Request for proposals InnoEnergy

Accommodation and housing services for The Business Booster 2027 - Paris

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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

3.1 Background

In 2026 InnoEnergy carried out the 14th edition of The Business Booster (TBB), InnoEnergy's main flagship event aiming at fostering the link between the industry, investors, start-ups and policy makers. The event took place in Munich on October 28-29 with more than 1800 attendants from 47 different countries. There were 110 start-ups exhibiting and more than 3,000 business meetings organized through our B2B tool.

In 2026 InnoEnergy booked 305 rooms within walking distance for Exhibitors, Staff and VIP/Speakers. And we had 800 delegates who were from 47 countries who booked their own accommodation.

InnoEnergy (IE) is looking for a partnership with an agency to outsource the complete booking accommodation arrangements during The Business Booster event. The event will take place at Plenitude Arena, Paris on 22 -23 September 2027. The aim is to collaborate with a trusted partner to establish an efficient & user-friendly booking process, including hotels and other ways of transportation. The contract period is for 1 year, with a possibility to extend for another year in case of mutual satisfaction of services and available budget and under the exact same conditions (work scope + price).

in 2027 InnoEnergy wants to offer to the delegates a proper platform to book their own accommodation with great user experience and saving time and money.

Alternative accommodation scenario: In addition to the walking-distance hotels requested below, tenderers are invited to submit a separately priced, lower-cost accommodation option served by the same metro line as a station serving the event venue, without a change of line. This option shall not

replace the walking-distance proposal. For each alternative hotel, tenderers shall identify the hotel and venue stations, the metro line, walking time at both ends, estimated door-to-door journey time, service hours relevant to the event and transport costs. Tenderers shall explain the basis used to verify the route and journey time, identify the attendee groups for which the option is proposed, and present the accommodation and transport costs separately so that the overall cost and convenience can be compared. Acceptance of any alternative remains subject to InnoEnergy's approval.

3.2 Objectives:

- Book 200 rooms for exhibitors (2 representatives from each exhibitor) in 3–4-star category and walking distance hotel (5-10min max)
- Book 100 rooms for InnoEnergy staff in 3–4-star category and walking distance hotel (5-10min max)
- Book 50 rooms for VIPS and speakers in 3–4-star category and walking distance hotel (5-10min max)
- Block and resell 500 rooms for delegates, all the commissions generated by these bookings will be secured to InnoEnergy
- User friendly web-platform for rooming system
- User friendly web-platform for booking accommodation for delegates

Commission transparency: For the delegate bookings referred to above, tenderers shall describe how all generated commissions will be secured to InnoEnergy. The proposal shall disclose the commission rate or amount applicable to each hotel, the calculation basis, the treatment of cancellations, refunds and no-shows, the proposed reconciliation and remittance schedule, and the supporting booking-level statements to be provided. Any agency remuneration or deduction shall be disclosed separately and shall not be presented as a reduction in the commissions due to InnoEnergy.

3.3 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)
Publishing on InnoEnergy website and sending out RFP invitations to the potential suppliers	16 November 2026
Deadline for requesting clarification from InnoEnergy	20 November 2026
Deadline for submitting proposals	26 November 2026

Intended date of notification of award	2 December 2026
Intended date of contract signature	10 December 2026

Proposals must be emailed in English to the following address to:
Contact name: for the attention of 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 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.
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Tenderers shall submit their most competitive negotiated hotel rates in a standardised breakdown by hotel, room type and night. Each offer shall identify the hotel name, category and location; the available room allocation; the nightly room rate; occupancy; breakfast inclusion; VAT, tourist taxes and other mandatory charges; and the total payable price. Agency fees, booking fees and any other charges shall be itemised separately, identifying who pays each charge. Tenderers shall distinguish confirmed hotel offers from indicative rates and state the validity period and conditions of each offer. Any claim of savings against a publicly available rate shall identify the equivalent room type, dates, inclusions and cancellation conditions used for comparison.
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 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 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 , 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.

Portal demonstration and service delivery: The live showcase shall demonstrate both the organiser's rooming workflow and the delegate's self-booking workflow. Tenderers shall demonstrate hotel and rate comparison, visibility of booking conditions and full payable prices, booking confirmation, amendments and cancellations, rooming-list management, allocation tracking, reporting and data export. The demonstration shall explain access permissions, the handling and retention of personal data, and the process for transferring booking records to InnoEnergy at the end of the service. Tenderers shall also identify the proposed account contact, support channels, service hours, languages, response and resolution commitments, and escalation arrangements for booking problems and hotel unavailability.

The tenderer is requested to present a live showcase of their online portal, via a video conference or on sight in one of our InnoEnergy premises (Stockholm, Amsterdam, Eindhoven, Brussels, Grenoble, Barcelona, Lisbon, Karlsruhe, Berlin or Krakow).

Evaluation criteria

1. Agency's online portal/app showcase ➔ The use, look & feel (maximum points: 15)
2. Agency's ability to provide requested objectives (3.2) (maximum points: 20)
3. Agency's experience and current client database (maximum points: 10)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 5)
Total technical score: 50 points maximum
5. 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: 50)

Important, please propose:

A. Hotels withing 5-10min walking distance.
B. *List of lower-cost hotel options* using public transportation (RER A and E or Metro 1).

Total financial score: 50 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 3 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: Contract service agreement