

Request for proposals

Conference venue for InnoEnergy's Corporate Day 2019.

www.innoenergy.com



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2. Overview of InnoEnergy

InnoEnergy SE is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners, we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets.

We work in three essential areas of the innovation mix:

- Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.
- Innovation Projects to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers.
- Business Creation Services to support entrepreneurs and start-ups who are expanding Europe's energy ecosystem with their innovative offerings.

Bringing these disciplines together maximises the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:

<http://www.innoenergy.com/about-innoenergy/>

3. Scope of work

InnoEnergy seeks to secure services of a hotel venue, for a two days event in December 2019. Corporate Day is InnoEnergy's annual internal event for its 200+ employees.

A. Venue requirements:

For the purpose of this tender we require you to submit a written proposal which describes your hotel facilities and capabilities to host 200+ people over a period of 2.5 days. Indicate which services you would perform in-house and which ones would require outside suppliers.

1. Indicate your hotel room and meeting space availability for the date 11-12 December 2019, arrival of the group 10 December or 12-13 December 2019, arrival of the group 11 December, for 200 rooms with single use. Breakfast and Wi-Fi included. The organizing team requires access to build-up all meeting rooms and the plenary room in the day before first event day.
2. Describe your dedicated flexible team: The hotel must be able to provide a dedicated team, before and during the event, that will be able to quickly understand and adapt to the complex nature of the event. Working language at InnoEnergy is English, and therefore language for the event is English.

3. Describe your plenary room and if it is suitable for round tables and cabaret seating for 200 PAX and gives enough space for a stage.
4. Describe the audiovisual equipment which is available for the plenary room or if you would need to seek the service of an outside supplier.

AV requirements:

- Stage of min. 2m x 7m long
- Screen and projector
- Sound system
- 3 hand held microphones
- 3 headsets microphones
- Comfort screen for speaker
- Clicker for slides
- 1 Laptop (set up in English)
- AV technician team during the entire event

5. Describe the hotel meeting rooms and the availability of 6 separate meeting rooms to host 30-35 people per room.

Requirements are:

- Availability during the full first day of the event.
 - Class room or cabaret seating
6. Describe the audiovisual equipment which is available for each meeting room or if you would need to seek the service of an outside supplier.

AV requirements:

- Screen and projector
- Sound system
- Clicker for slides
- Connection cables for own laptops to be connected to screen
- AV technician during the entire event

7. Describe the hotels availability for a staff room.

Requirements:

- Available all days of the event and day before the event
- Board style seating
- Printer and scanner (B/W)
- Electricity plugs
- Coffee machine, water bottles

8. Describe the availability of having an own welcome area with welcome desk with sufficient signage.

B. Catering requirements

Describe your catering services. The hotel must be able to provide the following services during the event:

Day 1: Set up of event by InnoEnergy

- Coffee machine in organiser office/staff room
- Water bottles and glasses during the entire day in the office/staff room

Arrival and check-in evening:

- “Get together” cocktail/ aperitif
- Informal dinner: buffet style with a mix of meat, fish and vegetarian options for 200 people in plenary room.
- Beer and wine, water and local fruit juices on buffet.

Day 1:

- Breakfast (to include in the room rate)
- Permanent coffee and water (still/sparkling) station close to plenary room
- Coffee break with fruits and sweets
- Lunch in buffet style with a mix of meat, fish and vegetarian options. Served in foyer of plenary room; standing tables

Day 2:

- Breakfast (to include in the room rate)
- Permanent coffee and water (still/sparkling) station close to plenary room
- Coffee break with fruits and sweets
- Lunch in buffet style with a mix of meat, fish and vegetarian options. Served in foyer of plenary room; standing tables

C. Social event - Dinner

InnoEnergy is hosting during this event a social dinner with cocktail and dinner for 200 people. Please propose, in case the hotel is not equipped or available to host this evening event, a venue close to the hotel. No tenderer hotel will be rejected in case they do not quote for the social event.

