

# Request for Proposal (RfP)

Full-Service Event Agency for the 2025 EIT HEI Initiative IVAP  
Workshop  
December 2024

**Deadline for offer submission extended until 27<sup>th</sup> of December 2024 by 17h00 (CEST)**

## 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 decarbonisation of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

EIT Manufacturing is an association under the law 1901 created in 2019. Headquartered in Paris, it currently has six regional innovation hubs. Along with the EIT Manufacturing there are 8 (eight) other KICs with the aim to lead the action and create services across Europe, improving the competitiveness of European companies.

EIT Manufacturing is seeking a full-service event agency to plan, manage, and execute the annual in-person event for the EIT HEI Initiative, a cornerstone gathering aimed at fostering innovation and entrepreneurial capacity within European higher education institutions (HEIs). This invitation-only event serves as the kick-off workshop for newly selected projects under the initiative and a platform for knowledge exchange among past and current participants. The chosen agency will demonstrate exceptional expertise in delivering a high-caliber event that facilitates collaboration, knowledge-sharing, and strategic planning among HEIs, leveraging the EIT ecosystem to drive institutional transformation and regional innovation.

## Event Overview and Background

### 1. Event Overview

- Event Name: 2025 HEI IVAP Workshop
- Event Dates: 20– 22 May 2025
- Location: Zagreb, Croatia
- Number of Guests: maximum 300 guests from across Europe and Horizon Europe eligible countries

### 2. Event Background

The annual IVAP Workshop stands as the flagship event of the EIT HEI Initiative: Innovation Capacity Building for Higher Education, a collaborative effort led by EIT RawMaterials within the EIT Community. This initiative equips higher education institutions (HEIs) across Europe with the tools, expertise, coaching, funding, and access to the EIT innovation ecosystem needed to transform them into regional hubs of innovation, driving sustainable growth, creating jobs, and fostering entrepreneurship across the continent. Since its inception, the initiative has supported 65 projects with over €65 million in funding and is poised to add up to 42 new projects in May 2024.

At the heart of these projects are Innovation Vision Action Plans (IVAPs)—strategic, long-term frameworks designed to build institutional capacity for innovation and entrepreneurship. These plans detail step-by-step actions toward institutional transformation, engagement with regional ecosystems, and sustainable impact.

The annual IVAP Workshop, coordinated by EIT Manufacturing, is the official launch event for the newly selected HEI projects under the initiative's Call for Proposals. It serves as a collaborative platform, uniting representatives from past, present, and new projects alongside EIT HEI Initiative staff. The workshop fosters a dynamic and interactive environment where participants can collaborate, exchange ideas, and discuss strategies for optimizing project implementation. The agenda features institutional keynotes, thematic presentations, and peer discussions, offering actionable insights and practical resources to address collective challenges and advance the initiative's goals.

Key objectives of the IVAP Workshop:

- Raise Awareness: Showcase the initiative's transformative potential for HEIs across Europe, emphasizing its role in driving institutional change and fostering more innovative, entrepreneurial universities.
- Foster Collaboration: Facilitate strategic discussions on key action ideas and best practices, promoting innovation and entrepreneurship within HEIs.
- Promote Knowledge Sharing: Highlight successful case studies and good practices, encouraging mutual learning and refinement of IVAPs for effective implementation.
- Enhance Cross-KIC Collaboration: Build a vibrant, cross-disciplinary co-creation

ecosystem where partner and non-partner HEIs collaborate to maximize collective impact.

The IVAP Workshop is structured to inspire long-term strategic thinking, actionable collaboration, and community building, enabling HEIs to extract meaningful lessons, refine their approaches, and deliver impactful results throughout the initiative's lifecycle.

## Service Description and Deliverables

EIT Manufacturing seeks a highly experienced full-service event agency to plan, manage, and execute the 2025 EIT HEI Initiative IVAP Workshop, the flagship annual event for the Innovation Capacity Building for Higher Education initiative.

