

Request for proposals

Freight and Logistic services to collect and return exhibit products for TBB2025 Product display area

InnoEnergy

Company KIC InnoEnergy SE

Registered Office Kennispoort 6th floor · John F. Kennedylaan 2 · 5612 AB Eindhoven · The Netherlands

Phone +31 (0) 40 240 60 31 · email info@innoenergy.com · VAT-ID 8500.04.287.B.01 · Bank ABN Amro Bank

Account number 46.58.19.958 · IBAN NL44ABNA0465819958 · SWIFT ABNANL2A

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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:

<http://www.innoenergy.com/about-innoenergy/>

3. Scope of work

InnoEnergy seeks to secure the services of a professional freight forwarding and logistic company for our flagship event The Business Booster 2025.

The event, is taking place at Hall 1 of Feira Internacional do Lisboa (FIL), Rua do Bojador, Parque das Nações, 1998-010, Lisbon, Portugal on 22-23 October.

Please visit our TBB website and watch the video of our last edition for a better understanding:

<https://tbb.innoenergy.com/>

The aim of this event is to connect InnoEnergy supported start-ups with the industry, with the main goal to commercialize their products and ideas, for a better and sustainable energy future.

InnoEnergy is looking for an eligible organization for freight forwarding services including sufficient insurance to cover the value of the products in transit and/or storage and must ensure secure chain of custody until the products are handed over to the intended recipient on the exhibition floor. Products to be collected from selected locations in Europe.

At TBB we will exhibit **approximately 18 demonstration products** of our start-ups and Innovation projects which are all in the field of renewable energy. Their sizes and pick up locations range from small to big and from different parts of Europe. Full details of products are available in the spreadsheet attachment

A. Requirements for proposal to be submitted by supplier:

1. Please provide a detailed quote stating following:

The proposal must include all services such as: collection and transportation costs, storage of full and empties, insurance of the collected products against any damage or theft, inspections or damage on collection of the products, timely and economical delivery, overall cost of the shipment and delivery lead time to determine the best value. And communication directly with the clients to collect the products. If you are unable to complete all of the mentioned operations please state this in your proposal and clarify which ones you can. Additionally please state if you can offer the services independently, for example only warehouse storage services or only collection and return.

Please ensure your quote is as accurate as possible, based on the provided information. No other costs, taxes, and/or additional fees may be added later, without consulting with EIT InnoEnergy. If additional transportation, packaging services is required please state the per hour fee during normal working hours and over time. Please indicate your normal working hours and overtime hours.



2. Please provide an overview for the project planning stating the following:

- At least one Project Manager who is fluent in English or spanish and available during normal work hours 9am -5pm and for onsite set-up (Date the be defined) and breakdown 23.10.2025. Please include their profile in your Proposal
- Planning of preferred dates for pickup times of all confirmed products displays from various locations in Europe to ensure that they are at the warehouse no later than 19th October 2025 (this date may be flexible). And include the very last dates when products can be picked up.

The list below gives an indication of confirmed product locations by country:

Country	Count of Country
Spain	5
Sweden	4

France	2
Poland	2
Netherlands	1
Germany	1
Estonia	1
Slovenia	1
Hungary	1
Grand Total	18

In your proposal please include the following details:

- Please provide the address location of your storage warehouse and its distance from the FIL venue and its capacity to store the different sized products.
- Please indicate if you have previously worked with the FIL venue for similar projects.
- As part of the convenience offering, please provide information on your pick up services: if they can collect items on Euro pallets via fork lifts, offer collection from office space and safely loading to your trucks or vans.
- Please confirm if you offer tracking services from pickup to storage and return trip.
- Please confirm if you offer packing services.
- Please confirm if you offer mount/dismount services.
- As part of the convenience, you will need to get in touch directly with the product owners to arrange timings for collections and gather all necessary forms for insuring the products while in transit. We will provide collection address, key contact responsible for the product preparations.
- Please confirm your safety mechanisms to ensure the safety of the products in transit from pick up address to exhibition floor and their return. Some items are very fragile, like solar panels others are portable batteries, others can be electric bikes or bulky oversized items.
- Ability to detail plan the set-up and delivery of goods to the venue and unloading at the correct stand area, following our layout, collecting empties and pick-up at the end of the event on the 23th October after 6pm. Please share a preliminary time table when you will start collecting the goods and how approximate travel time. Please take into account any customs imports exports procedures based on the countries of display origin.
- Ability to detail plan the products transportation back from the exhibition stands, providing freight forwarding stickers and pick-up from the stand, store and ship back to the country of origin.
- Include your insurance coverage of the goods and your process of submitting a claim. It is advised that you also take a note of the collected products and their state at pickup and delivery.
- Include a case study summary of similar work done for other customers.
- Please include your readiness for weekly or biweekly catchup calls to track progress and solve any problems that may arise.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.

4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	08.07.2024
Deadline for requesting clarification from InnoEnergy	15.07.2024
Deadline for submitting proposals	18.07.2024
Intended date of notification of award	23.07.2024
Intended date of contract signature	27.07.2024

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

Contact name: for the attention of Mr. Ferran Tomas

E-mail: ferran.tomas@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 **EUROS** 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.

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

Contact name: Ferran Tomas

E-mail: ferran.tomas@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 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, 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.

Total technical score: 60 points maximum

- 1. *Experience with similar project: max 10 points***
- 2. *Ability to fulfill all of the services required service: max 10 points***
- 3. *Tracking of products while in transit, Safety and Convenience max 10 points***
- 4. *Readiness to liason directly with Product owners, pre, during and after the event: 10 points***
- 5. *Ability to offer sustainable and low emission service (Groupage product collection, lower emission or electric vehicles). 10 points***

6. *Liability exposure: tender with the best insurance coverage and least changes to the contract template shall receive the highest score: 10 points*

Total financial score: 40 points maximum

1. *Price or total cost: lowest offer shall receive the highest score, other shall be calculated in relation to that in linear equation. 40 points*

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 10 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 3 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: Product display collection details excel table

Annex 2: Draft Contract Template.