

Request for Proposals

Event Management Services for EIT Food's flagship summit, Next Bite, hosted every year in a different location across Europe

Deadline: January 24th, 2025 by 10:00 am CET

EIT Food – Improving Food Together

Knowledge & Innovation Community on Food,
part of the European Institute of Innovation and Technology (EIT)

<http://www.eitfood.eu>

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1. Invitation to Provide a Proposal

This document and its appendices constitute an RFP (Request for Proposal) issued by EIT Food IVZW for a potential procurement of event management support services (via framework agreement) to organise EIT Food flagship summit in 2025 and following years in different locations across Europe.

With this RFP, EIT Food provides information so that the tenderer understands EIT Food's requirements and scope for the services intended to provide a suitable proposal.

The submitted tender should be precise, correct, and comprehensive so that EIT Food is able to have a clear understanding about the tenderer, their ways of working with clients, their suggested expertise and services, and their delivery capacity to make an informed decision.

We invite interested parties to send us a proposal covering the scope of work defined in this RFP.

The selected contractor will sign **a one-year contract with EIT Food, with a possibility of extension of one year up to three times.**

Geographic scope: To ensure an effective client-agency relationship, and because our teams and activities are based across Europe, we are looking for tenderers based in Europe.

The submission deadline is **24th of January 2025, 10.00 am CET.**

Contractors should make sure to include in their offer all the costs described in the scope of services.

2. Overview of EIT Food

EIT Food is the world's largest food innovation community, creating connections right across the food system.

At EIT Food, we accelerate innovation to build a future-fit food system that produces healthy and sustainable food for all. To achieve this, we are leading the world's largest food innovation community.

Through a missions-led approach, we put improving outcomes for people and planet as the starting point for our work.

Supported by the European Institute of Innovation and Technology (EIT), a body of the European Union, we invest in projects, organisations and individuals that share our goals for a healthy and sustainable food system. We unlock innovation potential in businesses and universities and create and scale agritech startups to bring new technologies and products to market. We also equip entrepreneurs and professionals with the skills needed to transform the food system and educate and inspire the next generation.

Our innovation projects are delivered with a combination of industry, education and research partners to improve environmental and health outcomes, by developing solutions that align with our three missions:

Healthier Lives Through Food, A Net Zero Food System, and Reducing Risk for a Fair and Resilient Food System.

EIT Food headquarters (HQ) are based in Leuven, Belgium and it has 5 regional offices (Co-Location Centres or CLCs) in Europe (based in Poland, Spain, Germany, the UK and Belgium), each working with and for partners in several EIT Food partner countries.

For more information about EIT Food please visit www.eitfood.eu

3. What is Next Bite?

ABOUT THE EVENT

EIT Food's flagship summit, Next Bite, is held annually to inspire, connect, and enhance the experience of both EIT Food community members and external participants. This summit convenes gamechangers in food systems transformation to address critical challenges through policy dialogue, new developments, and innovative solutions to complex problems.

Next Bite offers participants a thorough overview of **upcoming innovations, trends, policies**, and leaders in the agrifoodtech space allowing each stakeholder to be part of the movement to create a future-fit food system.

The summit fosters the **exchange of knowledge and ideas**, showcasing **cutting-edge innovations** and sustainable practices that contribute to a more resilient and efficient food system. Leveraging EIT Food's unique reach in Europe and Israel, from corporates, to SMEs, to research institutes, politics and startups, this **inspiring** summit is a one-of-a-kind combination of stakeholders who are at the forefront of a global, interconnected **future-fit food system**.

Next Bite is an unparalleled gathering of the largest international innovation community in the agrifood industry, education and research partners, bringing together the game changers in food systems transformation and the world's leading food innovators, thought leaders and pioneers.

DATES AND TIMING OF THE EVENTS

Next Bite is traditionally held as an in-person event in mid-October, typically on the 15th and 16th, with a dedicated pre-event taking place on the 14th.

The dates for Next Bite 2025 have been announced and cannot be changed, and go as follows:

- Main event on **15-16 October 2025** (in-person event with recording of all sessions);
- Pre-event on **14 October 2025** from 13:00 to 18:00.

The Next Bite summit rotates annually among EIT Food's three European regions: Southern Europe (country to be confirmed), North & East Europe (Poland) and Western Europe (Belgium). The first edition took place in 2024 in Rome, Italy (refer to Annex 3 for an overview of Next Bite 2024), and the next years will go as follows:

- In 2025, the summit will move to Brussels, Belgium (Western Europe). Venue: Tours&Taxis
- In 2026, it will be hosted in Warsaw, Poland (Northern & Eastern Europe) – venue to be selected in collaboration with the chosen agency.
- By 2027, Next Bite will return to the Southern Europe region, continuing its dynamic journey across the continent – Country to be defined.

NEXT BITE'S MAIN OBJECTIVES

- 1. Be a catalyst for Dialogue and Networking:**
 - a. Drive dialogue between EIT Food community, external stakeholders, and the entire agrifood value chain, shaping the future of food in Europe.
 - b. Facilitate meaningful interactions and collaborations among participants, leading to potential partnerships and joint initiatives.
- 2. Maximise Reach and Engagement:**
 - a. Achieve widespread reach, engagement, and lead generation.
 - b. Strengthen connections with stakeholders across the food value chain.
 - c. Enable each stakeholder to be part of the movement to create a future-fit food system.
- 3. Demonstrate Impact:**
 - a. Showcase solutions and tangible results to inspire everyone attending.
 - b. Provide attendees with the tools to be innovative and leaders in the transition to a sustainable food system.
- 4. Support Innovation Ecosystems in Creating a Future-fit and Sustainable Food System:**
 - a. Support the growth of the ecosystem by connecting startups with investors, mentors, and industry leaders.
 - b. Share the latest on new policy developments and innovative solutions to complex problems as we steer the course towards a sustainable food landscape.
- 5. Provide knowledge and tools for the agrifood sector transformation for the greater sustainability and fairness:**
 - a. Exchange of knowledge and ideas, showcasing cutting-edge innovations and sustainable practices that contribute to a more resilient and efficient food system.
 - b. Empower attendees through practical workshops, showcases, inspirations, funding opportunities and more.
 - c. Offer all participants a thorough overview of upcoming innovations, trends, policies, and leaders in the agrifoodtech.

4. Scope of Services

The following section details the services we are looking for the contractor to provide. It also provides details on how interested contractors can submit a proposal.

To facilitate understanding and ensure clarity for contractors, we have divided the tasks into distinct Work Packages. These Work Packages outline specific responsibilities and deliverables, providing a structured framework for managing the event. Contractors are required to submit a proposal that encompasses the complete project management of the event, covering all Work Packages presented in this document. This includes managing all aspects of the event, ensuring its successful execution, and collaborating with all third-party suppliers (including venues, hotels, caterers etc.) to guarantee seamless integration and effective coordination.

