



# Request for proposals

## Booth building for The Business Booster 2023

# EIT InnoEnergy

Company KIC InnoEnergy SE

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EIT InnoEnergy is the trading brand of KIC InnoEnergy SE



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## 2. Overview of EIT InnoEnergy

EIT InnoEnergy 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 EIT 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/>

## 3. Scope of work

### 3.1. Background

EIT InnoEnergy seeks to secure the services of a stand builder company for our flagship event The Business Booster 2023. The event is taking place at RAI Amsterdam on 18-19 October 2023.

Please visit The Business Booster website, watch the video and photos of our last edition for a better understanding: <https://tbb.innoenergy.com/>

<https://www.youtube.com/watch?v=oDQUmBS4pKM>

<https://www.flickr.com/photos/innoenergy/albums/72157711233912396>

The Business Booster hosts up to 160 start-ups and Innovation projects in the field of sustainable energy. The aim of this event is to connect EIT InnoEnergy supported start-ups with the industry, to help commercialise their products and services, for a better and sustainable energy future. EIT InnoEnergy is looking for a professional stand building company to support this event not only by building all modular booths but also a company which supplies all required furniture, takes care of printing booth designs and signage, setting up all electrical connections as well as managing all aspects relating to health and safety requirements in The Netherlands. In a nutshell, we are looking for a reliable partner to execute a successful event.

Details of the booked floor space:

- 7.980 square meter of exhibition space;
- Purpose build auditorium (plenary room) with 1200 seats, 1075 square meter;
- Three breakout rooms for approx. 850 pax in total;

### 3.2. Deliverables

#### A) Please provide a detailed project planning stating following:

- Overview of the dedicated project team.
- Project team must be fluent in English. All other languages are a plus.
- The dedicated project team must be available during all planning months. In case of sickness or vacation we expect a replacement and a backup plan. We do not accept stand still periods (for example, during holiday season).
- Outline your technical support before, during and after the event.
- Providing of all necessary documents and certificates for health, safety and fire regulations as according to Dutch regulations.
- Detailed planning of set-up, dismantling and process on-site. Please note that these times might still change:

16/Oct	17/Oct	18/Oct	19/Oct	20/Oct
<b>Set-up of event</b> 8:00 - 23:30	<b>Set-up of event</b> 8:00 - 23:30	<b>TBB 2023</b> 9:00 - 18:00	<b>TBB 2023</b> 9:00 - 16:30	<b>Dismantling</b> TBC
			<b>Dismantling</b> 16:30 - 23:30	

- Coordination and management of technical event services: electricity and cleaning: according to RAI Amsterdam's rules and regulations.
- Description of the design, structure and proposed fabrics. A sustainable approach will be appreciated.
- Please include a cost of traveling to RAI Amsterdam (if applicable), as at least two visits to the venue prior to the event with the EIT InnoEnergy Events Manager will be required.
- Please refer to the RAI Amsterdam's regulations, terms & conditions when preparing your proposal - <https://www.rai.nl/en/regulations-terms-and-conditions/>

B) Exhibition space project planning, floor plans, design and printing of designs – booths, lounge areas, product display area, photo contest area (halls 2 and 3);

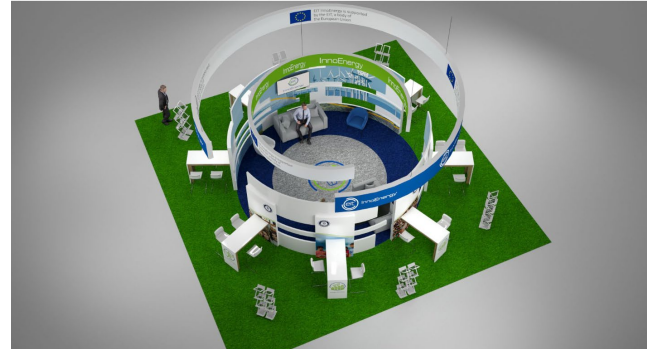
I. Preliminary floor plan for 150 exhibitor booths and 10 sponsor booths and an example of a booth for:

- **Version 1:** 4-6 square meters booths (150 booths) with high counter, two chairs, electricity connection with multi-plug outlet, carpet and branding;
- **Version 2:** 12 square meter booths (6 booths) with high counter and two chairs, table with four chairs for meetings, electricity connection with multi-plug outlet, carpet and branding;
- **Version 3:** 20 square meter booths (4 booths) with high counter and two chairs, tables with chairs for meetings, electricity connection with multi-plug outlet, carpet and branding;
- Overall feeling of the exhibition space should be modern, open, airy, warm, inviting; Use of plants and natural/sustainable materials is highly encouraged;



## II. Preliminary design and price proposal for EIT InnoEnergy's booth design:

Approximately 100 m2 for 8 sub-brands of EIT InnoEnergy. Each one with a high table and 3 chairs, electricity connection and enough lighting. Include 2 free standing TVs with USB ports, 4 zig-zag brochure holders and a lounge area with sofas and armchairs.



