

Request for Proposal

Content Quality Check in Skills.move

Paris, June 29th, 2023

1. Context

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big-data.

Among Europe it exists 8 other KICs with the one we can participate to lead the action and create services across Europe and improve the competitiveness of European companies.

EIT Manufacturing is an association under the law 1901 of France created in 2019 and looking for purchasing the service of a supplier as described below.

2. Description

2.1 Introduction and purpose of the collaboration

Skills.move is the digital learning platform of EIT Manufacturing and it is currently a Moodle based solution.

As for now, all the learning content hosted in Skills.move was developed by the EIT Manufacturing community through projects funded by EIT Manufacturing itself. The community is made by small and medium companies, corporates, research centres, universities and associations, based across Europe, all acting in the manufacturing industry. The authors, as well, are from heterogeneous business, backgrounds and culture (professionals, professors, managers, researchers, PhD) and not always expert in the creation of digital learning content.

Therefore, conducting quality checks can prevent potential issues in the content either from a scientific and academic point of view, or from technical and administrative point of view. The expertise of a quality

check professional can bridge the gap between subject matter expert and the technical requirements of creating engaging and effective digital content.

The process of quality checks from the scientific and academic perspective are done by the peer reviewers who are experts in the specific topics that they review, and are asked to assess the validity, quality and originality of the content. Moreover, from technical and administrative perspective, the quality check process is done by Skills.move admin users.

The scope of this bid is identifying a supplier who will be in charge for the administrative quality check processes on Skills.move.

2.2 About Skills.move

Skills.move is the EIT Manufacturing learning platform. It helps innovation & entrepreneurship education and the manufacturing industry to upskill-reskill its current and future workforce by providing tailored learning experiences and avoiding big investments in terms of time and money.

2.2.1 Differentiating elements

Skills.move has been co-designed with the manufacturing community for the manufacturing community.



Why Skills.move?

- 
Topics identified
by the manufacturing industry for the manufacturing workforce
- 
Learning content
developed in partnerships of academia and industry
- 
Certificates of Completions
recognised by leading organisations
- 
Hands-on activities
to get valuable insights and skills by "doing"

In line with real industry needs & experience

The content is and will be tailored based on real-life industry needs, which has been identified in collaboration with the industry, research and education. Indeed, all content is coherent with the EIT Manufacturing flagships:

- Flexible Production Systems for Competitive Manufacturing
- Low Environmental Footprint Systems & Circular Economy for Green Manufacturing
- Digital & Collaborative Solutions for Innovative Manufacturing Ecosystems
- Human-machine co-working for socially sustainable manufacturing

Platform with 100% manufacturing industry focus

Skills.move aims to be recognized as the leading learning platform for the manufacturing industry in Europe. Within the wide landscape of learning platform currently on the market, EIT Manufacturing decides to differentiate Skills.move from the competition by answering the needs of the manufacturing industry both in terms of content and concerning the features.

Engaging - hands-on modules

Learners experience active and engaging learning content including tasks, hands-on activities, Virtual Reality, Augmented Reality and gamification. Skills.move enables and is integrated with Teaching and Learning Factories so that participants can learn based on experiences, in a hands-on fashion.

Skills and competencies driven learning experience

The architecture of the platform guarantee a learner centric approach, indeed the student develop skills and competencies by consuming nuggets and learning paths.

2.2.2 Target

For whom?