WORK PACKAGES

This RFP is divided into 5 different Work Packages (WP):

- WP 1 – Venue Management and Logistics
- WP 2 – Accommodation
- WP 3 – Event Design and Management
- WP 4 – Food, Catering, and Sustainability
- WP 5 – Sponsorship Acquisition and Management

Contractors are required to submit a comprehensive proposal that addresses all work packages.

WP 1 - Venue Management and Logistics

For the 2025 edition of Next Bite the venue for the Main Event and Pre-Event has been secured: Tours&Taxi (refer to Annex 4 for details about the venue)

The venue should exude a modern aesthetic, positioning it as a central element of the event's appeal. EIT Food seeks to evoke a sense of innovation and future orientation, ensuring that the overall experience aligns with cutting-edge concepts. The venue must be well-lit, ideally with ample natural lighting, and large enough to accommodate Next Bite's open-concept setup, including all areas specified below. Furthermore, the venue must have sustainability policies, be accessible for individuals with varying mobility needs, and offer cost-efficient solutions.

The contractor's responsibilities include:

- 1. Venue Selection**
 - Evaluate the suitability and availability of potential venues in the designated city.
 - Recommend three venues with detailed information, including sustainable catering options (from Next Bite 2026 onwards – at least a year in advance).
- 2. Site Visits**
 - Organise venue visits in collaboration with EIT Food's Events Team.
- 3. Venue booking and liaison with venue staff:**
 - Venue Confirmation and Logistics.
 - Secure the chosen venue and manage all associated logistics for the summit.

Venue Requirements

- **Location**
 - Ideally situated in the city center or accessible areas outside the city with nearby hotels.
 - Conveniently reachable via taxi or public transportation from the airport or city center.
- **Type of Venue**
 - A privatisable conference center, convention center, dynamic startup venue, or an authentic, eco-friendly event space.
- **Environment:**
 - Open and dynamic, fostering innovation and creativity.

- Features a modern aesthetic that integrates seamlessly with the event's innovative and forward-looking themes.
 - Reflects elements of sustainability and the agrifood sector.
- **Size**
 - The venue should comfortably accommodate up to 1500 attendees and all the different areas described below. For reference, the 2024 edition took place at La Nuvola (Rome Convention Center) and the 2025 edition will take place at Tours&Taxis (Gare Maritime and Maison de la Poste).

For future editions, the contractor must secure venues for:

1. Pre-Event (around 14 October);
2. Pre-Event Dinner (evening of Pre-Event);
3. Main Event (around 15 & 16 October);

*For 2025 secure a venue for the pre-event dinner on the 14th of October for 200pax is required.

Pre-Event

The Pre-Event should ideally take place in the same venue as the main event.

As an alternative, EIT Food is open to considering a hotel/convention centre in the same city as the main event (not more than 15min away). The venue should have sufficient meeting rooms/spaces to accommodate the needs of the Pre-Event.

EIT Food is seeking venues with the **following characteristics**:

- Different areas/meeting rooms
 - **Plenary room** for 150 attendees with an efficient design and good acoustics to minimise the disturbance of the different activities
 - At least 6 **meeting rooms** for up to 50, 30, and 20 people
 - **Catering** – coffee break/coffee station area
 - **OPS room** for about 8-10 people

Pre-Event Dinner (to be included in the proposal for 2025)

Location: ideally close to the Pre-Event venue. If needed, transportation to and from the venue must be arranged and fully managed by the contractor.

The dinner requests for the Pre-Event will only be confirmed at a later stage.

This dinner is expected to have up to 200 guests. The contractor will be responsible for securing the suitable venue for the dinner and to manage the overall required organisation, namely: registration, transfers, catering, cloakroom, AVs, hosts/hostesses.

The dinner should be at a location that highlights the region's food culture and adds value to the overall event's experience. This should be followed by a Best Value for Money approach.

Main Event

The selected venue must include several designated spaces to accommodate plenary sessions, networking activities, side events or workshops, a catering area, a VIP lounge, and a marketplace area, as follows:

o Plenary & other stages

- Plenary stage: the main stage will feature 500 seats with an efficient design and optimal acoustics for a high-quality experience.
- Mission and Venture stages: there will be 2 Mission stages and 1 Venture stage, each accommodating 150/200 seats. These stages will host parallel sessions across both event days.
- Marketplace stage: located at the Startup Village, this more intimate stage will have 50 seats.

During Plenary sessions, no other sessions will take place, ensuring a focused environment. When the Plenary sessions are not being run, this stage will also be used as a Mission stage, creating a total of 3 Mission stages and 1 Venture stage.

The stages should be clearly visible across the large open space, with an efficient design and excellent acoustics to ensure a smooth flow of events. Stages should be silent (with headsets) to minimise the disturbance of marketplace and the networking activities/side events/workshops. The exception will be the Plenary sessions: during plenary sessions (as no other sessions will be taking place) the stage will not be silent.

- o **Networking space** one open, spacious hall with 50 to 80 tables for B2B matchmaking (tables numbered: 2 seats per table). The contractor will be responsible for the end-to-end set up of networking area, including the networking app.
- o **Startup Village area** one open, spacious hall to accommodate + 70 compact exhibition booths (refer to annex 3 for examples) allowing startups to showcase their products. The contractor will be responsible for the end-to-end set up of the marketplace booths. Booths to be ecologically produced with a creative, innovative & efficient design. Each booth to include space to add branding of the startup name/logo, a counter, two stools, and power connection. Possibility to recycle booths at end of event in good conditions.
- o **Catering area** – vendors or food trucks in the same open space as the other areas to sell meals to attendees paid meals suitable for up to 1500 pax. And Stations corner for startups to showcase their products.
- o **EIT Food Corner** – the EIT Food booth (min. 60 sqm) with a very central location, very noticeable and with an original setup. The EIT Food booth. Main objectives:

