

Request for Proposal

For: Strategic and Implementation Support for the Communications Work of our ClimAccelerator Brand at EIT Climate-KIC

Date: 24th of September 2021

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details EIT Climate-KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

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| Services and/or goods requested | <p>EIT Climate-KIC, specifically the Strategic Programmes team of ClimAccelerator, is looking for support in executing the tactics of the related communications strategy to position and strengthen the ClimAccelerator brand within the existing community as well as broad global audience.</p> <p>Hence, we do request the following services which will be specified in methodology and deliverables further below:</p> <ul style="list-style-type: none"> • Review and comment on the communications strategy/plan • Start to work on the activities related to the plan. • Successfully deliver the activities agreed upon in the plan. • Be creative and pro-active in proposing contents for all related activities • Measure the outcome/results of the communications activities • Propose changes/improvements to the activities and overall plan. |
| The legal entity requesting these goods and/or services | <ul style="list-style-type: none"> • Climate-KIC Holding B.V. |
| Services and/or goods will be delivered to the following locations | <p>Services will be delivered remotely to the following locations:</p> <ul style="list-style-type: none"> • Worldwide |
| EIT Climate-KIC Contract Manager for submitting proposals and inquiries | <p>Christian Daube Strategic Programmes Builder – Entrepreneurship Programme: Open ClimAccelerator & Community christian.daube@climate-kic.org</p> |
| Proposed contract term for successful candidates | <p>3 months starting on 5th of October 2021 until the 31st of December 2021.</p> |
| Time commitment | <p>Up to 2-3 days per week (flexible hours and location)</p> |
| Ideal profile | <p>Proven track record in branding, marketing and/or communication. Both with hands-on delivery, as well as strategic thinking experience. Ideally an agency with previous</p> |



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| | experiences working in communications in the entrepreneurship and/or climate areas. |
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1.2 Timelines

EIT Climate-KIC has set the following indicative timelines for this RFP:

| Planned Date* | Milestones |
|--|--|
| 24 th of September 2021 | RFP issued to bidders |
| Within 2 business days of receiving this RFP | Bidders to confirm they will respond to RFP |
| 3 business days before the Submission Deadline | Deadline for bidders to submit questions on the RFP |
| 3 rd of October 2021 | Bidders submit proposals / Submission Deadline |
| 5 th of October 2021 | EIT Climate-KIC team to review proposals EIT Climate-KIC to gain clarification from bidders |
| 6 th of October 2021 | EIT Climate-KIC review and decision |
| 8 th of October 2021 | Supplier selection/ contract award |
| 11 th of October 2021 | Proposed contract start date |

* EIT Climate-KIC reserves the right to amend this timetable during the RFP.

1.3 How you can participate

1. Review the RFP documents provided by EIT Climate-KIC.
2. Email the Contract Manager letting us know you will submit a proposal (within 2 business days if possible).
3. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
4. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
5. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT Climate-KIC is Europe's largest public-private innovation partnership focused on climate change, consisting of dynamic companies, the best academic institutions and the public sector. EIT Climate-KIC is one of three Knowledge and Innovation Communities (KICs) created in 2010 by the European Institute of Innovation and Technology (EIT). The EIT is an EU body whose mission is to create sustainable growth. We support this mission by addressing climate change mitigation and adaptation.

We integrate education, entrepreneurship and innovation resulting in connected, creative transformation of knowledge and ideas into economically viable products or services that help to mitigate climate change. See <https://www.climate-kic.org/> for more information.

2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence and negotiations is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “EIT Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way EIT Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

3 Introduction and Background

3.1 General Introduction to EIT-Climate KIC entrepreneurship programmes:

Over the past 10 years, the EIT Climate-KIC accelerator programme has been a major climate innovation solution provider, with over 1,500 solutions supported and nearly €1 billion of capital secured.

As we move forward, partnerships are at the forefront of our entrepreneurship programmes. We must harness the full force of a diverse, global, connected community to create the exponential effects we need to unlock systemic change.

Our entrepreneurship pipeline has shifted into multi-stakeholder and transformational programmes. The Climathon programme for citizen activation and ideation first plants the seeds of inspiration. Our incubator, ClimateLaunchpad, then helps innovators turn ideas into climate-positive businesses – we’ve supported over 3,000 of them! Finally, ClimAccelerator scales and accelerates these start-ups through radical collaboration and sharing resources.

Entrepreneurs and their teams can only go so far. They need ideation support, business skills, access to networks, finance and mentorship opportunities. That’s where EIT Climate-KIC comes in. We pride ourselves in covering the entire pipeline of start-up development to unleash business solutions at the number, scale and speed required for systemic change.