## III. Preliminary design for networking and lounge areas within the hall:

- High tables and chairs, poufs and coffee tables, sofas, carpet, brochure holders, plants, grass.
- Lounge areas are to be used for pre-arranged 1-2-1 meetings and lounging during coffee and lunch breaks.
- There needs to be a minimum of 50 tables, with total capacity of minimum of 270 seats, each clearly numbered for purposes of 1-2-1 meeting spots.



## IV. Preliminary design for a "product display area" within the hall:

Separate area within the hall and indicated with signage (not separated by walls), approximately 400 square meters in size, with 20 stations for product displays, electricity connection, carpet.

## V. Project planning and specifications for printing of booth designs:

Please indicate all deadlines you require to receive digital files to print all artwork for booths which will be provided by EIT InnoEnergy.

**VI. Please provide a preliminary design for photo contest area:**

This will be a carpeted area with 30 photo panels which need to be hanged or attached, with a spotlight above each photo.



**VII. Portal for exhibitors to book additional equipment (TVs, chairs, stands, electricity) at their own cost.**

#### 4. Proposal Process

##### 4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) 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 EIT InnoEnergy attached to the request for proposal document.

##### 4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	5 May 2023
Deadline for requesting clarification from EIT InnoEnergy	11 May 2023
Deadline for submitting proposals	12 May 2023
Intended date of notification of award	17 May 2023
Intended date of contract signature	22 May 2023

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

**Contact name:** for the attention of Veronika Suver

**E-mail:** veronika.suver@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 **Euro** per 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).

##### 4.3. Validity of the proposals

Tenderers are bound by their proposals 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 EIT InnoEnergy.**



#### ***4.4. 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, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.**

**Contact name:** for the attention of Veronika Suver

**E-mail:** veronika.suver@innoenergy.com

EIT InnoEnergy has no obligation to provide clarification.

#### ***4.5. 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.

#### ***4.6. Ownership of the proposals***

EIT 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, EIT 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.

#### ***4.7. 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, EIT 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.**

#### ***4.8. Negotiation about the submitted proposal***

After checking the administrative compliance of the tenderers, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT InnoEnergy shall provide further information about the proceedings and timing.

#### 4.9. *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) Compliance with all demands as requested in this RFP – project planning with detailed timeline, expertise of staff, floor plans, planning and design of exhibitor and sponsor booths, EIT InnoEnergy booth, lounge areas, product display area, photo contest area. **40 Points**
- 2) Originality and creativity of designs and alignment with basic sustainability requirements (e.g., reusable materials, lower CO2 emissions in transportation of materials, minimum use of plastic, etc.). **10 Points**
- 3) Liability insurance cover. **10 Points**

**Total technical score: 60 points maximum**

- 4) 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**
- 5) Budget shall be reasonable and appropriate. **5 Points**

**Total financial score: 40 points maximum**

**Total maximum score: 100.**

#### 4.10. *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 EIT 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 of receipt of the contract from EIT InnoEnergy, the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT 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, EIT InnoEnergy may decide to contract the second best.

#### 4.11. *Cancellation of the proposal procedure*

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

#### 4.12. *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 InnoEnergy. The tenderers have 5 days to file their complaints from the receipt of the letter of notification of award.

#### 4.13. *Ethics clauses / Corruptive practices*

EIT 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, EIT 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 EIT InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

#### 4.14. *Many journeys. One welcome.*

Diversity, inclusion and equality of opportunity are core EIT InnoEnergy values. We are committed to extending the same warm welcome to everyone, whatever their personal journey. We strive to ensure every voice is heard.

We value the contribution that different viewpoints make to our business of innovation. Having a variety of perspectives at all levels also equips us to meet the needs of the diverse communities we serve.

We extend our commitment across the career cycle. We recruit people from diverse backgrounds—for example, as of 2022, we employed 39 nationalities split 50-50 male-female. We then ensure that every member of our team is involved and valued, and receives equal recognition and opportunities for advancement.

In all areas of the employee experience (including recruitment, compensation and career development), and in all dealings with customers and communities, EIT InnoEnergy staff will value merit regardless of age, social status, race, colour or genetic features, disability, ethnic/social origin or national minority membership, gender, gender reassignment, sexual orientation, language, marital or partnership status, political or any other opinion, economic status, religion or spiritual belief.

Although we do not use this as a vendor selection criterion, we are interested in learning from others, and would be happy to receive anything about your Diversity values or policy that you would care to offer.

#### 4.15. *Annexes*

**Annex 1:** Tenderers' Declaration form

**Annex 2:** Draft Contract Template

**Annex 3:** Factsheets of all booked spaces at RAI Amsterdam

**Annex 4:** Floorplans of all booked spaces at RAI Amsterdam

**Annex 5:** Example of last year's TBB exhibition space floor plan