- Showcase EIT Food's story and impact.
 - Facilitate networking among attendees.
 - Provide an immersive experience with a cinema section.
 - A visual design that showcases our reach and impact since our inception, very visual. Represent each area of work (Entrepreneurship, Innovation, Education and Public Engagement) with success stories and integrate also regional dimensions, showcasing the collaborative efforts of our diverse networks across different territories. Visuals should be representative of what EIT Food is and our mission and objectives, without the need of having people explaining all day long and allowing attendees to immerse themselves in the immersive experience at their own pace. Include: screening area; photobooth; charging area; lounge seats; meeting point; fruits and veggies available
- o **Arts Corner** – an area where visual arts will be showcased. The needs will depend on the selected artists, it could be a photography exhibition, video art, or another visual art format. These installations could be either gathered on one Arts Corner or spread throughout the venue. The needs will depend on the selected artists, it could be a photography exhibition, video art, or another visual art format. These installations could be either gathered on one Arts Corner or spread throughout the venue. It should include an area for attendees to participate (during the event) in the creation of a large visual art piece related to the circular food economy.
 - o **Relax Area** – lounge area with seats for attendees to relax, have informal meetings/chats.
 - o **Speakers Room** – a comfortable area where speakers will meet before their sessions and prepare for the panels. It should not be an open space. It should be branded and have tables and chairs, but also lounge furniture, coffee/snacks area, sockets. This area will have restricted access.
 - o **Media Area** – a meeting point for Media representatives with key information about EIT Food that can also work for informal meetings with press
 - o **Interview Room** – an area close to the marketplace, but in a separate room to record interviews. To include armchairs, coffee table, book shelves, plants, and lighting suitable for interviews.
 - o **VIP Lounge** – a separate, comfortable, chill-out area with around 30 tables and chairs, lounge furniture, sockets, catering station. This area must also be branded and will have restricted access. To be accessed only by EIT Food Partners and Event sponsors. Should include registration desk at the entrance where badge QR codes can be scanned to filter entrance to selected group only.
 - o **Registration Area** – to welcome up to 1500 attendees of different types including: Regular Attendees, Exhibitors, Partners, Speakers, Media, Government, or EIT Food Staff. Different counters for the different clusters.
 - o **Meeting Rooms** – the venue must have available meeting rooms separate from the main area for parallel meetings of up to 10 people. These meeting rooms must be

furnished with chairs and tables (boardroom setup), have a projection system, and connection for hybrid meetings. A minimum of 3 meeting rooms is required.

- o **Cloakroom/Luggage Room** – must be located near the registration area for attendees to leave their belongings during the event.
- o **OPS room** - for about 8-10 people, located close to the marketplace. Including tables, chairs, printer, power outlets, internet connection, door lock.

WP 2 – Accommodation

Main Event (in 2025 on Oct 15 – 16 in Brussels, Belgium) + **Pre-Event** (in 2025 on Oct 14 in Brussels, Belgium)

The contractor will be responsible for securing suitable hotel accommodations for EIT Food staff and general Next Bite participants for a duration of three nights, with check-in on the 14th and check-out on the 17th (in 2025). These accommodations should meet the comfort, accessibility, and location standards specified by EIT Food.

In addition to staff arrangements, the contractor will manage the overall organisation and communication for participants attending the main event. This includes the following responsibilities:

Hotel Accommodation for Participants:

- Identify and recommend a selection of hotels that cater to a range of budgets and preferences, ensuring proximity to the event venue. Publication on event website with beneficial rates.
- Secure a range of suitable hotels with a minimum of 3* located close (walking distance) to the event venue and organise block bookings to accommodate participants during the event.
- Negotiate group rates and secure block reservations for participants.
- Provide participants with detailed booking instructions and deadlines.
- For EIT Food staff attending the event, liaise with the regional office managers for the invoices and payment, set up a registration form and manage their reservations according to EIT Food's guidelines.

Logistical Coordination:

- Ensure smooth coordination of room allocations for EIT Food staff and participants. Organise block bookings for 300 attendees with the hotels to ensure availability. Attendees will book and pay for the accommodation themselves or via their offices via link. Both invoice and credit card will be needed as payment options. Rooms should be either a twin room or double room for single occupancy. Ensure an attrition policy is in place with a deadline for a final number without penalty.
- Manage any special accommodation requests, including early check-ins, late check-outs, and accessibility needs.
- The contractor will manage the accommodation process end to end, including the contract with the chosen hotel, day to day management of rooming lists and updates. The contractor will have a dedicated point of contact that will liaise with EIT Food's staff involved in the accommodation

process (Events Team, Office Managers, general staff) and ensure each region receives their invoices. The hotel management will be done by the contractor.

Communication and Support:

- Develop and distribute a clear guide for participants, including hotel information, check-in/check-out procedures, and transportation options between the hotels and the venue.
- Establish a communication channel for handling inquiries or last-minute changes related to accommodations.

Sustainability Considerations:

- Prioritise hotels with sustainability policies, such as eco-certifications, energy-efficient practices, and sustainable dining options, aligning with EIT Food's values.

WP 3 – Event Design and Management

The successful delivery of an impactful Next Bite (including the pre-event) requires a combination of creative vision, meticulous planning, and efficient execution. WP 3 focuses on the design and management of actions that align with the strategic goals of the project, ensuring their effectiveness in engaging target audiences, fostering collaboration, and achieving intended outcomes. Therefore, the contractor should be in charge, but not limited to, the following:

EVENT MANAGEMENT

- Full project management of Next Bite.
- Set up, manage, and execute a comprehensive project timeline for the event in a project management platform selected by EIT Food, including post event actions and impact assessment.
- Regular progress meetings and updates with EIT Food's event team.
- Coordination with all stakeholders, including speakers, partners, sponsors, and vendors.
- Management of all logistics and suppliers, including Venue, Avs, Catering, Furniture, Build up, External Speakers, Registration, Customer Support, and others needed to the event.
- Onsite presence before the event days to set up the venue, during the event days (hiring of hostesses as necessary) to manage the running of the event's programme, (namely, coordinate logistics, manage suppliers, attendees registration) and after to build down the event venue.

EVENT DESIGN

The contractor will be responsible for the look and feel of the event; whilst also making sure it follows the EIT Food brand guidelines and the event visual identity. Designing the look and feel will include:

- o The physical design of the actual venue in a sustainable way (decorations, stands, branding coherent with event branding and available materials), also including the open space for the networking and marketplace booths for the startups. Should feel new, vibrant, inviting, open, lighted.

- o Design, produce, implement, and manage development of the event branding materials based on the Next Bite branding guidelines developed by EIT Food (in line with EIT Food branding guidelines). Designing and producing all materials, digital and printed including all onsite branding (such as banners, backdrops, badges, signage, merchandise).
- o Manage all tasks related to the exhibitors (booths and posters): designing the booth template (the same for all startups), collecting materials from startups, creating each artwork, send for approval, produce all materials. The management of the Startups includes their registration, as well as setup coordination during the build-up day.
- o Contribute to the Carbon Footprint Strategy and ensure the implementation of the Carbon Footprint plan ensuring environmental responsibility.
- o Provide renders of all areas for EIT Food's Events Team to assess and approve before production
- o Next Bite has an open concept with several different areas (listed above under the Venue Work Package section).