Together, these programmes bridge the gap between climate-positive ideas and large-scale impact. Citizens, students, experts, corporates, governments, and entrepreneurs can connect with a global ecosystem of breakthrough solutions in emissions reduction and climate adaptation.

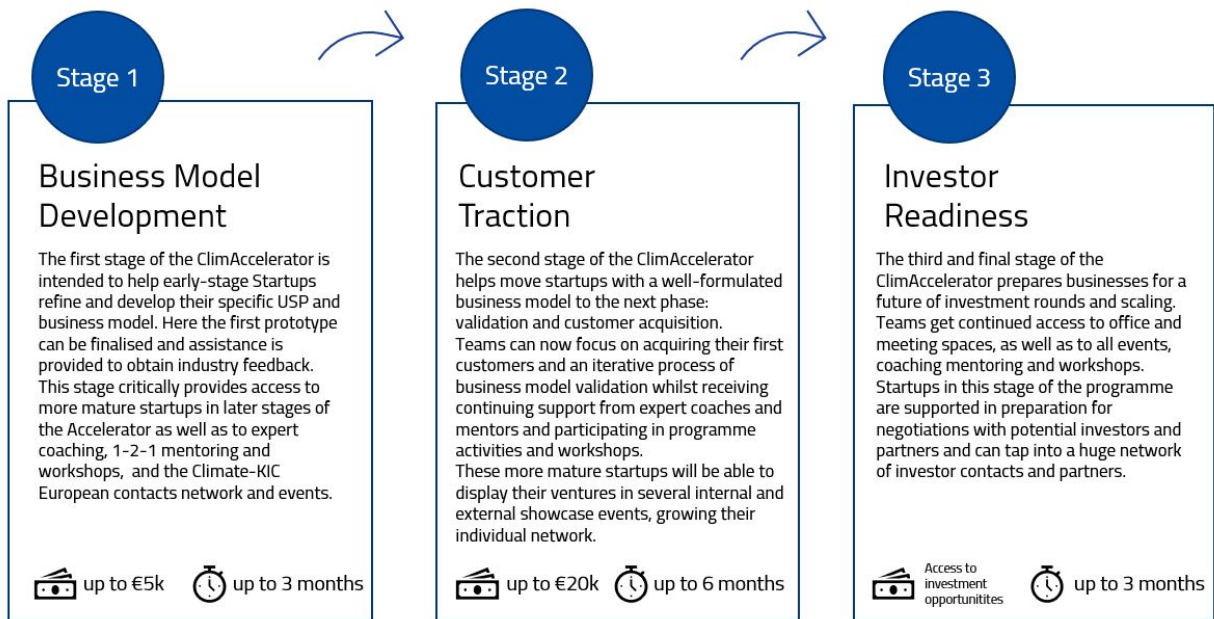
3.2 Details about the Entrepreneurship Programmes at EIT Climate-KIC

Our ideation and open innovation programmes help create the conditions to fuel inspiration, garner fresh thinking, raise visibility for or promote engagement with a climate challenge. We help innovation teams identify and define ideas, offer support in putting together a network of partners, and provide seed funding to get things moving.

Climathon <https://climathon.climate-kic.org/> is a global 24-hour climate change hackathon that takes place simultaneously in major cities around the world every year. It attracts innovators, entrepreneurs, students and professionals to come together to create innovative solutions to climate challenges. Their audience are very diverse participants of diverse backgrounds, moments in their life, education and industries. The oldest people in the hackathon community are still young, around their 20ies and 30ies, with plans to become and stay active in the climate space in their futures.

ClimateLaunchpad CLP <https://climatelaunchpad.org/climatelaunchpad/> is the world's largest green business idea competition. Its mission is to unlock the world's cleantech potential that addresses climate change. Each year the competition creates a stage for over 1,000 ideas to flourish, with partners in 55+ countries offering training, coaching, and financial support. Their entrepreneurs have different ideas, usually with no entrepreneurial/business knowledge but experts in the industry/sector, in age of 20ies or 30ies (rarely 40ies). Very few may have some entrepreneurial experience and are from across the world, as the programmes are happening in different countries & continents. Hence, they may not have the highest official levels of English-speaking skills and different educational backgrounds. The participating entrepreneurs may want all types of contents to learn a lot, then may not put all in practice but should use the key elements and focus on the first steps of their business. They may want short and very useful contents, very practical ones with benefits in the short term, as they may quickly get distracted to focus on their business/clients and day-to-day business again.