The selected agency will work in close collaboration with EIT Manufacturing to deliver a seamless, high-caliber event that reflects the initiative's strategic objectives. Responsibilities include the conceptualization, detailed planning, coordination, and flawless execution of all aspects of the event. The scope of services will include but is not limited to:

- Event Design and Conceptualization: Development of a cohesive event concept aligned with the initiative's goals, ensuring engaging and impactful experiences for participants.
- Logistical Management: Full coordination of venue arrangements, audiovisual requirements, catering, signage, and event materials.
- Participant Experience: Creation of an environment that facilitates collaboration, networking, and knowledge-sharing among participants.
- On-Site Event Support: Provision of experienced staff for setup, execution, and troubleshooting to ensure the event runs smoothly.
- Cost-Effective Execution: Preparation of a comprehensive budget that includes all event costs (excluding attendee travel and accommodation) and ensures cost-effectiveness without compromising quality.
- Payment Processing and Refund Services for the event participants: Seamless and secure management of payments for event participants ensuring transparency and customer satisfaction.

The agency's proposal must demonstrate a proven ability to deliver events of this scale and importance while showcasing innovation, meticulous attention to detail, and the ability to create an exceptional experience for all attendees.

## Deliverables

The successful bidder will be expected to deliver a comprehensive project management plan, covering all aspects of the event from pre-planning to post-event activities. Key deliverables include:

### 1. Project Management

- Develop a full project management plan, including a detailed timeline for deliverables, from venue selection through event execution.
- Participate in project immersion, team introductions, alignment meetings, and event planning meetings.
- Attendance at the event and hands-on support throughout the event's duration.
- Support set up of registration and matchmaking platform preferably the same platform, with access provision

### 2. Content Creation & Event Execution

- Assist with event content creation and delivery, including:
  - Development of production briefs for speakers and participants.
  - Content curation for workshops, management of delivery, and ensuring event flow.
  - Coordination of attendee movement and flow during the event.
- Provide specific support for the planning and execution of breakout sessions, networking events, poster sessions, and plenary logistics and flow.
- Providing with matchmaking tools available to participants prior to the event
- Assist in evenly dividing and assigning attendees to breakout sessions, ensuring a well-distributed mix of participants based on their backgrounds and interests.
- Effectively managing the reimbursement of travel expenses for attendees by allocating separate funds to cover both the reimbursement amounts and any associated service fees.
- Keynote speaker fees

### 3. Event Logistics & Coordination

- Provide logistical support on-site and assist with the final event setup.
- Handle administrative tasks associated with event planning, such as:
  - Managing the registration platform and attendee management.
  - Offering ongoing administrative support (emails, meetings, finalizing event details).
- Liaise with and coordinate vendors (venue, catering, printing, transportation, hotels, etc.).
- Manage the contracting and coordination of event photographers and videographers.
- Manage the contracting and coordination of the matchmaking platform.
- Oversee the printing of all necessary materials for the event (e.g., name tags, agendas, event signage).
- Coordinate the receipt, storage, and post-event shipping of materials, including roll-ups and posters.
- Ensure the provision of necessary AV equipment (microphones, projectors, screens) and IT support (extra laptops or tablets) as required by the venue.

- Collect feedback and follow up with attendees after the event.

#### 4. Production of Event Materials

- Design, produce, and order the following materials in the most environmentally and socially sustainable (non-exhaustive list):
  - Name tags
  - Event agendas
  - On-site event signage (e.g., registration signs)
  - Event overview video(s) and 3-5 interview videos (2-3 minutes, featuring event highlights and attendee interviews)
  - Digital photography, including headshots of attendees upon request
  - Promotional items and guest gifts
  - Event stationery and related materials

#### 5. Event Logistics and Experience Enhancements

##### Venue Preferences

- We prefer alternative venues to hotels, though we welcome creative hotel proposals. Unique venues complying with sustainability values are highly valued.
- Ideal venues should offer an outdoor space (e.g., courtyard, garden, or park) that can be utilized, weather permitting, and indoor options for inclement weather.
- Academic spaces (e.g., universities) are acceptable but not mandatory.
- For dinners, we prefer a separate venue from the main event space to allow guests to explore the city.

##### Catering & Event Flow

Catering should include only Vegan and Vegetarian options:

- Two dinners
- Two lunches
- Two morning coffee/tea services
- One afternoon coffee/tea service
- Coffee/tea available upon guest arrival in the morning.

