



# Request for proposals

**Graphic design services**

**EIT InnoEnergy**

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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

The marketing activity for InnoEnergy is split in to corporate, business line, and regional activities, much of which is focused on promoting our services to our main customer groups: students and learners, innovators, start-ups and scale-ups and corporates, and creating demand for the products and services we need to commercialise, in order to generate revenue.

### Objectives and scope of work: Corporate Marketing

**IMPORTANT:** Up until 31 December 2024 InnoEnergy has been bound to the EIT brand-book. As of 1 January 2025, InnoEnergy can no longer use the EIT branding. Therefore the winner of this tender must work in tandem with InnoEnergy and other supporting suppliers to roll out the new brand, which will be launched internally during December 2024 and externally on 1 January 2025.

Other ongoing requirements:

**Brand awareness:** Ongoing refinement and development of our current and new brand as business needs require to ensure we build our brand reputation and leadership in sustainable energy; co-branding with partners, start-ups, innovation projects, partnerships, etc; ensuring correct use of brand (as per current and new guidelines).

**Thought Leadership:** Secure mileage from the work we are doing across our business in thought leadership through the design and publication of white papers and reports on key sustainable energy topics; collateral to support our activities with the European Commission; collateral to support events with shareholders, opinion leaders, etc; and use publications to support our Thought Leader position and revenue generation.

**Digital:** Banners, infographics and ads to support our social media activity and to promote our online campaigns using Hubspot and website news and design.

**Events:** Event signage, collateral and branding for our annual Corporate Day; event signage, promotional banners and other collateral (flyers, social media banners, mailer banners) to promote [The Business Booster](#), promotional materials for the Master School Connect; event signage, collateral and branding for other events such as stakeholder meetings or new company launches.

**Collateral:** Conventional and digital – new and updated of current versions and creation of new collateral as required by business needs which highlights the value proposition and impact of our activities.

### General

In addition, there are communications activities carried out by our local offices, which include supporting the positioning of InnoEnergy and its products and services in the respective regions, local events, raising brand awareness and generating demand for our products and services.

### Target audiences

- Corporates, start-ups, workforce, students
- Investors, shareholders and partners
- Alumni, universities, employers
- EIT and other European institutions (e.g. European Union)

### Deliverables

Examples of specific deliverables include, but are not limited to the below items. Please note, the quantities of each deliverable will vary and all designs are to be shared in original formats to InnoEnergy when requested (design rights will be the property of KIC InnoEnergy SE).

### For the purposes of this tender, we expect you to quote on one design for each item:

- Brochures (20cm x 26.5cm 30 pages)
- Rollups (850mm X 2000mm)
- One pagers (A4 2 sided)
- Web banners (370x370 px)
- Reports (70 pages)
- Icon/identity design (three options for one identity)
- Catalogue (140 pages)
- Event signage (Registration desk: 2m wide x 80cm high, 1 side)
- Event signage: (Flags: 2m high x 1m wide, 1 side)
- LinkedIn banner (646 x 220 px)

If any work needs to be carried out which is not included in the above list, the price charged should be based on the hourly rate you will provide for additional activities – please provide this rate in the financial offer.

### Outcome of this tender

InnoEnergy reserves the right to award multiple winners for this tender and to distribute the workload among the selected winners as deemed appropriate, with no obligation to notify any third party about the allocation of tasks.

#### Duration

The period of implementation of the contract will be 24 months (April 2024 – April 2026). If the budget for future activities can support the services presently tendered, InnoEnergy intends to extend the contract with the winner of the present supplier selection process. This will be done through a direct award procedure for an additional two years. This extension is subject to financial coverage and high-quality performance of the contractor as well as a continuing need for the services, however InnoEnergy is not bound to carry this out.

#### 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	20 February
Deadline for requesting clarification from EIT InnoEnergy	5 March
Deadline for submitting proposals	18 March
Intended date of notification of award	20 March
Intended date of contract signature	30 March

Proposals must be emailed in English to the following address:

**Contact name:** for the attention of Kayla Ebert

**E-mail:** [kayla.ebert@innoenergy.com](mailto:kayla.ebert@innoenergy.com)

The proposal shall contain:

- response to the design services requested in "scope of work" (point 3), plus three examples of B2B graphic design
- a description of your team, including full availability throughout the year.
- the financial offer (the price for the services indicated in point 3 (deliverables) service, including hourly rate). 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 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 Kayla Ebert

**E-mail:** [kayla.ebert@innoenergy.com](mailto:kayla.ebert@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. Response to the design services requested in "scope of work" (point 3), plus three examples of B2B graphic design (maximum point: 25)
2. Project experience and competences of the members of the proposed project teams (maximum point: 30)
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**

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 (maximum point: 40)

**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 10 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 10 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: Price Offer Template*