

Request for Proposal

EIT Manufacturing Trends & Technologies radar 2024

For provision of product & UX design services July2022, France

1. Context

EIT Manufacturing (EITM) is a Knowledge and Innovation Community (KIC) 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.

Aside from EITM, there are 8 other KICs focusing on the following topics: Energy, Climate, Digital, Raw Materials, Food, Health, Urban Mobility, and Culture & Creativity.

EIT Manufacturing is an association under the law 1901 created in 2019. With this RFP, EITM would like to select a supplier who can provide product and UX design services related to the update of the existing EITM technology radar with the latest emerging technology trends in Manufacturing.

2. Description

TARGETED VALUE TO EITM PARTNERS

The technology radar is aimed at the needs of EITM partners and the broader community of innovators in/for manufacturing products and processes. Based on the existing functionality of the radar Link, the updated version will be used to:

1. Inform stakeholders on the latest technology trends and on the way these trends impact manufacturing in 2023./2024

Furthermore the extension of the functionality is required in this project aiming at delivering added value to the users in order to:

2. Help them understand the potential impact that the trend can have on various business goals that are enabled by manufacturing and on a forward-looking timeline (e.g. digitize the business, resilient supply chain, improve sustainability a.o.)
3. Help them understand the main use cases (applicability for their business) and the required capabilities (technologies, skills) that are needed for the utilization of the trend in their business.

REQUIREMENTS

Timeline: The radar should be launched by Mid-November

Potential suppliers for this project should describe their approach and relevant experience in order to perform:

4. Requirement analysis and refinement by collaborating with an EITM project team. Recommendation of new ideas with the potential to increase the value for the users
5. Analysis and research in order to build the contents of the radar with the absolute state of the art
 - a. Performing own research and analysis of emerging technology trends based on online or proprietary data that can be already at hand, or need to be collected from stakeholders. Sources should be described, and the quality of outcomes justified.
 - b. Developing a way to collect data from EITM partners and work with EITM to collect the data through interviews (e.g. 10+ partners) and/or surveys (e.g. 20+ partners)
 - c. Classifying emerging technology trends in the world today based on their expected business impact in manufacturing for the next 6+ years
 - d. Forecasting the expected time for technology trends to reach peak maturity
 - e. Deriving the technology trend names with consistency (e.g. avoid a combination of products, technologies and trends..) and economy (max. 25 trends)
 - f. Linking the trends with the strategy of EU for competitive and resilient manufacturing (e.g. Quadrants for each EU priority)
 - g. Writing the description of each trend including:
 - Use cases. In which areas of Operations management is it applied?
 - Enabling technologies
 - Enabling skills that a manufacturer will need to build the relevant capability internally
 - Relevant sustainability development goals (SDGs).

10. Perform the tasks to meet the requirements in a timely manner and ideally have it up and running by End of November unless more time is needed because of delay of EITM to deliver the required content from the partners.

REQUEST TO POTENTIAL SUPPLIERS

By answering this RFP, potential suppliers are requested to provide:

- Their approach to meet the described requirements mentioned above.
- A plan of activities for the development phase.
- A cost estimation with high level breakdown. If possible, a low-level breakdown for the requested features on points 2(a-h).

3. Deliverables

1. A database with structured data that is editable and stored in an EITM server
2. A web-based experience on the EITM homepage
3. A final report that summarises the findings throughout the project. Especially the learnings from adding data from EITM partners on top of the externally sourced ones

4. Timeline

Suppliers will have seven (7) days from the opening of RFP to submit their proposals. The duration of awarded contract will be five (5) months. The indicative timeline for the request for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	June 30 th , 2023
Offer submission	Supplier	July 12 th , 2023
Evaluation and notification of award	EIT Manufacturing	July 16 th 2023
Contract signature	EIT Manufacturing & selected supplier	July 17 th 2023
Project start (Kick off meeting)	EIT Manufacturing & selected supplier	July 20 th 2023

5. 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.

1. Quality of the research methodology including sources to be utilised (30%)
2. Relevance of additional features proposed by the supplier and directly answering unmet needs of the targeted audience (20%)
3. Relevant experience and experience of the team (20%)
4. Cost (30%)

An Evaluation Committee of three (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 seven (7) days of the date of notification of the request for proposal. All proposals received after the deadline will be rejected.

In duly justified cases, however, no later than two (2) calendar day 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, inform:

- any unsuccessful candidate of the reasons for the rejection of its request to participate,
- any unsuccessful tenderer of the reasons for the rejection of its tender, including, if this is the case, its decision that the works, supplies or services do not meet the performance or functional requirements,
- any tenderer that has made an admissible tender of the characteristics and relative advantages of the tender selected as well as the name of the successful tenderer or the parties to the awarded contract,
- any tenderer that has made an admissible tender of the conduct and progress of negotiations and dialogue with tenderers.

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.

6. 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 innovation@eitmanufacturing.eu. The tenderers have three (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 claims need to be supported with data and facts and relevant 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.

7. 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 the deadline provided in the above timeframe through email at innovation@eitmanufacturing.eu

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 within two (2) days.

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.

8. 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 5 months.

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.

9. 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. A declaration of honour regarding the above shall be signed by the tenderer. 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.