

# Request for Proposal

## Event agency support for organization of EIT Manufacturing RIS Hubs Conference 29<sup>th</sup> November Budapest, Hungary

**The deadline for the applications was extended until 30<sup>th</sup> of September 2024**

### 1. Context

EIT Manufacturing (KIC) 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.

Within this Request for Proposal (RFP), EIT Manufacturing is looking for a supplier who can offer a comprehensive range of event services encompassing event planning, organization, and management for the “RIS Hubs Conference” in Budapest, Hungary.

Namely, on 29<sup>th</sup> November EIT Manufacturing will host within the Millenáris in Budapest the following session/event:

DATE	EVENT/SESSION	LOCATION	PAX
29 <sup>th</sup> November 2024	EIT Manufacturing RIS Hubs Conference	Budapest, Hungary	100-120max

Enclosed to this RFP, a preliminary outline of the conference can be found (Annex 1).

Interested suppliers must submit the signed “Tenders Declaration of Honor” (Annex 2) along with their proposals. Failure to provide this declaration, or submitting it incomplete, incorrect, or after the deadline, will result in automatic disqualification of the supplier for non-compliance with an essential requirement.

Additionally, the absence of any required information in the RfP may lead to the disqualification of the supplier. Therefore, it is imperative that all requested information is provided in full and in accordance with the specifications outlined in this document.

### 2. Description & Deliverables

#### 2.1. Description of the Services

The selected Supplier shall provide overall planning, organization, and management of all aspects of the event in close alignment with the EIT Manufacturing. The selected supplier should be able to deliver the



services in due time for the proper realization of the event on 29<sup>th</sup> November, 2024.

## 2.2. Deliverables

The following activities are expected from the selected Supplier during the providing of the services:

- Renting a venue for the event for one day:
- Conference room for 100 people, space for coffee and lunch breaks and a networking reception. onsite presence during the days of the event (Project Manager and Project Assistant as a must).
- overall supplier coordination and contracting of the additional suppliers such as: conference assistants, photographer, videographer, transfers, decor, recommendation for accommodation, conference materials\*.
- additional site inspections to the venue with the client (max 1-2).
- design proposal for the venue decoration\* (stage, signage, lighting, backdrops, carpeting, flowers and similar...) based on the existing EIT Manufacturing visual identity.
- creation of event info sheet, transfer plan, conference assistant plan, technical rundown.
- providing technical equipment, technical setup, and onsite support during the days of the event, including LED screen (10 x 2 meters), voicing and sound equipment, organisation and management of speaker and moderator rehearsals online and onsite.
- overall supplier coordination of registration and provide equipment ( e.g. badge).
- providing catering services for three coffee breaks, lunches and cocktails for 100 (one hundred) people.
- creation of short video fillers, lower thirds and opening motion video.
- trophies and cardboards for RIS LEADERS (approximately 7)

The following shall be noted:

- The setup of the conference room can happen only overnight (28th November) and all technical setups need to be done prior to 8.00 local time as the first sessions will start at 8.30/9.15 local time.
- The event is organized by the EIT Manufacturing, the selected Supplier must authorize the monitoring of the event exclusively with EIT Manufacturing.



### 3. Timeline

The deadline to submit the offer is **30/09/2024** and the awarded tenderer shall provide the services as described in this RfP. The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	16/09/2024
Offer submission	Supplier	23/09/2024
<b>New extended deadline for Offer submission</b>	<b>Supplier</b>	<b>30/09/2024</b>
Evaluation and notification of award	EIT Manufacturing	25/09/2024
Contract signature	EIT Manufacturing & selected supplier	30/09/2024

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdycO3ZdVaPfVqgS5gx2LiEf2ImaueYxnGfUzCJhpKHMNjUwW1oN-KF7i>

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

1. Click on the link above and fill out the Task Name with this description: "Event agency support for organization of EIT Manufacturing RIS Hubs Conference 29 November Budapest, Hungary".
2. Fill out the Requestor Name with your name.
3. Fill out the Requestor E-mail with your e-mail address.
4. Leave the following fields blank since they are not mandatory: Task type, Deadline and Priority.
5. 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 "Event agency support for organization of EIT Manufacturing RIS Hubs Conference 29 November Budapest, Hungary".
6. Click on attachments and upload your Commercial Proposal as an attachment.
7. After completing the above-mentioned information, click on "Submit Task" to finalise 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)

#### 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, utilising the communication channels and tools made available by EIT Manufacturing for such verification. It is the supplier's sole responsibility 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.



## 4. Financial proposal

The maximum budget that can be allocated to this RFP is total **EUR 60,000 (sixty thousand euros)**, net of VAT. EIT Manufacturing does not have an obligation to allocate the maximum amount. A clear financial breakdown (in .xls format) should be sent to EIT Manufacturing containing the following information:

- Item descriptions
- Quantity of items
- Item cost
- Total cost
- Comments/explanations

The template for the financial proposal can be found enclosed to this document (Annex 3).

All costs should be submitted net of VAT.

