

# Request for proposals

**EIT InnoEnergy Estonia Representative**

**EIT InnoEnergy**

**Company** InnoEnergy Central Europe Sp. z.o.o. ·

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EIT InnoEnergy is the trading brand of InnoEnergy Central Europe Sp. z.o.o.

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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

EIT InnoEnergy representatives (referred to also as hubs) are local (national) offices operated by ambitious partners, that are looking to build their local position, strengthen their business model and become a leading actor in the local ecosystem by playing a role in our European Network. They must be led by an organisation with deep knowledge of the country, proven track of related business activities there and with office located there.

Main scope of work covers implementation of activities on behalf and for InnoEnergy to support reaching business targets. InnoEnergy is also a part of [EIT Community](#) and Hub must also implement tasks of RIS Hub and cooperate with other members of the Community in the country of operation. Specifically, the Hub will:

- Perform local business development services and support sales channels for EIT InnoEnergy portfolio,
- Develop and support network of relevant stakeholders including investors
- Provide access to EIT InnoEnergy services to relevant stakeholders
- Host and promote EIT InnoEnergy events (via the network of partners)
- Actively promote the EIT InnoEnergy Business Model and actively participate in the local ecosystem

Hub will be part of the EIT Community and as such it is required to follow [RIS Hubs Minimum Standards and Guiding Principles](#), and in particular to undertake actions to:

- Improve the innovation capacities of the local ecosystem
- Attract and facilitate the integration of new participants in EIT Community activities

- Support the establishment of synergies
- Coordinate with other EIT KICs Representatives and other EIT KIC Offices

As part of the EIT RIS Hubs Community Hub will also have to contribute to Common list of KPIs for all EIT RIS hubs. The values for KPIs will be set individually for country during interview process.

The Hub will be oriented towards reaching goals and to achievement of KPIs set for the Hub. The KPIs and remuneration for them are described in Annex 3 to the Request for Proposals. The applicant needs to presents own milestones that will prove its performance in the “Running Operation” section of the Terms and Conditions in form of the table (template available in Annex 3 to RfP).

The Hub performs its activities based on the operation plan which indicates what kind of targets it aims to achieve, by what means and use of adequate resources. The plan includes timeline. The hub is free to determine which business KPIs (from Annex 3) will it achieve provided it will be put in the context of the country’s ecosystem and address InnoEnergy’s needs. The operation plan includes also description how EIT RIS hub’s KPIs are achieved. All of them need to be addressed and the plan shows how they will be achieved. In justified cases the operation plan can be adjusted during operation period of the Hub, but this requires written consent from the authorised representative of EIT InnoEnergy.

The operation plan needs to presented in the application process and its quality and ambition is key evaluation criteria of the application. There is no template for the operation plan, the applicant is encouraged to use its own, provided it includes all necessary data.

#### 4. Proposal Process

##### 4.1. Participation

- Participation in this proposal procedure is open to all tenderers.
- 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	27.02.2025
Deadline for requesting clarification from EIT InnoEnergy	04.03.2025
Deadline for submitting proposals	09.03.2025
Intended date of notification of award	14.03.2025
Intended date of contract signature	17.03.2025

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

**Contact name:** for the attention of Mr. Piotr Pawelec and Ms. Katarzyna Machowska

**E-mail:** [piotr.pawelec@innoenergy.com](mailto:piotr.pawelec@innoenergy.com); [katarzyna.machowska@innoenergy.com](mailto:katarzyna.machowska@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 (use the applicable currency of your country)>**. 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 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.**

#### **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 Mr. Piotr Pawelec

**E-mail:** [piotr.pawelec@innoenergy.com](mailto:piotr.pawelec@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.

The evaluation process will be composed of two parts: evaluation of the submitted application and an interview for tenderers with highest scores.

##### Evaluation criteria

Criteria		Description	Max. Score
<b>1. Thematic Alignment</b>		Please describe your track record and engagement in energy, local entrepreneurial and innovation ecosystem. Any potential links with the InnoEnergy Business Model	<b>20</b>
	1.1 Expert in Energy field (staff or contracted, CV)	Minimum one expert with minimum MSC in Energy, Engineering or Chemistry with minimum 3 years experience in energy market (incl. Energy or GHG related R&D projects).	5
	1.2 Previous experience with Energy projects	participation in minimum one related project with Energy: R&D, societal or market oriented project	5
	1.3 Other relevant connection with Thematic Fields	Please describe other relevant experience with Energy or Green House Gases (GHG) or any of the InnoEnergy relevant thematic fields (Energy for	10

		Circular Economy, Smart and Efficient Buildings and Cities, Renewable energies, Smart electric grid, Transport and Mobility)	
<b>2. Capacity</b>		Please describe your past experience, resources and potential to operate the InnoEnergy Hub and local operations. We are interested in your unique set of team members, leaders of proposed activities and the skills and resources to have to play a major role in the local ecosystem. Please describe the services your provide today to your ecosystem, your experience and capabilities.	<b>25</b>
	2.1 Team	A team of minimum 3 contracted, full or part time members (minimum one is full time dedicated to InnoEnergy tasks): - Hub Manager - 5 points - Business Developer: business and market development, consultancy services, stakeholder and customer management, understanding of InnoEnergy portfolio and local = 5 points - Supporting Staff - marketing and other value added services at least 1 FTE = 5 points	15
	2.2 Network	Contact Database of 30+ representatives of Industry, Policy or Investors or startups/scale-ups	10
<b>3. Commitment</b>		Please provide a justification for your involvement, the sustainability of the budget plan you propose and the opportunities enabled through the cooperation in your ecosystem.	<b>55</b>
	3.1 Operational Business Development Plan (required*)	Operational business development plan for 12 months with budget specification and resources needed (max. InnoEnergy involvement is up to 80k EUR for the whole duration)	50
	3.2 Development Strategy 2025+	Development strategy of the HUB and the surrounding operations, complementary to the HUB activities for minimum three years (including KPIs)	5
<b>Total Score</b>			<b>Max. 100</b>

#### 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 3 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. Please only use this paragraph above 60K flows

Annex 2: Draft Contract Template.

Annex 3. Terms and Conditions