

Request for proposals

EU Public Affairs Services

InnoEnergy

Company KIC InnoEnergy SE

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2. Overview of InnoEnergy

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 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:

<https://innoenergy.com/about-us/>

3. Scope of work

InnoEnergy is co-funded by the European Union since 2010. The 'public-private' nature of InnoEnergy is a distinctive feature for our ecosystem (shareholders, partners, assets). In that sense, developing the "anchoring" of InnoEnergy with the EU institutions is of strategic importance.

In addition, InnoEnergy considers that EU policy, regulation and financial instruments are decisive building blocks for its own corporate strategy and for the acceleration and de-risking of its 160+ portfolio companies.

1. **General objectives:** Through contracting EU Public Affairs services, the general objective of InnoEnergy is to strengthen its monitoring on relevant EU policy and regulatory activities and to reinforce its engagement capacities with EU institutions and EU stakeholders.

The overall area of interest is the EU Clean Industrial Deal, its implementation through the next Multi Annual Financial Framework and all policy and regulatory items relevant for the acceleration, de-risking and financing of EU clean tech manufacturing and industrial decarbonisation.

InnoEnergy envisions the energy transition in an extensive manner, from relevant energy technologies value chains (from raw materials to recycling, with the objective to scale up industrial capacities in Europe), to decarbonising energy demand (mobility, hard-to-abate industries,

agriculture or the build environment). Therefore, the scope of work will require the ability to work across policy silos and to support technology and industrial disruption.

Areas of interest may be broader depending on our needs and will be communicated and agreed with the winning tenderer.

2. Detailed work scope:

- a. Monitoring : Share regular and targeted information on anticipated and announced EU policy and regulatory developments impacting InnoEnergy.
- b. Policy and regulatory analysis and positioning: Upon request and in cooperation with InnoEnergy, deliver value-added analysis on identified EU initiatives and advise on positioning on specific topics or for specific portfolio companies.
- c. Engagement: Facilitate engagement with relevant EU institutions officials (EC, EP, Council), EU investors (EIB Group, ...), agencies and other stakeholders. This includes recommending engagement strategies and organising bilateral meetings or events at all appropriate levels, based on a joint assessment. This includes facilitating interactions in areas (agriculture, transport) or with EC DGs (ECFIN, BUDG, COMP) with which InnoEnergy has a less developed access.
- d. Communications support: Upon request by InnoEnergy, support comms activities such as making recommendations for event speakers or supporting narrative development for media and press relations related to EU Policy and regulatory initiatives.

	Item	Objective	Deliverable	Timing
1	Monitoring	Share regular and targeted information on anticipated and announced EU policy and regulatory developments impacting InnoEnergy. The overall area of interest is the Clean Industrial Deal, including its implementation through the next Multi Annual Financial Framework.	a. Joint identification of key areas of interests b. Alerts on EU policy and regulatory developments, with identification of key EU decision-makers and officials related to the topic	M1 (Month 1) M1-M12
2	Analysis and strategic advice	Upon request and in cooperation with InnoEnergy, deliver value-added analysis on identified EU initiatives and advise on positioning on specific topics or for specific portfolio companies	a. In the form of a memo, a detailed analysis on a specific EU policy and regulatory initiative with identification of key opportunities and risks for InnoEnergy b. In the form of a memo, provide strategic advice on positioning on a specific topic already covered by a detailed analysis (2.a)	M1-M12. Upon request of InnoEnergy, up to 2 per month or 24 over the contract period M1-M12. Upon request of InnoEnergy, up to 6 per year
3	Engagement	Facilitate engagement of InnoEnergy with relevant EU institutions officials (EC, EP,	a. Provide strategic guidance on EU engagement priorities in view of objectives agreed in 1.a	M1

		Council), EU investors (EIB Group, ...), agencies and other stakeholders. This includes recommending engagement strategies and organizing bilateral meetings or events at all appropriate levels. Based on a joint assessment, this includes facilitating interactions in areas (agriculture, transport) or with EC DGs (ECFIN, BUDG, COMP) with which InnoEnergy has a less developed access.	b. Recommend and organise bilateral meetings with EU officials	M1-M12. Upon request of InnoEnergy
			c. Recommend and facilitate other events or speaking opportunities to support InnoEnergy priorities	M1-M12. Upon request of InnoEnergy
			d. Support liaison in specific Member States	Optional. M1-M12. Upon request of InnoEnergy
	Communications advice	Enhance InnoEnergy's EU positioning and visibility in Brussels	a. Advise on positioning in Brussels via specific channels such as events or Brussels-based media on an ad-hoc basis.	M1-M12. Upon request of InnoEnergy

Contract duration and terms

The contract's duration is 12 months. In case the budget coverage for future support for the services presently tendered, plus the continuing need for the services provided by the tenderer, InnoEnergy intends to extend the contract with the winner/s of the present supplier selection process with another 12 months. The contract extension will be done through a direct award procedure. This extension is subject to financial coverage and high-quality performance of the contractor and continuous need for the services, but this does not bind InnoEnergy to carry out an extension.

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 InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	15 June 2025
Deadline for requesting clarification from InnoEnergy	30 June 2025
Deadline for submitting proposals	30 July 2025

Intended date of notification of award	15 August 2025
Intended date of contract signature	20 August 2025

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

Contact name: for the attention of Mr Baptiste Buet

E-mail: baptiste.buet@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 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 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, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: for the attention of Mr Baptiste Buet

E-mail: baptiste.buet@innoenergy.com

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

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, InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, 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, 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, InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, 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. ***Please note: If applicable, Insurance Coverage needs to be incorporated in the technical evaluation criteria. The tenderers aim to send InnoEnergy their insurance coverage for this particular service along with the proposals/offers.***

Evaluation criteria

1. Company and team experience and competences (maximum point: 40)
2. Methodology approach of project and proposed project implementation (maximum point: 20)

Total technical score: 60 points maximum

3. Price or total cost: lowest offered expert unit price shall receive the highest score (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 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 InnoEnergy, the selected tenderer shall sign and date the contract and return it to InnoEnergy. Upon receipt, 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, InnoEnergy may decide to contract the second best.

4.11. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall 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 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 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

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, 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 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 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, 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. Please select according to your flow: for flow 15-60K: <IE's contract template or Suppliers template> after approval from Legal dept.; for flow 60-144: <IE's contract template or Suppliers template> after approval from Legal dept. and IE's Proc. Officer; above 144K: only IE's contract template.