Workers



Managers



Professors



Students



Learners

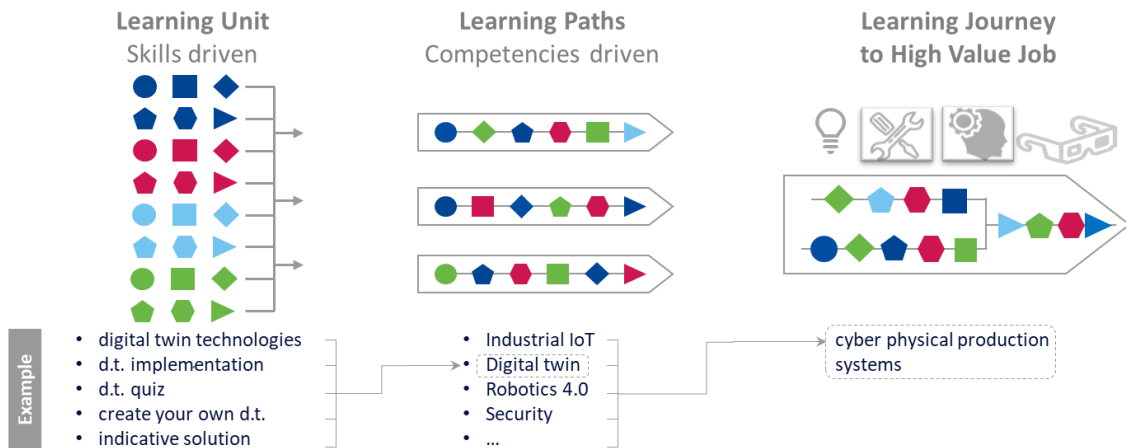
Both the current and the future manufacturing workshop may find interesting training opportunities in Skills.move. The content is designed and categorized to address pupils, students, blue and white collars according to their respective level of knowledge in each of the topic of interest.

Trainer

Skills.move aims, as well, to be a ready-to-be-used tool for teachers, professors and manager leading an upskilling or reskilling training path for a group of people – for instance HR manager, business manager or training agencies. Skills.move offers to these personas a set of functionalities allowing the management of the learners' experience and the monitoring of their progress and results.

2.2.3 Architecture

Skills.move is structured as illustrated in the picture here below. The main learning units are called nuggets and aggregated together they conform learning paths. At the same time the combination of several learning paths create a learning journey.



Learning Nugget

Nuggets (learning units) are self-contained learning elements composed by different kind of didactic media like videos, text, images, animations, AR/VR sessions and learning assessments to achieve and to verify desired competencies or skills.

Nuggets are by definition short learning content with a maximum duration of 30 minutes (recommended 10-15 minutes) in order to engage learners.

Each learning nugget can be consumed as stand alone lesson, it should address at least one skill and have well defined learning outcomes that should be measurable.

Moreover, learning nuggets should be interactive and appealing for the learners, for this reason they should be developed keeping in mind that they're digital learning content to be delivered asynchronously.

There are 4 different types of nuggets:

- Information: small elements of one or more pages that present learning content in a didactical way. They are used to get the competence level "knowledge"
- Set-up: Describe a commissioning/setup procedure of a specific hardware or software. Setup nuggets have no learning goals
- Task: learning elements that serve to acquire the competence components "knowledge" and "skill". These contain a didactical concept (e.g., leading text method, model of complete action) and a practical task or experiment. Task nuggets could include links to all other types of nuggets (especially info nuggets)
- Question: learning elements that serve to challenge or assess and thus reflect and strengthen knowledge. Question nuggets can be integrated in task nuggets for self-check of the learning success or be integrated in quizzes to assess the achievement of the expected learning outcomes.

Three or more nuggets can be aggregated in order to create a learning path.

Learning Path

The aggregation of three or more learning nuggets allows to create competency-oriented learning paths. Each learning path must: address at least one competency and have well defined overarching learning outcomes.

A learning path must end with a question nugget with the aim of assessing rather the learner achieved or not the experienced competencies strictly related to the outlined learning outcomes.

The successful completion of a learning path leads to the release of a certificate for the learner.

Note that learning paths can include nuggets developed by other projects in previous years or during the running year.

2.3. quality check process in Skills.move

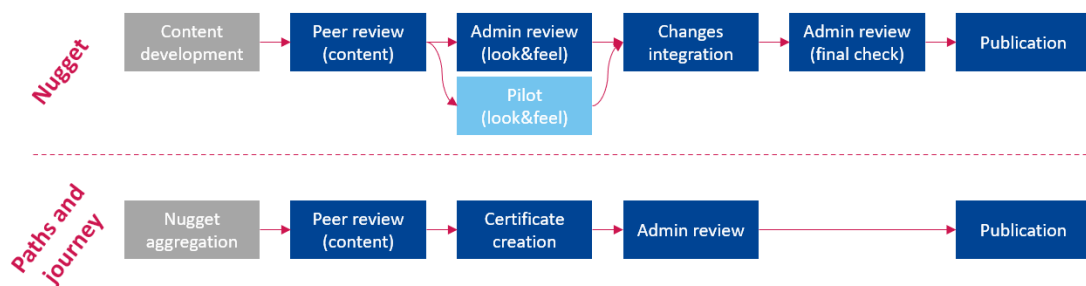
The Quality Check process basically involves 4 steps:

1. Preliminary review done by EITM.
to ease the overall quality check process on Skills.move, a preliminary review on content created in early stages of each project is done on limited number nuggets and Learning Paths. This has been deployed to ensure compliance with EIT Manufacturing content quality standards and avoid redundancy in content creation by authors. (this step is done by EITM team and is out of scope of this RFP)
2. All content must pass a Peer Review.
The peer, an expert in the specific topic, is asked to assess the validity, quality and originality of the content. The peer certifies the result at nugget/learning path/journey level, based on the content reviewed. The peer must be someone different from the contributors.
In the funded activities, the Peer Review is overseen by the consortium and the peer can be identified within the consortium or outside of it
3. The consortium and the authors may decide to run **pilot trainings**, with the aim of collecting learners' feedback. They can use the feedback to modify the content accordingly
4. All content must pass an **Admin review** performed by EIT Manufacturing. The Admin review is based on a defined and shared checklist. The output of the Admin review is a list of mandatory changes that must be implemented to make the content eligible for publication, as well as suggested improvements that would be nice to have.

The image below describes the overall Quality Check process.

Skills Content Quality check in .MOVE

- To guarantee high level quality to learners
- Checklist driven
- Valid for nugget, learning path and journey



2.3.1 Features and Purposes

The QC statuses are allocated inside the platform to categorize, filter and manage courses which, before being published, must pass the whole quality check process. This helps in governing the process, quickly build a picture, organise better, and fabricate a plan of action for progressing the quality check cycle efficiently.

2.3.2 Requirement Analysis

The Skills.move quality check process is crucially set up to ensure that the content meets a certain scientific and performance standard.

For this reason, a series of 7 statuses were created to be tagged or stated for each learning path and nugget. This determined their visibility and editability. The users can set certain statuses (illustrated in the 'Statuses' section below) based on their role on the platform, like authors, peer reviewers, administrators etc. This led to a smooth flow of process starting from the creation to ready for publication.

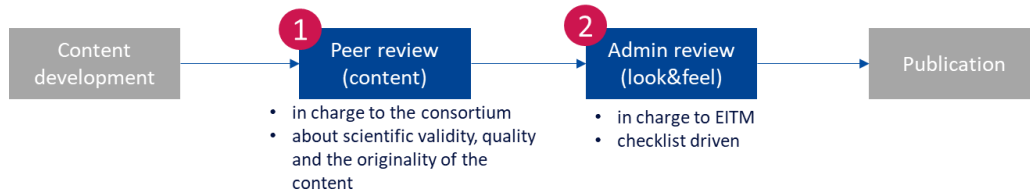
It further adds filtering of content based on their statuses, for example, if an author wishes to check if the peer review is complete, they can set the filter to 'QC ready for admin review' and see if the peers have completed the step and move further quickly to let the admins know about the same.

Lastly, at the end of the QC process and signature of the digital content agreement, the administrator publishes the course, after this it is available for purchase in the catalogue and no modification can be made. The last status enables the admins to also retire content if it is redundant.

How it works

The Skills.move QC process is collaborative by design where authors, peers, learners and admins all contribute towards ensuring that the learning content meets the baseline efficiency.

QC process and stages

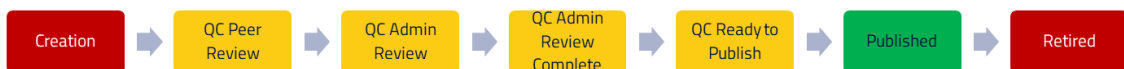


Statuses

The various statuses on the platform informs which step the content is. These are restricted as per the roles of users, which is illustrated below under the ‘Who’ column. The ‘When’ column is the ‘ideal’ time stamp in the process of content creation.