PROGRAMME

- o Provide proposals and ideas to shape the events concept and format to improve the event experience, including advice on the format of specific sessions to break away from standard conference interactions and make the events more engaging.
- o Provide options/ideas for cultural segments such as singers or dancers to be included in the programme and/or as part of the Arts Corner. All management of any potential artist/s to take part in Nex Bite will be done by the contractor (including contract and payment).
- o Advising on agenda and format Next Bite when requested (content primarily managed in-house).
- o Propose potential keynote speaker/s and speakers from EU / national institutions and other major initiatives in the field of agrifood. Provide EIT Food with the names of high-profile speakers in the field on a global scale. Additionally support in reaching out to these speakers, particularly in cases where we may not have direct contacts.
- o Coordination of speaker invitations and confirmations. Follow up to ensure they are informed and send their details (bios, photos, session description), as well as payment management and travel and accommodation arrangements for speakers when requested by event team
- o Provide speakers and moderators with a detailed briefing on logistics keeping them informed of all details about the even and specific guidelines considering their role. Provide support in organising briefing calls with speakers and moderators (usually one per session) to shape the content of the sessions and speaker presentations in close collaboration with the EIT Food Events team.

- o Assign experienced team members to support speakers onsite during the event days (from the speaker's arrival to departure) to ensure the speakers' participation in the event is a smooth, enjoyable and well organised experience.

- **REGISTRATION & NETWORKING APP**

- o Setting up and managing a customisable online registration platform for Next Bite. Including the setup of the registration form and creating and sending emails during all phases of the event (from the opening of registration to the post-event emails).
- o Implement a selective ticketing process where attendees can apply, allowing for approval to ensure the right mix of participants.
- o The registration platform must include data-tracking, paid ticketing (different types of tickets and discounts) and invoicing options.
- o Preparing sustainable badges (and lanyards) for all attendees. Badges must include a QR code to be scanned across the venue to control access to the restricted areas and social events (such as the Pre-Event Day dinner), as well as to provide post event metrics on attendance.
- o Careful overview and management of track session registrations on the registration platform and allocation of these to appropriate areas in the venue of the Pre-Event.
- o There will be no need for attendees to register for the different sessions during the Main Event, nevertheless, tracking onsite the number of attendees per session and per stage is needed.
- o The contractor will be responsible for tracking the registrations and providing EIT Food with weekly updates and accurate results. Manage and keep track of the list of attendees including Pre-Event, Pre-Event Dinner, Main Event, Private areas (such as VIP area or Speakers' Room). Registration numbers to be tracked by month (evolution of registration) and region/country. Attendance to be tracked per day and including total numbers (without duplicates).
- o Set up and management of an interactive events networking application, where EIT Food partners, external stakeholders and staff can network with event attendees. The networking app should be linked to the registration platform to avoid double registering.
- o Onboarding Attendees through the event app and provide a clear guideline of how to use the app that will allow attendees to schedule onsite 1 to 1 meetings (allocation of tables to each booked meeting must be done automatically).
- o The contractor will be responsible for managing all onsite registration and accreditation.
- o GDPR and Photo and Video consent must be part of the registration form.

- o Registration Platform main requirements:
 - ♣ 1. Contact management: a database of potential attendees, partners, sponsors, speakers, exhibitors (integration with Salesforce + other tools like Food Hive, Website, and Mailchimp)
 - ♣ 2. Customizable and user-friendly registration forms / Simplified registration + mobile optimization
 - ♣ 3. Several ticket types + payment process with different payment gateways
 - ♣ 4. Automated Confirmation Emails (with branding)
 - ♣ 5. Monitor the ticket sales for different kind of tickets and category of participants (regular attendees, partners, corporates, students, speakers, staff) and monitor attendance
 - ♣ 6. Block calendar on some slots: dinners, plenary, etc.
 - ♣ 7. Printing Badges + attendance scanner and allowance to different areas
 - ♣ 8. Networking App integrated – attendees' profiles, schedule meetings, allocate meeting tables/areas, locate attendees withing the venue
 - ♣ 9. Brand customization
 - ♣ 10. Design and UX: mostly for the front office, but a straightforward back office for admins as well
 - ♣ 11. Satisfaction survey after event
 - ♣ 12. Customer Support – ensure users receive the needed support
 - ♣ 13. Data Security measures
 - ♣ 14. Reporting and Analytics
 - a. In-platform data such as registrations, revenue, failed submissions etc - ideally presented in a visual and shareable format
 - b. Connection to our Google Tag Manager to enable our own analytics event tracking and implementation of our Cookie Consent tool to allow for user journey tracking and attribution.
- **CONTENT MANAGEMENT**

Next Bite's website is hosted by EIT Food. The contractor will upload and update all the website content related to Next Bite, such as Programme, Speakers (including photos and bios), Sessions (including descriptions), Partners (including logos), Exhibitors, and any other content needed on the event's website.
- **CUSTOMER SUPPORT**
 - o Management of the EIT Food's event mailbox, replying to emails from attendees and flagging issues to the team. Extra support needed close to event.
 - o Management of all networking app related issues.
 - o The contractor will be responsible for registering and confirming participants and responding to email inquiries from attendees.
 - o Customer care onsite: helping attendees or staff with practical problems like their badges, information or any additional needs.

- **AUDIO- VISUALS (AVs)**

- o Setting up and running all Next Bite 2025 needs including: stages, lighting, sound, recording, screens. As well as all needs for the different Next Bite areas.
- o Recording of all sessions to be shared with attendees after the event.
- o Record interviews taking place in the Interview Room as well as throughout the venue.
- o Provide all recordings (photo, video coverage, interviews, and sessions) of the event by uploading all selected footage (organised and ready to share) to a platform selected by EIT Food.
- o Internet Connection – the entire venue must have high-quality WIFI coverage. One connection for attendees + one connection for staff + one connection for registration.

- **PERSONNEL**

The contractor will also be responsible for finding and contracting suitable personnel to deliver the event. The tasks that these people will be responsible for include:

- o Hosting
- o Tech
- o Registration
- o Catering
- o Photographers / Videographers
- o Build Up / Dismantling

We want to stress the importance of diversity and gender balance in all personnel contracted and present at the venue.

- **REPORTING**

- o Development of a satisfaction survey (included in a post event thank you message to be sent right when the event ends) for participants to complete.
- o Final report with follow-up, outcomes, metrics and improvement recommendations.
- o Holding a post-event review meeting with EIT Food to review event successes and learnings.
- o Production of an impact assessment and post-event report (including but not limited to a summary of attendance, key highlights, carbon footprint and networking numbers).

- **BUDGET**

- o Manage end-to-end the agreed allocated budget (for project management and event third-party costs) including invoicing and payments.
- o The contractor will be responsible for all payments to suppliers.
- o Provide EIT Food with a monthly budget expenditure update during the course of the project and a comprehensive budget report post-event (within the agreed deadline) showing a comprehensive list of event expenditures with linked invoices.