Requirements for the Social Event for 200 people:

- Welcome cocktail and aperitif finger food
- 3 course set menu with regional specialties (vegetarian and vegan options must be available for no surcharge)
- Red and white wine bottles on table, water bottles on table, beer on request
- Banquet set-up with white table clothes and napkins
- Open bar for 2 -3 hours after the dinner.

Audio-visual equipment for social dinner:

- Dance floor
- Sound system
- Lightening
- DJ set-up for after dinner

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) All participants must sign the Tenderers' declaration form attached and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	11 October 2019
Deadline for requesting clarification from InnoEnergy	22 October 2019
Deadline for submitting proposals	24 October 2019
Intended date of notification of award	25 October 2019
Intended date of contract signature	1 November 2019

Proposals must be emailed in **English** to the following address to:

Contact name: for the attention of Viktoria Schober and Amina Lang

E-mail: viktoria.schober@innoenergy.com & amina.lang@innoenergy.com

The proposal shall contain:

- **the technical response to the service requested (point 2).**
- **the financial offer (the price for the services.)** The Financial offer must be presented in **Euro**
Prices must be indicated as net amount + VAT.
- **an indication of supplier's insurance coverage.** The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in **Euro** per event per insurance.

Responses should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

4.3. *Validity of the proposals*

Tenderers are bound by their proposals for usually 90 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 60 days to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by InnoEnergy.

4.4. *Requests for additional information or clarification*

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. **All information requested or answered may only be done through written communication – email only.** Answers will be provided via the IE call for proposal section on the website. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: for the attention of Viktoria Schober

E-mail: viktoria.schober@innoenergy.com

The InnoEnergy has no obligation to provide clarification.

4.5. *Costs for preparing proposals*

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

4.6. *Ownership of the proposals*

InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

4.7. *Clarification related to the submitted proposals*

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

4.8. *Negotiation about the submitted proposal*

After checking the administrative compliance of the tenderers, InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, InnoEnergy shall provide further information about the proceedings and timing.

4.9. *Evaluation of proposals*

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 2 of the document.

Evaluation criteria:

Total technical score: 60 points maximum

1. Event logistics:
 - Hotel rooms and meeting rooms availability on requested dates. (maximum point 15)
2. Location: (maximum point: 10)
 - Accessibility of Hotel with public transport
 - Distance to airport and train station
 - Location of venue in City
3. Suitability for this event: (maximum point: 10)
 - Does it meet the expectations for this event?
 - Does the venue fit to InnoEnergy's corporate image?
4. Facilities and Equipment: (maximum point: 15)
 - Are the meeting rooms big enough to provide a comfortable meeting experience?
 - Does the venue have a variety of rooms as requested?
 - Does the venue provide AV equipment or does it need to be rented from a supplier?
 - Does the venue provide catering for the duration of the event?
 - Does the venue have the facility to host the social dinner event?
 - Are the hotel facilities accessible for people with disabilities?
5. Budget and insurance: (maximum point: 10)
 - The tenderers aim to send InnoEnergy their insurance coverage for this particular service along with the proposals/offers
 - Does the offer meet the budget for this event?
 - Does the offer include a discount?

Total financial score: 40 points maximum

6. Price or total cost: lowest offered price package shall receive the highest score, other shall be calculated in relation to that in linear equation (maximum point: 35)
7. Liability insurance (maximum point: 5)

Total maximum score: 100 Points

4.10. *Signature of contract(s)*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under item 4 above (an increase in InnoEnergy's contractual risk exposure is to be offset by the price). Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 10 days of receipt of the contract from InnoEnergy, the selected tenderer shall sign and date the contract and return it to the InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, InnoEnergy may decide to contract the second best.

4.11. *Cancellation of the proposal procedure*

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall InnoEnergy 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 InnoEnergy has been advised of the possibility of damages.

4.12. *Appeals/complaints*

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to InnoEnergy. The tenderers have **5** days to file their complaints from the receipt of the letter of notification of award.

4.13. *Ethics clauses / Corruptive practices*

The InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the InnoEnergy may refrain from concluding the Contract.

The supplier 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'). He should inform the InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

4.14. *Annexes*

Annex 1: Tenderers' Declaration form.

Annex 2: Draft Contract Template

Annex 3: Event agenda

