**Request for proposals**

**EBA 2022-2024 CFS audit Services**

**EIT InnoEnergy**

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# 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 maximizes 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**

KIC InnoEnergy is looking to engage an audit firm to perform Certificate on the Financial Statements (CFS) Audits for expenditure incurred by EIT across the EU. There is a need of an CFS audit all the costs incurred through the full Grant (from 17/01/22 through 16/01/25) of 9.98 Mio EUR of reported cost.

The required CFS is stated in article 24.2 of the ESF Project Grant and must comply with Directive 2006/43/EC. The coordination of the CFS audits will be managed by EIT InnoEnergy SE from Eindhoven (the Netherlands) and will be the client.

The collaboration for this tender will be for up to 5 months divided in 3 phases. The overall kick-off will be a meeting between the winning tenderer and EIT InnoEnergy to discuss the overall project, kick-off, the process & milestones, reporting, deadlines and communication. The aim is also to achieve an efficient project monitoring, acceptance and document sharing and therefore we also look at the proposed system technical solution provided by the tenderer. This would be preferable part of the tenderers offer.

**Detailed work scope**

1. Participating in a kick-off meeting with EIT InnoEnergy, present the approach by the winning tenderer in order to align and agree upon details.
2. Creation and distribution of questionnaire to understand the workload and organization and prepare the CFS audit.
3. Field work at EIT InnoEnergy premises to perform and conclude CFS audit (Incl. closing meeting).
4. Continuously report to InnoEnergy on progress, status and content related elements.

**Deliverables**

1. System technical solution to monitor the overall process and exchange heavy documents and able to create different partners, roles with own authorization to be set
2. Auditors’ independent report of factual findings
3. Agreed-upon procedure to be performed by the auditor
4. Overall factual findings (central document consolidated)
5. Letter of Representation (LOR)
6. If applicable: Feed the system technical proposed solution to monitor the process

**Methodology and organization of work**

The winning tenderer’s responsibility is to perform CFS audit in scope and provide the EIT InnoEnergy with the results of the audit (core: report + factual findings) and continuously feeding a (preferable) technical system to update and monitor the whole process.

InnoEnergy will provide pre-fixed templates to be used by all audit teams, and together with the winning tenderer harmonize the working processes to ensure a smooth and compliant audit process. All audit teams are obliged to work with the same templates and will submit the final conclusion in a certain pre-agreed report template.

The sample to be taken from all cost reports should be based on EIT requirements according to their directives ([https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/cfs\_en.docx](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fec.europa.eu%2Finfo%2Ffunding-tenders%2Fopportunities%2Fdocs%2F2021-2027%2Fcommon%2Ftemp-form%2Freport%2Fcfs_en.docx&data=05%7C02%7Candre.alvarez%40innoenergy.com%7C3ed7a65056d745861d6608dcacbc0aaa%7C435e0b8676ae4629aa04b81daf18c473%7C0%7C0%7C638575170838450969%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=X3eolBEc2fcjRV1fhVnUp7RTb%2BDGykMmsTry8G6MgSw%3D&reserved=0)). The audit instructions will be provided by InnoEnergy and are related to different cost categories. Some procedure measure points will be mentioned in the agreement, in order to make sure all processes are followed correctly and timely.

The proposed price should be a fixed price for the full CFS audit (full complete through 36 months).

Organizational the work for the winning tenderer consist of 3 phases:

Phase 1: Preparation

The winning tenderer need to make sure to understand the scope correctly and complete, gather required information needed and agree on period of audit / sampling. All this respecting the main pre-agreed timetable between the coordination team of the winning tenderer and InnoEnergy. (Oct ’24 – Feb ’25)

Phase 2: Audit execution

The actual audit (field work) will be divided in 2 sprints to cover the full Grant consumption. Each sprint will cover a select time period from the full 36 months of the contract.

1. 1st Sprint – Costs incurred during 2022, 2023 and Q1 and 2 of 2024 (Month 1 through 29,5 months of the agreement) – To take place during Q4 of 2024 (Excluding Personell costs of 2024 to be done in Phase 2)
2. 2nd Sprint – Costs incurred through the final months up to and including Jan 2025 (months 29,5 through 36) – To take place during Q1 of 2025 (Including all Personell costs of 2024)

The winning tenderer is free to start audit work remotely as soon as they receive the requested documentation that has been sampled.

Phase 3: Reporting

The final to be submitted documents can be found as an Annex, but throughout the process the winning tenderer is expected to report continuously in an own proposed system

It’s crucial for the tenderer to deliver the final reports in time respecting all the pre-agreed deadlines.

**Timing & planning**

|  |  |
| --- | --- |
| July 29th | Publish of the RFP on several websites |
| August 8th | Deadline for clarifications |
| September 3rd | Deadline for submitting proposals |
| September 10th | Intended date of notification |
| September 30th | Intended date of contract signature |
| October 7th | Intended start date of activity |

Between 29th of July and October 7th the tender will be finalized to contract the winning tenderer and start working on the activity.

September 30th – October 7th → The winning tenderer will get the time to setup their own teams and prepare for the assignment.

October 7th – November 29th → Winning tenderer to get in touch, agree on timing and questionnaire, and finish 1st Sprint analysis

January 27th – February 14th of 2025 → 2nd Sprint analysis

After 28th of February 2025 → Evaluation of process

# 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 EIT InnoEnergy attached to the request for proposal document.

# *Submission of proposal*

|  |  |
| --- | --- |
|  | **DATE (Calendar dates)** |
| **Publishing RFP** | **July 29th** |
| **Deadline for requesting clarification from EIT InnoEnergy** | **August 8th** |
| **Deadline for submitting proposals** | **September 3rd** |
| **Intended date of notification of award** | **September 10th** |
| **Intended date of contract signature** | **September 30th** |

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

**Contact name**: for the attention of Mr. André Vieira

**E-mail**: andre.alvarez@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 EUR. 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 EUR 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).

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

**Contact name**: for the attention of Mr. André Vieira

**E-mail**: andre.alvarez@innoenergy.com

EIT 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*

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.

# *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.**

# *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.

# *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 experience and competences of the members of the proposed project teams (maximum point: 30)
2. Methodology approach of project and proposed project implementation (maximum point: 25)
3. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 5)

***Total technical score:*** ***60 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 (maximum point: 40)

***Total financial score: 40 points maximum***

**Total maximum score: 100.**

# *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.

# *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.

# *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 10days to file their complaints from the receipt of the letter of notification of award.

# *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.

# *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.

# *Annexes*

*Annex 1: Tenderers’ Declaration form.*

*Annex 2: Draft Contract Template.*