the offer and the contract of the supplier may be transferred to internal as well as external audit services.
- d) I confirm that I or the entity represented by me is not currently experiencing any of the following situations. If any situation applies, details are provided in an annex to this declaration along with a brief explanation.
 - The entity is not bankrupt, subject to insolvency or winding up procedures, and its assets are not being administered by a liquidator or by a court. It is not in an arrangement with creditors, and its business activities are not suspended, nor is it in any analogous situation arising from a similar procedure under national legislation or regulations.
 - There is no final judgement or final administrative decision establishing a breach of obligations related to the payment of taxes or social security contributions.
 - There is no final judgement or final administrative decision establishing guilt of grave professional misconduct, including but not limited to fraud, violation of applicable laws or regulations, ethical standards, distorting competition, violating intellectual property rights, attempting to influence EU Bodies' decision-making processes, attempting to obtain confidential information, or any other wrongful conduct impacting professional credibility.
 - There is no final judgement establishing guilt of fraud, corruption, participation in a criminal organization, money laundering or terrorist financing, terrorist-related offences, child labor, or other forms of trafficking in human beings.
 - The entity has not shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement, or a grant decision financed by the European Union's budget, leading to early termination, application of liquidated damages, or other contractual penalties, discovered through checks, audits, or investigations.
 - There is no final judgement or final administrative decision establishing that the entity has committed an irregularity within the meaning of Council Regulation (EC, Euratom) No 2988/95.
 - There is no final judgement or final administrative decision establishing that the entity has created an entity in a different jurisdiction with the intent to circumvent fiscal, social, or any other legal obligations.
 - In the absence of a final judgement or final administrative decision in the cases mentioned above, or in the case of point (d), I acknowledge that the Applicant may be subject to:
 - i. Facts established in the context of audits or investigations by EPPO, the Court of Auditors, OLAF, or the internal auditor, or any other check, audit, or control performed under the responsibility of the authorizing

officer.

- ii. Non-final administrative decisions, including disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics.
- iii. Facts referred to in decisions of persons and entities implementing Union funds.
- iv. Information transmitted in accordance with the Financial Regulation.
- v. Decisions of the Commission or national competent authority relating to the infringement of Union or national competition law.

I hereby declare the accuracy and truthfulness of the above statements.

Yours faithfully,

[Signature of the Supplier's representative]