Pre-Event

The Pre-Event is an integral part of Next Bite and the contractor must manage it following the same guidelines listed in the previous section. The pre-event will be held on the day before the main event's Day 1, from 13:00 to 18:00, and will feature a series of sessions designed for approximately 250 key strategic partners of EIT Food. It must include:

- o **Registration for pre-event and main event**
- o **Plenary room** for 150 attendees with an efficient design and good acoustics to minimise the disturbance of the different activities
- o **At least 6 meeting rooms** for up to 50, 30, and 20 people with projection, sound system, and wifi.
- o **Catering area** – coffee breaks/coffee station and water available inside each meeting room

WP 4 – Catering

As a food focused organisation, it is particularly important that the food we serve adheres to some guidelines:

- Sustainability is key - locally and sustainably sourced
- Implementation of sustainable practices (minimising waste, eco-friendly materials). No single-use or plastic tableware
- Predominantly vegetarian, no beef
- Support of local food businesses, e.g. food trucks.
- The catering options must be diverse (including vegan and vegetarian options), have a high-quality standard, and fair prices.
- Solutions in place to ensure that there is zero food waste.
- Possibility to bring in some of EIT Food's own food solutions from startups to be prepared and served within the catering menus
- Management of food waste, distribution to NGOs or similar to reduce food waste by redistributing surplus food to non-profit organizations or implementing other related initiatives. No food waste.
- Reporting on the event's environmental impact.

The contractor will be responsible for all the catering during the Pre and Main Event (including the Pre-Event dinner). Catering must be sustainable, emphasising locally sourced, plant-based options, and allowing involvement of EIT Food startups in the food concept. EIT Food must receive the proposals for approval at least 3 months before the event. The following must be included:

- **Main Event**
 - o **VIP Lounge** permanent refreshments and snacks throughout the two days
 - o **Speakers Area** coffee and snacks station
 - o **Media Area** coffee and snacks station
 - o **Catering area** vendors or food trucks inside the venue's opens space where marketplace is located to sell meals to attendees. Paid meals suitable for up to 1500 pax

- Include food concept for **Stations corner** and further support with development of the idea and implementation with our startups and/or ensuring sponsors. This corner should include countertops and sufficient power/refrigerating/storage capacity for startups or corporates to cook and present their creations for the general audience.
 - Day #1 **Networking cocktail**: drinks and snacks after the end of the programme (at the event's venue).
 - Day #2 **Farewell Cocktail**: drinks after the closing session (at the event's venue).
 - **Startup corner** - the catering area should also include a separate corner/show area with around 15 counters and sufficient power/refrigerating/storage capacity where startups can cook and present their creations for the general audience. This area should include innovative elements so that entrepreneurs can present their agrifood startups in a different atmosphere. The contractor will liaise with the startups and providers.
- **Pre-Event**
 - Permanent coffee stations: beverages and small snacks and fruits.

Pre-Event Dinner

- The Pre-Event dinner will be a 3 to 4 course meal with a menu that reflects what EIT Food advocates for in terms of sustainability, quality, locally sourced, and diversity. Needs to have vegan options.

WP 5 – Sponsorship Acquisition and Management

The objective of WP 5 is to secure and manage sponsorships for the event, ensuring the selection of high-quality sponsors, creating tailored sponsorship proposals, and effectively managing sponsor relationships throughout the event lifecycle. This will enhance funding opportunities and foster valuable partnerships. The contractor will collaborate with EIT Food to develop and implement a comprehensive sponsorship strategy, including the creation of an attractive sponsorship package. Additionally, the contractor will actively engage with potential sponsors, communicate the benefits of sponsorship opportunities, secure their involvement, and oversee sponsor activation during the event.

Key Deliverables

- 1) Sponsorship Package Improvement and Strategy Development: Refine and strengthen the sponsorship package, ensuring it aligns with event objectives and offers compelling benefits for potential sponsors. Develop a comprehensive strategy to attract high-value sponsors.

- 2) **Sponsorship Acquisition and Contracting:** Identify and approach potential sponsors, negotiate terms, and secure sponsorship agreements. Build and nurture relationships with sponsors to ensure long-term partnerships.
- 3) **Sponsorship Implementation and Activation:** Manage the activation of sponsorship agreements throughout the event, ensuring sponsors' expectations are met and their involvement is maximised.
- 4) **Post-Event Reporting and Evaluation:** Provide detailed post-event reports, including an evaluation of sponsor satisfaction, effectiveness of sponsor activation, and overall event success in achieving sponsorship objectives.

METHODOLOGY AND ORGANISATION OF WORK

Within EIT Food, the Events Manager will lead the project and act as the main point of contact. However, the contractor is expected to work with different teams and members of staff within EIT Food in preparation of the event.

EIT Food and the selected contractor will organise a kick-off meeting to initiate the project and share all the necessary information.

The successful contractor (responsible for the event's overall management) will have to adopt a detailed planning for the execution of all event-related activities and will have weekly or biweekly catch-up teleconferences with EIT Food to ensure the correct implementation of the agreed work plan. The contractor will have to provide EIT Food with monthly time sheets of hours spent on different tasks, aspects and workplan of the projects. The contractor will have to manage end-to-end the budgets allocated by EIT Food for the events (project management and event third-party costs) including invoicing, payment, and post event reporting. In this context, the main contractor will have to provide EIT Food with a budget expenditure update on a monthly basis during the course of the project and a comprehensive budget report post-event (within the agreed deadline) showing a comprehensive list of event expenditures with linked third-party invoices.

The successful contractor will have to be able to keep an open line of communication using different means and platforms such as regular meetings, email exchange with timely responses, keeping the SharePoint and Trello board updated.

The timeline for the project must include the contractor's team breaks (public holidays and holidays) and the contractor must ensure that, when there are breaks, the streams are covered by another team member.

The contractor will ensure timely responses throughout the project.

TIMING AND PLANNING OF THE 2025 EDITION

Tentative timeline of pre- and post-event activities:

Project kick off meeting with EIT Food and agency	By March 2025
Provide the timeline and project tasks for the project into a shared project management platform (example Trello)	By March 2025
Venue and accommodation site visits in Warsaw	March/April 2025
Sponsorship Support Plan ready for review by EIT Food	By March 2025
Event website and registration portal live, ensuring all necessary data is in place and the tracking of the customer journey seamlessly.	By 20 March 2025
EIT Food to receive accommodation options in Brussels	By 21 March 2025
Venue, partner dinner venue and accommodation visits in Brussels (EIT Food team and contractor)	March/April
First invitation of speakers/participants	By 11 April 2025
EIT Food to receive venue/restaurant options for Pre-Event Dinner	By 11 April 2025
Updated programme + invitation of speakers	By 22 April 2025
Second invitation of participants + first confirmed speakers	By 15 May 2025
Third invitation of participants, final programme + confirmed speakers	By 27 May 2025
All speakers + MC confirmed	By end-May 2025
Venue final set-up proposal brief & catering menus ready for approval by EIT Food	By 10 June 2025
MC + Speaker briefing sessions	1-30 September 2025
Event run-of-show and participant packs sent	By 3 October 2025
Onsite venue set up and preparations	12-14 October 2025
Event days	Main event: 15-16 October 2025 Side events: 14 October 2025
Thank you email with survey + ticket draw for 2026	16 October 2025 (after event)
Thank-you email with event photos, videos, and all recordings	By 23 October

Post-event survey results ready for review by EIT Food	By 30 October
Final event budget & accompanying invoices ready for review by EIT Food completed	By 31 October 2025
Post event report ready for review by EIT Food	By 5 November 2025
Final event invoices sent to EIT Food for payment	By 20 November 2025

These dates are indicative and subject to potential changes depending on several internal and external factors. For the following editions, a Gantt Chart will be agreed upon by the contractor and EIT Food.