Status	Who	When	Description
Creation	Automatic	Once the nugget/LP is created	The author can add/remove/modify content and the metadata
QC Peer Review	Author	Once the content creation is ready to be reviewed by a peer	The author consider the content creation phase as completed and asks the (out of the platform) the peer to review the nugget/LP. In case the peer provide remarks, those are integrated
QC Ready for admin review	Peer	Once the content is approved by the peer	The peer reviews and approve the nugget/LP. Now the second phase of the quality, in charge to EITM, can start
QC Admin review completed	Admin	Once the admin QC process is completed.	EITM completed the quality check and shared the remarks out of the platform
QC Ready to Publish	Author	When the author is satisfied with the content	The authors integrated all the remarks provided by EITM
Published	Admin	When all the QC process is completed.	EITM approves the nugget/LP and the DCA is signed. At this point content is made accessible on the Skills.move course catalogue. The author cannot make any changes to the nugget/LP anymore
Retired	Admin	When the nugget/LP content is redundant	The admin retires the nugget/LP if its not in use, redundant or the DCA expired. Content is no longer available in the course catalogue

Workflow



3. Requirements and Deliverables

3.1 Scope of the RfP

The objective of this initiative is to perform the quality check of the Nuggets and Learning Paths created in Skills.move and to ensure that the standards requested by EIT Manufacturing are maintained.

In general, the requested terms are:

Thorough review of courses content and metadata, making sure they meet the requirements defined by EIT Manufacturing. These standards are defined in detail in annex 1, “EITM Quality Check_Checklist”. Moreover, the supplier is asked to provide feedback to the content authors, and to make sure that remarks are integrated in time and the content delivered with the requested quality.

In more detail, the **quality check** activity includes:

1. Review of the metadata: the supplier will review the metadata for each nugget and Learning Path that are ready for admin review or ready to publish and to make sure the metadata meets the quality standards (e.g. in terms of title, descriptions, targets, learning outcomes and etc.)
2. Review of the content: the supplier is asked to review the content created in Skills.move to make sure it meets the standard criteria defined by EIT Manufacturing (e.g. in terms of format, template integration, readability and accessibility, interactive content quality, visual quality and etc.)

And, the **collaborations with content authors** includes:

1. Iterations with authors: Supplier is asked to provide feedback to the content authors to ensure they are meeting the EIT Manufacturing quality standards. This includes 2 rounds of revisions and feedbacks.
2. Answer potential questions of the authors on the remarks provided to them.
3. Monitoring the process: supplier is asked to monitor the timeliness of each project to make sure they are on track in integrating the remarks.
4. Supplier is asked to inform the Skills.move team as soon as nuggets and/or Learning paths belonging to each project have met the criteria defined by EITM and are ready to be published.

The current quality check process is utilizing Microsoft Excel, employing a traffic light system. The color coding system consists of green to indicate that all requirements have been met, yellow to suggest potential areas for improvement, and red to highlight non-compliance where content modification is necessary. It is the responsibility of the supplier to precisely follow the checklist and ensure all requirements are fulfilled. Additionally, the supplier should promptly inform the content authors regarding the status of the quality check, taking into consideration projects’ timeline to guarantee timely content delivery.

Each project has its own separate checklist for Nuggets and Learning path on Skills.move cloud drive. During each round of quality check, the checklist must be updated, with comments or notes about the critical points in the content. After the quality check, the checklists must be communicated to the project leader with the important notes related to the quality check process.

Subsequently, the supplier then needs to follow-up with the activity leader to ensure timely integration of the communicated comments and, ultimately, meet the project deadline. The supplier is also asked to keep track of all the projects’ status.

The scope of the project in the “statuses” context is:

1. When peer review is done and the status is changed to “QC Admin Review”, the supplier performs the admin review quality check and,

- a. If all the requirements are met, the supplier changes the status from “QC Admin Review” to “QC Ready to Publish” and will notify the Skills.move team that the content is ready to be published (quality check process finishes here)
 - b. If the requirements are not fully met, the supplier sets the status to “QC Admin Review Complete” and communicate the comments to the activity leader
2. After the content authors integrated the comments, they set the status to “QC Ready to Publish”. The supplier will perform another round of admin review and:
- a. If all the requirements are met, the supplier will notify the Skills.move team that the content is ready to be published (quality check process finishes here)
 - b. If the requirements are not fully met, the supplier should notify the activity leader and communicate the comments.

It is important to mention that Skills.move team must be involved in the communication loops between the supplier and the projects.