Our unique Start-up **ClimAccelerator programme** <https://climaccelerator.climate-kic.org/> offers structured business and commercial support to European start-ups in the new climate economy. It is a real-world business school for entrepreneurs with rapid development for maximum climate impact, transforming great ideas into successful climate-positive businesses. ClimAccelerator is a global open-source programme giving start-ups access to innovate, catalyze, and scale the potential of their climate solutions, shaped by over 10+ years of experience. It goes beyond European borders, building a bridge between our world's industry experts and local systems to break new ground in carbon reduction. Their entrepreneurs are mostly in their 20ies or 30ies (rarely 40ies), with some business/entrepreneurial knowledge and experiences and may be experts in their industry. They are usually from different educational backgrounds and again from different countries and continents, with certain travel experience and basic to advanced English skills. They may want short and very useful contents, very practical ones with benefits in the short term, as they may quickly get distracted to focus on their business/clients and day-to-day business again. A typical program may have the following structure and duration:



The entrepreneurship programmes of EIT Climate-KIC have relationships with different types of international development agencies and funders to support organisers of such programmes in different geographies and focused on different climate-related themes all over the world.

Especially for the ClimAccelerator as a new programme supporting organisers of such programmes and at the same time delivered by these partners across the world, we are planning to build a global brand that matches our story (fold the old success into the new brand) and to position the brand globally in the entrepreneurship and climate ecosystems through a communication strategy. That is where we step-by-step in 2021 want to achieve the following objective: build the brand to create initial awareness of the ClimAccelerator in 50 or more countries by achieving the following key results together of which a certain progress has been made already with the EIT Climate-KIC communications team:

1. KR #0: Launching the ClimAccelerator brand with certain engagement in 4x planned events in 2021 (Webinar, EIT Climate-KIC Partner Day, Climate Week of Action, COP21)
2. KR #1: Support the Call for Start-ups for up to 20 Open ClimAccelerators
3. KR #2: Support more than current 30+ ClimAccelerators in multiplying and showcasing their information
4. KR #3: Help to attract 50x interested ClimAccelerator Leads in 30+ countries
5. KR #4: Help to attract 10x interested leads in funding ClimAccelerators
6. Sub KR of all: Increase Social Media accounts (LinkedIn, Twitter) followers and engagements (with the audience we want)

4 Specification

4.1 Scope

EIT Climate-KIC, specifically the Strategic Programmes team, is looking for support in executing the tactics of the related communications strategy to position and strengthen the ClimAccelerator brand within the existing community as well as broad global audience.

Hence, we do request the following services which will be specified in methodology and deliverables further below:

- Review and contribute to the design of the communications strategy/plan for 2021 and 2022.
- Implement activities set out in the section “4.3 Activities Requested”
- Measure the outcome/results of the communications activities
- Propose changes/improvements to the activities and overall plan.
- Maintain a record of all activities for future review, hand-over and continuation of the work.

4.2 Methodology

The service provider is asked to propose a suitable and professionally accepted methodology to deliver the services.

4.3 Activities Requested

There is a set communications strategy aligned with the central communications team at EIT Climate-KIC with clear objectives and results, as well as activities planned to be implemented and achieved successfully in 2021. This strategy is focused on several types of ClimAccelerators which are the ones funded by the EIT as well as the Open ClimAccelerator members.

The following activities are requested to be done by the service provider chosen through this RFP:

1. Communication Strategy:
 - a. Do two brainstorm sessions with clear summaries of recommendations as an outcome on how we can position and turn this brand “ClimAccelerator” from a well-known European one to a global one across most entrepreneurial and climate ecosystems over the next 3-5 years,
 - b. Review once our current communications strategy for 2021 and provide clear suggestions for improvement as an outcome,
2. Materials Improvement:
 - a. Improve once our current corporate suite of ClimAccelerator marketing and sales materials for our different audiences of entrepreneurship programme organisers, funders, investors, Start-ups and mentors/coaches (OnePager, Presentations, Descriptions)
3. Production and publishing of various types of contents:
 - a. Editorial production of storytelling of the showcases of our ClimAccelerators and/or their Start-ups, 2-3 times per month.
 - b. Creation and submission of monthly newsletters to our different audiences (one to the general audience, one to the investors of the marketplace),
 - c. As well as the creation and submission of quarterly newsletters to both, our entrepreneurs, and our coaches/mentors,
 - d. Test and experiment communications through our potential channels like our social media as well as partners who may distribute our message about Webinars and News to their audiences.