*\*Selected supplier must ensure that EIT Manufacturing procurement procedure has been followed prior to selecting third party suppliers (in majority of cases this will imply scouting for two/three proposals) as well as following the general principles and orientations of EIT Manufacturing Procurement Policy such as Best Value for Money, Transparency, Non-discrimination, Equal Treatment, Competition, Proportionality and, No conflict of Interest. Specific rules and instructions on this topic must be transmitted by the Project Lead and the Procurement Officer on EIT Manufacturing.*

*\*\*Production costs should be borne by EIT Manufacturing unless agreed differently in a later stage with the supplier*

## 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.

- a. Value for money (40%)
- b. Experience (30%)
- c. Respect for time constraint (30%)

An Evaluation Committee of at least 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.

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.

## 5. 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 [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 RFP, Tenderers can request additional information or clarifications by the deadline provided in the above timeframe through email at [ris@eitmanufacturing.eu](mailto:ris@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.

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.

## 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 2 (two) months. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the mentioned period and 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.



## ANNEX 1- Preliminary outline of the conference

### EIT Manufacturing RIS Hubs Conference - Event Agenda

DeepDiveRIS 2024: Harnessing AI for Green Manufacturing in RIS Countries: Innovating Towards a Sustainable Future

Budapest, Hungary | Millenaris /1024 Budapest, Kis Rókus u. 16-20./

Date: November 29, 2024

Time	Session
08:30 - 09:05	Registration and Welcome Coffee
09:05 - 09:45	Welcome + Key note
09:45 - 10:00	Presentation
10:00 - 10:45	Panel 1 Panelists: 4-5 panelist + moderator
10:45 - 11:15	Coffee Break
11:15 - 12:00	Panel 2 Panelists: 4-5 panelist + moderator
12:00 - 12:45	Panel 3 Panelists: 4-5 panelist + moderator.
12:45 - 13:45	Lunch Break
13:45 - 14:30	Panel 4 Panelists: 4-5 panelist + moderator.
14:30 - 15:15	EIT Manufacturing RIS Leaders Finale & Award Ceremony Moderator + 6 finalist pitch ( 3 min pitch + 2 min Q&A) Award Ceremony
15:15 - 15:30	Closing Remarks
15:30 - 17:00	Networking Reception



## ANNEX 2 - Tenders Declaration of Honor

[Place and Date]

[Name of the Legal Entity and/or Signatory]

I, [Full name of the supplier's representative], hereby declare the following in connection with my application for the Request for Proposal (RfP) [title of the RfP]:

- a) I will commit to 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'). I will inform the EIT Manufacturing immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.
- b) I accept that during the implementation of the contract and for five years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed ('confidential information').
- c) I accept that during the implementation of the contract and for five years after the completion of the contract, the EIT Manufacturing has the right for the purposes of safeguarding its financial interests, the offer and the contract of the supplier may be transferred to internal as well as external audit services.
- d) I confirm that I or the entity represented by me is not currently experiencing any of the following situations. If any situation applies, details are provided in an annex to this declaration along with a brief explanation.
  - The entity is not bankrupt, subject to insolvency or winding up procedures, and its assets are not being administered by a liquidator or by a court. It is not in an arrangement with creditors, and its business activities are not suspended, nor is it in any analogous situation arising from a similar procedure under national legislation or regulations.
  - There is no final judgement or final administrative decision establishing a breach of obligations related to the payment of taxes or social security contributions.
  - There is no final judgement or final administrative decision establishing guilt of grave professional misconduct, including but not limited to fraud, violation of applicable laws or regulations, ethical standards, distorting competition, violating intellectual property rights, attempting to influence EU Bodies' decision-making processes, attempting to obtain confidential information, or any other wrongful conduct impacting professional credibility.
  - There is no final judgement establishing guilt of fraud, corruption, participation in a criminal organization, money laundering or terrorist financing, terrorist-related offences, child labor, or other forms of trafficking in human beings.
  - The entity has not shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement, or a grant decision financed by the European Union's budget, leading to early termination, application of liquidated damages, or other contractual penalties, discovered through checks, audits, or investigations.
  - There is no final judgement or final administrative decision establishing that the entity has committed an irregularity within the meaning of Council Regulation (EC, Euratom) No 2988/95.
  - There is no final judgement or final administrative decision establishing that the entity has created



an entity in a different jurisdiction with the intent to circumvent fiscal, social, or any other legal obligations.

- In the absence of a final judgement or final administrative decision in the cases mentioned above, or in the case of point (e), I acknowledge that the Applicant may be subject to:

- i) Facts established in the context of audits or investigations by EPPO, the Court of Auditors, OLAF, or the internal auditor, or any other check, audit, or control performed under the responsibility of the authorizing officer.
- ii) Non-final administrative decisions, including disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics.
- iii) Facts referred to in decisions of persons and entities implementing Union funds.
- iv) Information transmitted in accordance with the Financial Regulation.
- v) Decisions of the Commission or national competent authority relating to the infringement of Union or national competition law.

*I hereby declare the accuracy and truthfulness of the above statements.*

*Yours faithfully,*

[Signature of the Supplier's representative]



ANNEX 3 – Financial Offer Template (please refer to the excel)