It is the responsibility of the supplier to clearly communicate all the requirements to the activity leader. The supplier is not requested to perform more than the 2 following rounds of iterations with the activity leader:

1. First round of admin quality check after the peer review is done
2. Final round of admin quality check when the status is set as “ready to publish” by the projects

If after these 2 rounds of review, the requirements were not fully met for an activity, the supplier must inform EIT Manufacturing to take charge of the quality check for that especial activity.

However, it is important to emphasize that this provision should not be interpreted as invitation for the supplier to allow such situations to occur. We expect the supplier to exert their best effort to ensure the quality check process is successful within the designated round. This measure is in place as a precautionary step for exceptional cases where persistent issues may require our direct involvement.

3.1.2 Project workflow

The supplier may choose to proceed with the current quality check process, which is as follows for one round of admin quality check:

1. The activity leader changes the Nuggets and/or Learning Paths status to “QC Ready for Admin review”, or “QC Ready to Publish”.
2. The activity Leader informs the supplier via email that the status of the content has been changed in the platform and the content is ready for admin review.
3. The supplier performs the quality check on each project’s Learning Paths and Nugget based on EIT Manufacturing defined criteria.
4. the supplier fills the quality check checklist in Excel format for each project’s Nuggets and Learning Paths.
5. the supplier communicates the filled checklists and additional comments if necessary to the activity leader via email.

After each round of quality check, content authors must be given a defined period of time, ranging from two weeks to one month. This integration time ensures that necessary revisions are made to meet quality standards.

The supplier may propose a suitable tool or software solution that can streamline and enhance the workflow management for the quality check process. This tool should enable effective communication between the supplier, activity leaders, and the Skills.move team. It should facilitate the organization of tasks, provide clear visibility of the status of each project’s Nuggets and Learning Path in terms of quality check process. This tool may as well incorporate the process of following and filling the checklist that is currently done in Microsoft Excel. The supplier is also requested to provide previous experiences and references of utilizing the proposed tool.

In either case, the proposed solution should prioritize accuracy, efficiency, and effective communication. EIT Manufacturing seeks to be updated and able to monitor the status of each project’s quality check in real-time.

Supplier is asked to provide a detailed description of their proposed approach, including any tools, technologies, or methodologies they intend to utilize. Additionally, any associated costs, implementation timelines, and potential training requirements should be clearly outlined in the proposed solution.

3.2 Project timeframe

Projects funded by EIT Manufacturing in 2023 are either 1-year project or 2-years projects, the duration of the quality check process for the first group of projects is from 1st of July and expected to finish by 31st of October. The second group of projects expect the quality check from 1st of September to 31st of December.

Following is the number of Learning Paths and Nuggets that are involved in the 2023 and are subject to EIT Manufacturing quality checks.

row	Kind	Year	Duration	Number of projects	Number of Learning Paths	Number of Nuggets
1	1-year projects	2023	1st July to 31st of October	16	53	502
2	2-years projects	2023	1st of September to 31st of December	33	47	566
	All	2023	1st of July to 31st of December	49	100	1068
	All (counting a buffer in number of Nuggets and Learning Paths)	2023	1st of July to 31st of December	49	115	1228

For both kinds of projects, either 1-year or 2-years, it is essential, that all round of review, integration, and content publication are completed within the specified duration. The last day of the designated duration

should not coincide with ongoing reviews or pending integrations. Supplier must ensure that all necessary revisions are addressed, feedback is incorporated, and final content is published prior to the conclusion of the defined duration.

For projects that will be created in 2024 onwards, the expected amount of Nuggets and Learning Paths are approximately 700 and 100 respectively.

The Nuggets and Learning Paths subject to quality checks encompass different content types.