##### Day 1

##### Arrival & Dinner Reception

The welcome dinner or reception will set the tone for the event, offering the choice of a formal sit-down meal or a more casual setting with light fare and high-top tables to encourage mingling. To provide variety and a unique experience, we prefer this dinner to be hosted at a venue distinct from the Day 2 location.

## Day 2

### Plenary & Breakout Sessions

The day will begin with a morning plenary session featuring inspiring keynote speakers, setting the tone for meaningful discussions and collaboration. In the afternoon, participants will engage in focused breakout sessions, fostering in-depth exploration of key topics.

- Arrival Refreshments: Guests will be welcomed with coffee and tea upon arrival.
- Morning Break: A mid-morning pause will include coffee, tea, and a selection of snacks to recharge.
- Lunch: A thoughtfully curated vegan and vegetarian lunch will be served at the main venue.
- Afternoon Break: Guests will enjoy an additional coffee and snack service to sustain energy and focus.
- Optional Activities: From 4:00–6:00 PM, participants may opt to explore the host city through curated tourist or cultural activities, providing a unique opportunity to connect with the local environment and each other.

The event will conclude at approximately 3:30–4:00 PM, ensuring ample time for optional activities or personal exploration.

### Dinner/Reception

We welcome both formal sit-down dinners and more casual options featuring light fare served at high-top tables to encourage mingling and networking. The venue for this dinner can either be the same as or distinct from the Day 1 dinner location, offering flexibility to suit the desired ambiance. A less formal atmosphere is preferred to create a relaxed and engaging experience for all attendees.

## Day 3

The final day of the event will feature a dynamic poster session showcasing innovative projects and ideas, followed by a conclusion plenary to reflect on key insights and outcomes. Both sessions will be hosted at the same venue as Day 2, ensuring a seamless transition for attendees.

- Arrival Refreshments: Guests will be greeted with coffee and tea upon arrival to start the day.
- Morning Break: A mid-morning break will include coffee, tea, and a selection of light snacks to refresh and reenergize.
- Lunch: A delicious vegan and vegetarian lunch will be served at the main venue, offering a chance for attendees to connect informally before the conclusion of the event.

### Optional Activities

We encourage proposals to include optional city or cultural exploration activities for guests on Day 2 from 4:00–6:00 PM. These activities can provide a memorable opportunity to experience the local culture, foster networking, and add a unique dimension to the event.

## Budget

Suppliers are required to ensure that all proposed solutions, as well as any minor requests explicitly identified and approved within the scope of the agreement, align with the total budget of €220,000.00. This budget includes a provision allowing for price adjustments of up to 10% of the total Request for Proposal (RfP) amount.

Of this total budget, €56,000.00 is strictly reserved for the reimbursement of travel expenses and cannot be used for any other purpose. The remaining €164,000.00 is allocated for all other costs associated with the proposed solutions.

Suppliers acknowledge that EITM is not obligated to procure the maximum budgeted amount, and the submission of a Bid does not constitute an offer or commitment by EITM to enter into any contractual agreement. EITM reserves the right, at its sole discretion, to cancel or amend the Bid process at any time without incurring any liability or obligation.

## Timeline

The extended deadline to submit the offer is 27/12/2024 by 17h00 (CEST). The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Deadline
RfP Opening	EIT Manufacturing	5 December 2024
EXTENDED Offer Submission Deadline	Supplier	27 December 2024 by 17h00 (CEST)
Evaluation and Notification of Award	EIT Manufacturing	3 January 2025
Complaint Submission Deadline	EIT Manufacturing and Supplier	8 January 2025
Contract Signature	EIT Manufacturing and Supplier	10 January 2025
Project Start	EIT Manufacturing and Supplier	12 January 2025

## Proposal Submission Procedure

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdycO3ZdVaPfvGgS5gx2LiEf2lmaueYxnGfUzCJhpKHMNjUwW1oN-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 - Full-Service Event Agency for the 2025 EIT HEI Initiative IVAP Workshop”.
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 - Full-Service Event Agency for the 2025 EIT HEI Initiative IVAP Workshop”.
7. Click on attachments and upload your Commercial Proposal as an attachment.
8. 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”.
9. 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, 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.