4. Website:
 - a. Review the website and propose changes/improvements to be worked on in the future (the work as such on the website would be a separate agreement)
 - b. Improve the website with 3 days of effort in 2021.
5. Events:
 - a. Support in promotion of a series of public webinars with different key ecosystem partners in different regions, positioning participating brands and contents, once per month, to gather attention and interest of potential ClimAccelerator organisers
 - b. Help in the activation and promotion of the ClimAccelerator brand in the EIT Climate-KIC: Climate Week of Action (last week of October)
 - c. Help the internal promotion of the ClimAccelerator Community end-of-year event (organisers, Start-ups, mentors, investors) in mid-December 2021.
6. Specifically, for the BMZ African ClimAccelerator
 - a. Design of a complete Social Media kit for a Call for Start-ups of that ClimAccelerator early October 2021.
 - b. As well as Social Media content materials to promote up to three (3) special events/moments of that African ClimAccelerator until the end of 2021.

The proposal should consider the following:

- Experiences and expertise of the service provider, as of projects and of the people involved
- Availability of resources with a wide range of skills needed related to communications
- Collaboration with the ClimAccelerator Team and alignment with the Communications Team at EIT Climate-KIC
- Focus on the execution and delivery of the activities planned and agreed upon. You may suggest other activities important to build a global brand.
- The audience of the ClimAccelerator Programme as well as EIT Climate-KIC's ambition to develop a global brand.
- Alignment with the members of the ClimAccelerator Community as well as funders, which are public and private institutions.

Additional services related to this Scope may be requested on a day rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

EIT Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services.

4.4 Deliverables

The following deliverables are requested:

Deliverable 1: Document of suggestions for change/improvement of the Communications Strategy/Plan 2021 and 2022.

Deliverable 2: Delivery of activities agreed upon (activities as mentioned above in 4.3) in the plan in Q4 2021 in a timely and professional manner, reviewed by the ClimAccelerator Lead Role.

Deliverable 3: Reporting of the results of the activities

Requirements:

- Two reports - stating the results of the work conducted as well as recommendations on how to move forward in 2022 - will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. The reports are to be provided for unrestricted use by EIT Climate-KIC and free from all third-party copyright restrictions. EIT Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion. Further requirements regarding the reports include:
 - The EIT Climate-KIC brand guidelines provide the requirements for use of our logo. These are publicly available at <https://www.climate-kic.org/who-we-are/media-and-brand/>. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager.
 - The provider should allow for rounds of review by EIT Climate-KIC and subsequent edits to ensure acceptable quality of the completed report.

4.5 Service Level Requirements

In providing goods and/or services to EIT Climate-KIC, the following service levels are requested:

- Services are requested during business hours 9am to 6pm CET excluding public holidays.
- Services may be required outside general business hours and flexible working arrangements are requested.
- The provider is to propose a suitable service level agreement to ensure key elements of goods and/or services delivery are defined, aligned and tracked over time. This should include escalation channels, performance indicators / targets and mechanisms for remediation of ongoing missed performance targets (e.g. credits, rebates or reimbursement).
- The service provider should be generally contactable and responsive during business hours by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.6 Goods

Goods may be requested as part of this RFP and agreed separately. All quotes for goods are to be under the incoterm Delivered at Place (DAP) to the EIT Climate-KIC office/s described in Section 1.1. Please detail any minimum order quantities and further resolution to delivery charges if applicable to help minimise freight charges.

The supplier is required to provide the goods with reasonable skill and care in accordance with industry best practice prevailing in the relevant sector. Further the successful bidder will be required to use suitably skilled and experienced personnel to provide such goods. An appropriate warranty should be proposed by the bidder.

The quality of the goods, materials, standards and techniques in providing the goods are expected to ensure their ongoing use over a multi-year period. All goods and services supplied or transferred to EIT Climate-KIC must be free from defects in workmanship.

Successful bidders must ensure the goods or services conform with all descriptions and specification provided by EIT Climate-KIC are fit for any purpose that EIT Climate-KIC explicitly or implicitly makes known to the bidder.

4.7 Sustainability

In order to uphold our commitment to sustainability, EIT Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- The services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of paper and plastic waste. Please discuss the use of brochures, paper agendas, poster boards and post-it notes with EIT Climate-KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4.8 Required Experience and Capabilities

The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- Experience in designing and delivering communications strategies for ambitious brands with the goal to grow and position them globally,
- Working knowledge of entrepreneurship programmes and ecosystems,
- Developing and delivering analytical and audience-friendly reports,
- Adherence to ethical and quality standards,
- Project and financial management showcasing on time and on budget delivery,
- Written and spoken language competency in English. Fluency in other languages is an asset.