The most common content types are:

- Text: A component of Moodle course creation which enables textual content creation.
- Images: A component of Moodle course creation which enables incorporating visual content such as images or graphs
- Videos: This feature enables the integration of video content, such as instructional videos or presentations, to deliver multimedia-based learning experiences
 - Interactive elements: These are interactive components, such as quizzes or annotations, that can be added to a video within Moodle to engage learners and assess their understanding.
 - With or without subtitles
- Audio files: A component that allows you to include audio-based content, such as recorded lectures or voice-overs for textual based content, to deliver auditory learning experiences.
- H5P content
 - H5P is a plugin in Moodle that enables the creation of interactive and engaging activities such as:
 - Quizzes
 - Slides
 - Interactive elements
- Standard Moodle quiz activity: The built-in quiz activity in Moodle allows instructors to create and deliver various types of quizzes, including multiple-choice, short answer, and essay questions, to assess learners' knowledge and understanding.
- VR hands-on courses: This component involves the integration of Virtual Reality (VR) hands-on courses into Moodle using Learning Tools Interoperability (LTI) to provide immersive and interactive learning experiences where learners can engage with virtual environments and simulations.

The supplier willing to submit a proposal is asked to:

- create an account in Skills.move www.skillsmove.eu
- sign the NDA, annex 3
- write an email to skillsmove.info@eitmanufacturing.eu to inform about his interest in the bid. subject of the email: *"Quality check bid_NDA and access to Skills.move"*
- share, in the same email, the signed NDA.

EIT Manufacturing will then proceed with enabling the access to the selected learning content subject to Quality check, so, the supplier gains familiarity with different content types on Skills.move. The bid awardee then will have access to all the content subject to the quality check for 2023 projects.

The supplier is not requested for traveling; meetings will be held online.

3.3 Annexes

In addition to this main RfP document, EIT Manufacturing provides other important information included in:

- Annex 1: Quality check checklist
- Annex 2: Proposal template
The supplier should use this template to answer to the RfP. As well he can provide other documentation as support material
- Annex 3: NDA
The supplier is asked to sign this Non-Disclosure Agreement before asking to access the content in Skills.move
- Annex 4: Skills.move - guideline - Quality Check V2.
- Annex 5: Skills.move - Handbook for Authors v3

The interested supplier is asked to declare his interest in participating in the bid and to sign Annex 3, Non Disclosure Agreement (NDA). This should be shared with hamid-reza.alimardani@eitmanufacturing.eu by email having as subject header: “Quality Check Bid – NDA signed - [name of your company]”. Following the supplier will receive all Annexes mentioned in this document and access to Skills.move content.

4. Timeline

The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	June 29 th , 2023
Offer submission	Supplier	July 12 th , 2023
Evaluation and notification of award	EIT Manufacturing	July 18 th , 2023
Contract signature	EIT Manufacturing & selected supplier	July 25 th , 2023
Project start (Kick off meeting)	EIT Manufacturing & selected supplier	July 26 th , 2023

Project closure	EIT Manufacturing & selected supplier	end of 2025
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Please send the offer by July 10th, 2023 to:

- **Hamid Reza Alimardani**, Hamid-reza.alimardani@eitmanufacturing.eu

Subject of the email shall be: *“Quality check bid_proposal”*.

Additional team members will be consulted, if needed, to represent EITM and the Education Team.

EIT Manufacturing may ask the candidate supplier to a face-to-face meeting (online) meeting to address specific doubts and questions.

5. Project Budget

EIT Manufacturing has allocated a maximum budget of € 59.999 or fifty-nine thousand and nine-hundred-ninety-nine Euros over 3 years for this project to cover the quality check process and related expenses. We expect the supplier to submit their proposals within this budgetary constraint. Please ensure that your proposal reflects this budget limitation and provides a comprehensive breakdown of costs, including any associated fixed or recurring fees, charges, or additional expenses.

6. Evaluation Criteria and Award Notification

Timely received proposals submitted by the tenderers will be examined, evaluated, and compared in accordance with the following criteria and the contract shall be awarded to the highest ranked tenderer. The decision will be made according to the “Best Value for Money” principle.

A. Concept and proposal (35%)

- Methodology and tools
- Project plan and resources

B. Suppliers & references (15%)

- Presentation of the provider
- Presentation of references

C. Costs (50%)

- For the quality check process of 2023 project and the subsequent years

An Evaluation Committee of 3 people will be established. Each bid will be evaluated and ranked according to the criteria above.

The compliance with the principles of transparency, non-discrimination, equal treatment, and absence of conflict of interest will be ensured.

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure. In case the winning tenderer is unable to enter the contract, EIT Manufacturing may decide to contract the supplier receiving the second highest ranking.

