

# Request for Proposals (RfP)

Online pitch training for the RIS LEADERS 2024 call  
June 2024, France

**Deadline for offer submission 25<sup>th</sup> of June 2024**

## 1. Context

EIT Manufacturing is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organizations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organizations, 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 with particular focus on artificial intelligence and open innovation.

EIT Manufacturing is one of the nine Knowledge and Innovation Communities (KICs) belonging to the European Institute of Innovation and Technology (EIT). The communities are public-private partnerships, partly financed by the European Union and partly financed by their partners, who include some of Europe's leading enterprises and research organisations.

EIT Manufacturing is an association under the law 1901, created in 2019, looking for a service provider to deliver an online pitch training in the context of the Call "LEADERS – Women Innovators in Manufacturing at EIT Regional Innovation Scheme"<sup>1</sup>.

## About the EIT Manufacturing RIS LEADERS 2024

The LEADERS – Women Innovators in Manufacturing at EIT RIS competition celebrates the women innovators behind solutions addressing manufacturing-related challenges. The prize is awarded to the women innovators from the EIT RIS eligible countries who have significantly impacted the innovation ecosystem by transforming ideas into new and advanced products and/or services to benefit people and the planet. With this prize, EIT Manufacturing seeks to raise awareness of the need for more women innovators in manufacturing and create role models for women and girls everywhere. The prize is awarded to the 3 most talented women innovators in the RIS eligible Countries who have successfully developed/brought novel and innovative solutions to the market. The prize winners are chosen by an independent panel of experts.

The competition consists of two submission phases. In the first phase, applicants must submit an online written

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<sup>1</sup> <https://www.eitmanufacturing.eu/calls/ris-leaders-2024/>

application form about their solution. The eligible applicants (up to 60) will receive online pitch training to prepare their video pitches for the second submission phase. The details of the training will be communicated to eligible applicants.

The training will be offered to the applicants with a view to boosting their skills and allowing them to practice with the help of experts and peers, with the aim to maximize the likelihood of success of their future pitching paths. This activity will also facilitate the creation of collaborations among the participants.

In the second submission phase, the eligible applicants must submit a recorded video pitch about their solution. The complete submission (written application and video pitch) will be evaluated, and the results will be communicated to applicants. The 6 top-ranked finalists will be invited to an awarding ceremony to present their solutions and enhance their visibility and international publicity through EIT Manufacturing's communication channels. Among the six finalists, the Top-3 winning applicants will receive prize money during the ceremony.

## 2. Activity details and deliverables

The activity to be implemented is an online pitch training for up to 60 trainees:

- Budget: up to EUR 5.000 (excluding VAT).
- Objective of the campaign: eligible applicants will receive online pitch training to prepare their video pitches for the second submission phase.
- Dates: early September 2024 (and by 12 September 2024 at latest).
- Format of the training: online.
- Duration of the training: at least 10 hours split in 3 days.
- Target audience: up to 60 women innovators based in the EIT RIS (Regional Innovation Scheme) eligible countries.
- Language of the training: English.

Deliverables:

- 10-hour group pitch training program.
- Final competence assessment for up to 60 eligible trainees.
- Certificates of attendance for all participants that attended the course.
- To train up to 60 eligible trainees.

Proposals, which should be written in English, should include:

- 10-hour pitch training program outline, which will be delivered over the course of three days.
- The program should include sessions dedicated to giving feedback to the participants.
- CV of the trainer or trainers.
- Experience with female entrepreneurship training/leadership will be considered an asset.
- Detailed budget<sup>2</sup>. Please, note that the budget is limited to EUR 5.000 (VAT excluded).

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<sup>2</sup> Up to EUR 5.000 (excluding VAT).

### 3. Timeline

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

Activity	Responsible	Date
Request for proposals opening	EIT Manufacturing	June 5 <sup>th</sup> 2024
<b>Deadline for the submission of Commercial Proposals</b>	<b>Supplier</b>	<b>June 25<sup>th</sup> 2024</b>
Evaluation and notification of award	EIT Manufacturing	July 16 <sup>th</sup> 2024
Contract signature	EIT Manufacturing & selected supplier	July 22 <sup>nd</sup> 2024
Project start (Kick off meeting)	EIT Manufacturing & selected supplier	July 24 <sup>th</sup> 2024

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdyC03ZdVaPfVggS5gx2LiEf2lmaueYxnGfUzCJhpKHMNjUwW1oN-KF7i>

To start your application, please follow the outlined “step-by-step”:

1. Click on the link above and then click on “Procurement - Make a request for the Legal Team related to Procurement Procedures”.
2. Fill out the Task Name with this description: “RfP Online Pitch Training 2024”.
3. Fill out the Requestor Name with your name.
4. Fill out the Requestor E-mail with your e-mail address.
5. Leave the following fields blank since they are not mandatory: Task type, Deadline and Priority.
6. Fill in the field "Describe Task" with the message you wish to convey to our team and/or any details and comments you have regarding your proposal. If you have none, simply write the name of the RfP "RfP Online Pitch Training 2024".
7. Click on attachments and upload your Commercial Proposal as an attachment.
8. After completing the above-mentioned information, click on “Submit Task” to finalize your application. Please note that you will not receive any confirmation in your e-mail. However, you should ensure that this message appears to you on the screen after submitting your proposal: “Task created successfully”.

If you have any questions, please contact us at the following email address: [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu)

### 4. Evaluation of proposals

Each proposal will be evaluated in accordance with the following award criteria. Each evaluation criterion will be assessed following a scale from 1 to 5. The maximum score for an application is 15.

- Best value for money
- Experience of the trainer or trainers
- Quality of proposal

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

An **Evaluation Committee of at least 3 (three) people** will be established and supervised by EITM. 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 into the contract, EIT Manufacturing may decide to contract the supplier receiving the second highest ranking.

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 tenderer selected as well as the reasons for the rejection of its request to participate.

The 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.

Disclaimer of Liability for Technical Failures:

EIT Manufacturing shall not be held liable for any technical failures, interruptions, or glitches occurring in its digital tool designated for receiving proposals in the Request for Proposals (RfP) as mentioned in the link above, irrespective of the underlying reasons. EIT Manufacturing assumes no responsibility for any loss or damage resulting from such technical issues.

Verification of Proposal Receipt:

In case of any doubt or uncertainty regarding the submission status, the supplier is obligated to take appropriate measures to confirm the receipt of their proposal, utilizing the communication channels and tools made available by EIT Manufacturing for such verification. It is the sole responsibility of the supplier to verify the successful submission and receipt of their proposal through the available means provided by EIT Manufacturing. By participating in the proposal submission process, the supplier acknowledges and accepts that EIT Manufacturing disclaims any liability related to technical failures affecting the digital tool and that the supplier is accountable for ensuring the successful transmission and receipt of their proposal.

## 5. Complaint procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint respecting the mentioned deadline. **Appeals shall be addressed to EIT Manufacturing only via the following email address [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu). The tenderers have 5 (five) 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.

## 6. 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 request for proposals, Tenderers can request additional information or clarifications by the deadline provided in the above timeframe through email at [procurement@eitmanufacturing.eu](mailto:procurement@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 2 days.

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

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

## 7. 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 months meaning until the end of October 2024 with the possibility of renewal upon manifestation of EIT Manufacturing**. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the contract duration 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.

## 8. 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 tender, EIT Manufacturing may refrain from concluding the Contract.