Term

The term of the Framework Legal Services Agreement shall be until 31st December 2025, with possible annual extensions, up to a maximum total duration of 4 years. In the case of continuing activities beyond 2024, all tasks and budget will be established in a new statement of work.

5. Proposal Process

5.1. Participation

Participation in this proposal procedure is open to the tenderers. The tenderer will be selected based on the Evaluation Methodology and Criteria indicated in section 5.9.

5.2. Proposal Response

The proposal shall contain a "Service Response", a "Team Outline" and a "Financial Offer". Proposals should not exceed 15 pages and should be submitted as email attachments (no links).

Service Response

The service response to this RFP must be sent in a PDF format following structure/chapters and should at least include the tenderer's proposal on the following topics:

1. **Identification and overview of the tenderer.** Including a named point of contact, the registered address and an overview of the company and portfolio with previous events organised with the same or large scale in different European countries.
2. **Team outline.** Outline the team who would provide this service for EIT Food. The successful contractor will provide their team proposal, listing the names and job titles of the team that will manage Next Bite. This should include a senior and experienced project manager that will be the main point of contact and will oversee and lead the event and manage the daily communications / follow up of action points with EIT Food's Events Manager and with different teams/ members of staff within EIT Food. The team outline should include the following:
 - An overview of the people who would support EIT Food for Next Bite management.
 - High level experience summary for your team members.

- Methodology and organisation of work.
- Rationale for the team.
- Designated initial point of contact.

3. A **preliminary plan** of where, when and how contractors would deliver the event.

Submit a **draft render for Next Bite 2025** that provides a clear visual representation of the event's overall look and feel. This should include elements such as the event layout, design concepts, and atmosphere, capturing the essence of the brand and the intended experience. The render should showcase key areas such as the main stage, networking spaces, and any unique features or thematic elements, helping to convey the mood, style, and tone of the event.

4. Submit a minimum of three **suitable conference venues for Next Bite 2026 in Warsaw**, scheduled for October 15-16, with the pre-event taking place on October 14.
5. **Financial offer.** The financial offer should be provided in Euros and focus on Next Bite 2025 in Brussels, excluding the event venue costs but including accommodation in Brussels. Additionally, the offer should cover the venue search and booking in Warsaw, as well as any other anticipated actions necessary to ensure the success of Next Bite 2026. The financial offer must specify the budget allocated for each work package as well as the allocated amounts for actions in 2025 (including the selection of the venue for 2026 and any other anticipated actions necessary to ensure the success of Next Bite 2026). VAT should be clearly stated separately. Please note that the selected contractors will be responsible for all relevant subcontracting (Venue, AVs, Catering, Staff, Build up, External Speakers, etc.). The budget breakdown submitted by contractors must include real estimates for all main costs listed in this tender to present a realistic overview of expected total costs for the event. The document must be provided in an excel format.

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 confirms that the individual submitting the natural or legal entity's proposal is duly authorised to bind its entity to the proposal as submitted. The tenderer also confirms 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.

Experience and Suitability: Agencies with demonstrated experience in organising events of a similar size across various European locations will be highly valued. It is essential to provide proof of the agency's capability to deliver events in multiple countries.

The selected contractors will be chosen following best value for money principles.

5.3. Submission of proposal

	Date
RFP published on EIT Food's website + sent to the potential suppliers	17 December 2025

Deadline for requesting clarification from EIT Food	9 January 2025
Deadline for submitting proposals	24 January 2025, 10.00 am CET
Interviews (if requested by EIT Food)	31 January to 5 February 2025
Intended date of notification of award	10 February 2025
Intended date of contract signature	28 February 2025

After the above-mentioned deadline of submission, EIT Food will not accept any proposals coming in.

EIT Food retains the right at any moment of the process to stop the RFP process if required. This RFP is not to be construed in any way as an offer to contract with the tenderer/s.

The tenderer/s must not communicate with any other personnel of EIT Food regarding this RFP. All information supplied in connection with the RFP regarding EIT Food as a result of this tender process shall be treated as confidential and shall not be disclosed to any third party. Likewise, all information not in the public domain and included in the tenderer's proposal will be treated in confidence by EIT Food.

Please submit proposal **by 24th of January 2025 at 10.00 CET**. EIT Food will then decide and enter into a contract with the successful party.

Proposals must be emailed in English with the subject line "Next Bite RFP + name of the agency" to events@eitfood.eu

5.4. Validity of the proposals

Tenderers are bound by their proposals for 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 EIT Food.

5.5. Requests for additional information or clarification

In case the tenderers require additional information or clarifications, these should be addressed to the contact indicated below. All communication between EIT Food and tenderers is only possible in writing, all requests will be done and answered by e-mail only. All questions should be sent prior to deadline for requesting clarification as specified in Section 5.3.

Contact events@eitfood.eu

EIT Food has no obligation to provide clarification.

5.6. 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.

5.7. 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, EIT Food may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All communication between EIT Food and tenderers is only possible in writing, all requests will be done and answered by e-mail only.

5.8. Negotiation about the submitted proposal

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

5.9. 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.

Award criteria:

1. Proposed Services (maximum: 50 points)
 - a. Relevant project experience, expertise, and competences of the proposed project teams.
 - b. Methodology approach of project and proposed project implementation.
 - c. Creative, original, and strategic input to shape the event concept and format.
 - d. Capability to organise events with similar characteristics in different cities across Europe.

- e. Strategies to minimise the event's environmental footprint.
2. Team profile (maximum: 20 points)
 - a. Rationale for selecting your core team.
 - b. Core team/account manager profile alignment to EIT Food's needs.
 - c. Capability of broader team

Total technical score: 70 points maximum

1. Price or total cost: lowest offered expert unit price shall receive the highest score; the score for other offers shall be calculated in relation to that in linear equation (maximum: 40 points)

Value for money: 30 points maximum EIT Food will review the proposals based on both price and quality with an overarching objective to achieve best value for money. The highest score will be given to the lowest fee among the participating companies.