Proposals must be submitted by e-mail within 10 days of the date of publication of the request for proposal on the EIT Manufacturing website. All proposals received after the deadline will be rejected.

In duly justified cases, however, no later than 2 calendar days before the original deadline, the submission deadline can be extended.

Upon request from the tenderer concerned, EIT Manufacturing will as quickly as possible, and in any event within 15 calendar days from receipt of a written request, will provide further details if possible, on the reasons why a tenderer was found unsuccessful or although the tender submitted was admissible, the tenderer was not awarded the tender.

Information referred to above may be withheld where the release of such information would be contrary to the public interest, would prejudice the legitimate commercial interests of an economic operator, or might prejudice fair competition between economic operators.

Should there be a suspicion that the provider will not be able to perform according to the price offered, EIT Manufacturing has the right to ask for explanations and may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or cost proposed.

7. Complaint procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals shall be addressed to EIT Manufacturing **only** via the following email address skillsmove.info@eitmanufacturing.eu. Subject of the email "*Quality check bid_compliant file*". The tenderers have 3 days to file their complaints from the date of receipt of notification of the results.

In your application to EIT Manufacturing the complainant shall explain what procedural aspects they consider having been violated along with any recommendations or remarks. Such charges need to be supported with data and facts and, if possible, – documentation. An appeal whose sole purpose is to obtain a second evaluation for no reason other than that the complainant disagrees with the final award decision is to be rejected.

8. Negotiations & Clarifications

Negotiations can be held in the following cases:

- if it is identified that the scope of services issued by EIT Manufacturing is not detailed enough, incomplete or some areas are lacking crucial information to complete the procedure for direct awards;

- if EIT Manufacturing has the intention to reduce the offered prices to find the best value for money;
- if all submitted prices are above the planned budget and it is everyone's interest to finish the procedure with success – in that case, price negotiation can take place. During a price negotiation, all tenderers are called to lower their prices by the same deadline in a written form;

EIT Manufacturing can organize as many rounds of negotiation as it is needed during the procedure in order to reach the highest quality of proposals and the best price.

Whenever possible, the negotiations should be carried out in writing, however, in special cases, video conference or even live negotiation can be organized. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of contract in order to clarify details and ambiguities.

In case of obvious or perceived errors or omissions in the RfP, Tenderers can request additional information or clarifications by July 7th, 2023 through email to hamid-reza.alimardani@eitmanufacturing.eu. Object of the email "*Quality check bid_questions*". Answers and questions will be shared with all the suppliers who declare interest in the bid.

Upon receipt of the bids, they will be reviewed, and additional details will be requested from the tenderers as needed. The requests as well as the answers are to be submitted written by e-mail. Where information or documentation to be submitted by tenderers is incomplete or erroneous or where specific documents are missing, EIT Manufacturing staff may request the party concerned to submit, supplement, clarify or complete the relevant information or documentation.

Bid preparation costs are not reimbursable and must be borne by the tenderers.

EIT Manufacturing owns all bids received in this RFP. Proprietary information of vendors in the bids will be kept strictly confidential. The offers as well as the contract may be submitted for audits.

9. Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Supplier and EIT Manufacturing. The winning supplier will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Manufacturing).

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract that will be awarded will have a maximum duration of 3 years. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for 3 years will in no way exceed the bid (the amount contained in the offer) of the tenderer.

The awarded supplier will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the supplier is located in a country for which the EU commission has not issued an adequacy decision.

10. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Manufacturing will notify tenderers of the cancellation. In no event shall EIT Manufacturing 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 Manufacturing has been advised of the possibility of damages.

The tenderer 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'). S/he should inform the EIT Manufacturing team immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

The supplier cannot be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

- a) they are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- b) they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify;
- c) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or any other country of the EU;
- d) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU' financial interests;
- e) following a procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of contract for failure to comply with their contractual obligations.

The tenderers must not be in a situation of a conflict of interest, and they have sufficient economic and financial capacity, technical and professional capacity and legal and regulatory capacity to perform the requested services. Additional evidence or declarations might be requested by the contracting authority.

EIT Manufacturing reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities, conflict of interest or fraud. If substantial errors, irregularities, conflict of interest or fraud are discovered after the award of the Contract, EIT Manufacturing may refrain from concluding the Contract.