## Evaluation of Proposals

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. The award criteria will be the following:

#### **Selection criteria:**

- Agency’s capacity to provide logistical and administrative support for all aspects of the event: 30%  
(This criterion is critical as it encompasses end-to-end planning and execution.)
- Agency’s capacity to provide in-person support at the event: 25%  
(On-site support is vital for ensuring smooth event delivery and addressing real-time challenges.)
- Agency’s capacity to coordinate local vendors: 25%



(Coordination with local vendors is key for seamless integration of services such as catering, venue setup, and other logistical needs.)

- Agency's open, approachable attitude to join the team for the planning and execution of the event: 20%  
(A collaborative and team-oriented approach ensures alignment with the HEI Initiative's goals and values.)

An Evaluation Committee of at least 3 (three) people will be established and supervised by EIT Manufacturing. 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 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.

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.

#### Complementary Note on the Evaluation Process:

After the initial evaluation of submitted proposals, it is possible that the potential top-ranked suppliers may be shortlisted for participation in a Pitch Session or in a set of interviews. It is important to emphasise that the evaluation will be conducted in strict accordance with the criteria outlined in the published Request for Proposal (RfP).

The primary objective of the Pitch Session or Interviews is to facilitate a deeper understanding of the

received proposals, provide an opportunity to elaborate on specific details, and allow the EIT Manufacturing to get to know the team of professionals better. During this session, the shortlisted suppliers will have the chance to present their proposals, clarify any questions, and discuss how your firm can best meet the needs of EIT Manufacturing.

Further details regarding the Pitch Session or Interviews, including dates and logistics, will be communicated to the shortlisted suppliers following the initial evaluation of proposals.

## Complaint Procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint respecting the deadline mentioned. 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 their 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.

## 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 organise as many rounds of negotiation as it is needed during the procedure 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 conferences or even live negotiations can be organised. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of the contract 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 time frame 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 and 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 three (3) 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 and the contract may be submitted for audits.

## 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 is estimated to be signed by January 2025 and will have a maximum duration of 6 (six) months (by project term).

The contract awarded and executed pursuant to this RfP may be amended, at the discretion of EITM and upon mutual agreement with the selected supplier, to include additional services and/or to increase the total contract value. Such amendments shall be formalized in writing and will not require the issuance of a new RfP, provided that the scope of the additional services and the revised contract value remain consistent with the objectives of the original RfP.

The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the mentioned period will in no way exceed the bid (the amount contained in the offer) of the tenderer.

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

## Confidentiality Obligation

All information, whether written or oral, exchanged between the parties involved in this Request for Proposals (RfP) process, hereinafter referred to as the "Parties" shall be considered confidential and proprietary.

The Parties agree not to disclose, provide access to, or otherwise make available any confidential information to any third parties, including but not limited to individuals, companies, or organisations, who are not directly involved in the RfP process, without the express written consent of the disclosing Party.

“Confidential Information” shall encompass, without limitation, all data, documents, proposals, discussions, designs, specifications, financial information, technical data, trade secrets, and any other information disclosed by one Party to the other during the RfP process.

The obligations of confidentiality shall not apply to information that is:

- a) Publicly available at the time of disclosure or subsequently becomes publicly available through no fault of the receiving Party.
- b) Already in the possession of the receiving Party prior to disclosure and not subject to an existing confidentiality obligation.
- c) Disclosed to the receiving Party by a third party with the legal right to do so without breaching any confidentiality obligations.
- d) Required to be disclosed by law, court order, or governmental regulation, provided that the disclosing Party is promptly notified and given the opportunity to seek a protective order.

Any Party found in breach of this confidentiality clause shall be subject to legal measures, including litigation, injunctive relief, and monetary damages, as deemed appropriate by the disclosing Party.

The obligations of confidentiality as set forth in this clause shall survive the termination or completion of the RfP process and shall remain in effect for a period of 5 (five) years, unless both Parties mutually agree in writing to terminate this confidentiality agreement.

This confidentiality clause shall be governed by and construed in accordance with the laws of France. Any legal action arising out of or in connection with this clause shall be subject to the exclusive jurisdiction of the courts of Paris, France.

## 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 an 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 organisation 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.

This RfP confers no entitlement or expectation for tenderers to enter into a contract with EIT Manufacturing. Consequently, EIT Manufacturing is not obliged to sign a contract with the chosen supplier, whether at present or in the future.

## ANNEX I - 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 (d), 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,*