Total maximum score: 100 points

The results of the award procedure will be communicated in writing (via e-mail) to the successful and unsuccessful tenderers.

5.10. Signature of contract

Please refer to Annex 1 for the template contract that shall apply to this procedure. Any changes desired by the tenderer in the provisions contained in the body of this Service Agreement must be communicated to EIT Food as part of the proposal of such tenderer. Any such changes will be considered as part of the evaluation of the proposal of each tenderer.

Within 5 days of receipt of the contract from EIT Food, the winning tenderer shall sign and date the contract and return it to EIT Food. Upon receipt, EIT Food shall countersign and return one signed copy of the contract to the winning tenderer.

5.11. Cancellation of the proposal procedure

In the event of cancellation of the procurement procedure, EIT Food will notify tenderers of the cancellation. In no event shall EIT Food 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 Food has been advised of the possibility of damages. In the event of an issue arising from the negotiation between the agency and a 3rd party (misunderstanding/didn't respect deadlines etc), EIT Food are not

responsible for any refunds. The issue should be resolved directly by the agency to arrive at a workable solution as soon as possible.

5.12. Ethics clauses / Corruptive practices

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

Annexes

Annex 1: Contract Template. The Contract Template is provided for information purposes only and might be subject to considerable modifications.

Annex 2: Declaration of Honour

Annex 3: Next Bite 2024 – overview

Annex 4: Next Bite 2025 – venue

Annex I – Contract Template

FRAMEWORK AGREEMENT EIT FOOD _____

This Framework Agreement (the "Agreement") is entered into by and between

EIT FOOD IVZW, an international non-for-profit association under Belgium law with registered address at Ubicenter A, Philipssite 5 (bus 34), 3001 Heverlee with enterprise number 0672.423.992 herein represented by [.] , acting as [.] and [.] as [.]

(Hereinafter referred to as "EIT Food" and/or the Party),

And

_____. with registered address at _____, _____ and registered under the number Vat Nr: _____ herein represented by Mr. _____ -acting as (hereinafter referred to as the "Contractor" and/or the Party)

(Hereinafter when referred collectively as to "the Parties"

WHEREAS EIT Food is Europe's leading food innovation initiative, working to make the food system more sustainable, healthy and trusted.

WHEREAS EIT Food requires that Contractor provides certain services to support in _____, as further defined in the article 2 and in the attached Annexes I (RFP) and II (Tender). To obtain said services and/or products, EIT Food has conducted a procurement procedure in accordance with its own procurement policy in which it launched a request for proposal (RFP) for the assignment: " _____ " (hereinafter "the Assignment")

WHEREAS, The Contractor has submitted its offer on _____ 2022 - (hereafter referred to as the Tender). The Tender of the Contractor meets the requirements set by EIT Food and said proposal was scored as the offer which is expected to obtain the Best Value for Money.

WHEREAS, Contractor agrees to perform the Assignment, all upon the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

Article 1.- DEFINITIONS

The following terms used in this Agreement shall have the meaning as set forth hereafter:

Agreement – This Framework agreement under which the Sub-assignments will be executed in accordance with the RFP.

Annex(es) – Integrated part of this Agreement as documented in an attachment to this Agreement.

Assignment – The complete services and products that Contractor will deliver in accordance with the RFP and the Agreement. The Assignment is explicitly described in article 2 and in the Appendixes for the details.

Confidential Information - Any information disclosed by one Party (“Disclosing Party”) to the other Party (“Receiving Party”) under this Agreement (i) that is clearly marked as proprietary and/or confidential when disclosed or, (ii) from which the confidentiality and proprietary nature can be reasonably interfered under the circumstances. Without limiting the generality of the foregoing, the terms and conditions of this Agreement, including prices, are Confidential Information of both Parties.

Consortium – A group of legal entities in the capacity of Contractor who are jointly and severally liable for the performance of the Assignment.

Contractor – The legal entity (or entities in a Consortium) that submitted the winning Tender in accordance with the Assignment and corresponding requirements as formulated in the RFP.

PA (Partnership Agreement) - The agreement between EIT Food and the European Institute of Innovation and Technology. The FPA lays down the conditions under which EIT Food and the European Institute of Innovation and Technology work together, a.o. with respect to organizing the KIC Activities and receiving the funding from the European Institute of Innovation and Technology.

Legal representative – The natural person who, according to the corporate regulations of Contractor, is entitled to bind the Contractor legally.

CLCs – Co-location centres of EIT Food established in Reading, Warsaw, Madrid, Leuven and Munich.

RFP (Request for Proposal) – Underlying document with which Contractor was asked to submit its Tender provided that it was fulfilling the minimum requirements.

RFP documents – All documents (including the RFP) that are provided by EIT Food during the procurement procedure.

Service(s) and/or Products – Requested services and/or products as defined in this Agreement and its Appendices which will lead to achieving the defined goals.

GA – (Grant Agreement) The Agreement that sets out specific terms and conditions and rights and obligations that are applicable to the specific grants awarded to EIT Food.

Sub-assignment – Detailed (partial) assignments within the scope of the Assignment on which the provisions of the Agreement are applicable. The execution of Sub-assignments will always be preceded by consultation of Parties and an order confirmation and will be reflected in a Statement of Work.

Tender/ Proposal – The winning offer of the Contractor on which EIT Food determined this offer to be the offer which provides the best value for money.

Third parties – All parties except: EIT Food, Contractor and all their affiliated entities.

Working day – A calendar day, not the Saturday or Sunday, not an internationally respected holiday and/or the equivalent of such a day as respected by EIT Food.

Article 2.- SCOPE OF AGREEMENT AND SERVICES

2.1 This Agreement applies to all Services to be rendered by the Contractor to EIT Food as further described in the Tender and in the Sub-assignments following from this Agreement. The main objective of the Assignment is:

Further details on the scope of work of the current Framework Agreement can be found in Annex I (RfP).

2.2 EIT Food may, based on this Agreement, provide Contractor with an order to perform Sub-assignments (additional services as described in the RFP documents and the Tender). This

Contract applies to all Services to be rendered by the Contractor to EIT Food as further described in future specific contracts/statements of work, and which will form annexes to this Contract in Annex. The statement of work template is attached as annex III.

Any specific request for services will result in a separate specific contract (statement of work) for specific Services to be rendered between EIT Food and Contractor. The specific statement of work will provide the detailed arrangements for the Services to be rendered thereunder and will be established in accordance with the Annex.