4.9 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to EIT Climate-KIC. The EIT Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- EIT Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where EIT Climate-KIC is requesting services over longer periods of time, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with EIT Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.10 Contract Management

A one-off agreement is proposed for award of work.

EIT Climate-KIC can share their standard terms and conditions but will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third party intellectual property rights;
- EIT Climate-KIC's primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, EIT Climate-KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See <http://www.climate-kic.org/policies/>;
- In addition, EIT Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with EIT Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to EIT Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by EIT Climate-KIC to service providers.

4.11 Account Management

The provision of services associated with this RFP will be subject to the following account management requirements

- A dedicated account manager is required,
- At least one account management meeting scheduled each week,
- The service provider can discuss and agree on the frequency and scope of periodic account management meetings with the EIT Climate-KIC Contract Manager
- Progress shall be reported monthly by email or call upon request
- KPI's to any Service Level Agreement are to be reported weekly or as otherwise agreed

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

| Component | Weighting |
|---|-------------|
| Cost – the total cost for providing the scope. | 40% |
| Quality – suitability and capability of the proposed services to deliver the scope and requirements in the Specification as evidenced by its proposal & Quality assurance – suitability of processes, key performance indicators and/or reporting tools that will be used to monitor and maintain a continuous high level of service as evidenced by its proposal | 15% |
| Ability of bidder to fulfil the scope of services, in a manner consistent with EIT Climate-KIC's objectives and those of this project, as evidenced by its proposal | 15% |
| Methodology and approach – meeting the requirements at Section 4.2 as evidenced by its proposal | 15% |
| Experiences in working in the field of entrepreneurship and climate-related industries. | 15% |
| Total | 100% |

6 Instruction to Bidders

6.1 Responding with your proposal

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the requests contained in this document.
 - The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - Professional references that can be reached by EIT Climate-KIC to verify previous services delivery
2. **A Quotation** that meets the requirements described at Section 6.2
3. Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

6.2 Quotation requirements

EIT Climate-KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;

- All quotes for goods are to be under the incoterm Delivered at Place (DAP) to the EIT Climate-KIC office/s described in Section 1.1;
- Provide a rate card for relevant grades of employment that will be conducting services for EIT Climate-KIC (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a week-by-week resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 2 as an example.
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with EIT Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 1 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 2.

Table 1: Provided quotations to include the following details

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| Item and unit cost (in Euros excluding VAT) |
| <ul style="list-style-type: none"> • Services ... as per Section 4.1 • Deliverable 1 of ... as per Section 4.4 • Deliverable 2 of ... as per Section 4.4 • Deliverable 3 of ... as per Section 4.4 • License fees (per user per month/annum, and in aggregate) if applicable |
| TOTAL (if applicable) |
| Rate card for services (per day/hour, in Euros excluding VAT): |
| <ul style="list-style-type: none"> • Assistant – XX / day • Officer – XX / day • Specialist - XX / day • Project coordinator – XX / day • Consultant – XX/day • Principal consultant – XX/day • Partner – XX/day • ... |

Table 2: Example resource-based quotation for proposed labour

| Section | Area | Resource | Task | Quantity (days) | Resource day rate (EUR excl. VAT) | Subtotal cost (EUR excl. VAT) |
|--------------------|-----------------------|------------------------------|--|-----------------|-----------------------------------|-------------------------------|
| Service delivery | Workshop facilitation | e.g. Facilitator | e.g. Workshop preparation and delivery | e.g. 3 | e.g. € XX.00 | e.g. € XX.00 |
| | | e.g. Facilitator's assistant | e.g. Workshop delivery support | e.g. 1 | e.g. € XX.00 | e.g. € XX.00 |
| ... | ... | ... | ... | ... | ... | ... |
| Grand total | | | | | | € XX.00 |

6.3 Subcontracting guidance

It is acceptable for bidders to sub-contract parts of the service but EIT Climate-KIC is keen to understand which elements of the service this would apply to. In your response, state which sections are proposed to be subcontracted and advise EIT Climate-KIC of the sub-contractor name and address (address is not required for an individual).

EIT Climate-KIC require at least one relevant reference including the name and phone number of a current contact within that organisation.

6.4 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with EIT Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT Climate-KIC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between an EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between EIT Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.2.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any EIT Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of EIT Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to EIT Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.