2.3 The following documents (attached as annexes to this Agreement) are an integral part of this Agreement. The Parties agree that all provisions on Contractors forms are deemed deleted. To the extent there is a conflict between these documents than the first mentioned document will take precedence and govern:

- a. The Agreement:
- b. Request for Proposals (RFP) - Annex I
- c. The Tender as submitted on – Annex II
- d. SoW Template/ First Statement of Work – Annex III
- d. Declaration of honour Annex IV

2.4 Modifications or amendments to this Agreement shall be valid only if these are foreseen in the RFP documents and there is written prior consent of both parties to the modifications and/or amendments.

Article 3.- TERM

3.1 This Agreement has a duration of one year and starts on _____(hereinafter: “the Effective Date”).

3.2 This Agreement will be effective as of the Effective Date and shall remain in effect until _____ (“Initial Term”).

3.3 This Agreement may be renewed by EIT Food for three (3) consecutive twelve (12) month periods (“Renewal Term”) up to a total of 4 (four) giving Contractor written notice thirty (30) days prior to the expiration of the Initial Term or any Renewal Term. Notwithstanding the above mentioned, the Parties shall negotiate and agree on the extent and duration of the Renewal Term.

3.4 For the avoidance of doubt, the tacit reconduction of the Agreement cannot be interpreted as a renewed commitment from EIT Food.

Article 4.- PERFORMANCE OF THE SERVICES – REPORTING

Contractor warrants that the Assignment will be performed in a diligent and professional manner, in compliance with industry and legal standards, and in accordance with all specifications, instructions and/or documentation described in the RFP Documents, the Tender or as otherwise agreed.

Contractor guarantees that all services and/or deliveries that are carried out, are in accordance with the requirements of this Agreement.

Contractor is obliged to give due timely and responsible indication of the outcome of the Assignment.

Contractor will make a tailored offer (regarding the expected number of deployment hours) for each Sub-assignment in which it will provide EIT Food with multiple scenarios (at least two) regarding the level of expertise, so EIT Food can make an educated choice with regard to the deployment of the experts (on junior or senior level). For the remainder Contractor will, when carrying out the Assignment, take reasonable wishes (amongst which but not limited to wishes regarding the deployment of junior or senior employees) of EIT Food into account where possible.

Tailored offers with regard to Sub-assignments for copy/printing/” repro” activities can be challenged by EIT Food. EIT Food is not obligated to assign these activities to Contractor.

It is the responsibility of Contractor to further adjust the execution of the Assignment to changing conditions. Contractor will discuss impending relevant changes in statutory regulations impacting the execution of this Agreement with EIT Food in a timely matter.

Contractor shall immediately notify EIT Food of the (partial)completion of a Sub-assignment if EIT Food would otherwise not be aware of it.

Contractor reports monthly to which extent issues have occurred during the execution that influence the execution of the Assignment, and which are outside its control and responsibility.

EIT Food may, at any time during the progress of the Services, require additions, deductions, or deviations (all hereinafter referred to as a “Change”) of the Services. All Change requests must be in writing, include any agreed upon price or schedule changes, and signed by an authorised representative of each Party.

Contractor shall comply with all reasonable guidelines provided by EIT Food for the implementation of services described in the specific request for services.

Submission by the Contractor of all deliverables indicated in the Agreement shall be considered as the Contractor's report of services rendered. The deliverables and reports on progress of deliverables shall be submitted by e-mail on a weekly basis, alongside regular update calls.

The Contractor will ensure that the assigned services and/or deliveries continue in an undisturbed matter and are carried out properly and completely. The Contractor shall always ensure that continuation and execution is not interrupted due to illness, holidays or other reasons for the absence of personnel engaged for the services. The Contractor will immediately take the necessary measures to make the required facilities and/ or the deployment of replacement personnel, as the case may be.

The Contractor shall refrain from changing key personnel during the execution of this Agreement. If key personnel will have to be replaced, The Contractor shall consult with EIT Food regarding such replacements. It being understood that the final decisions regarding allocation of personnel always remains with the Contractor. The Contractor shall in any event be liable for any costs and expenses pertaining to the replacement of key personnel.

Article 5.- REMUNERATION, PAYMENT AND TAXES

5.1 Remuneration

The applicable hourly rates for the services are indicated in the Tender (_____) such as submitted by Contractor on _____.

These rates are fixed and specified by Contractor in Euros and excluding VAT.

Additional services will not be paid for unless the RFP documents contained an explicit possibility to do so, EIT Food gave an additional order and parties have written prior consent on the scope and price of the additional services.

Fees may be adjusted as indicated in the Tender for the first time at the first Renewal of this Agreement (_____) provided that the increases of fees can't exceed 5% from the previous financial year and provided that fee reductions are reviewed annually.

Contractor provides detailed statements regarding the services rendered for the time spent by its employees. This is only the case for change requests or additional functional support outside the scope of the current agreement.

5.2 Payment

5.2.1 The remuneration mentioned in article 5.1 will be specified and invoiced at the end of every month. Contractor will render the invoices for the Services performed following the conditions in the specific statement of work.

5.2.2 EIT Food shall make payment of a correct and undisputed invoice within thirty (30) days from the receipt of the invoice, unless otherwise agreed upon in the specific request for services. A “correct” invoice is an invoice that meets EIT Food’s invoicing requirements including, but not limited to, correctly reflecting the fee as agreed upon by the Parties as well as the description of the services ordered and provided. If the payment period defined herein differs from the maximum period permitted by the applicable law, the payment period shall be the maximum payment period permitted by such law.

5.2.3 EIT Food will, without prejudice to its obligation to pay, pay Contractor an interest equal to the statutory interest over the period after expiry of the said term that the invoice is stayed unpaid for invoices that remain unpaid for more than 30 days from the date of receipt of the invoice.

5.2.4 EIT Food is entitled to suspend payment of invoices or to automatically repay the amount collected by Contractor in case of alleged material misstatement of the facts. EIT Food objects to Contractor’s invoice before expiry of the payment period or within 30 days of direct debit. In that case Contractor will remain liable for the execution of the Agreement.

5.2.5 Invoices shall be paid electronically by EIT Food to the banking institution/account number provided by Contractor. In the event of a change of banking institutions and/or account numbers, Contractor shall provide the applicable EIT Food thirty (30) days prior written notice.

Taxes

5.3.1 Contractor shall take all necessary measures to comply with tax laws and regulations of each country in which it operates for the performance of this Contract.

5.3.2 Except as otherwise provided in this Contract, all duties, taxes and social insurance contributions ("Taxes") arising out of or in connection with Contractor's performance under this Agreement will be paid by Contractor. Contractor shall be solely liable for Taxes based on Contractor's net or gross income Contractor shall indemnify and hold EIT Food harmless from its failure to make payment of such Taxes.

5.3.3 The prices set forth in the Tender do not include any VAT or sales tax or any other analogous tax in any relevant jurisdiction (“Transfer Taxes”) and are inclusive of any other taxes, custom duties, levies and similar charges.

5.3.4 EIT Food shall be responsible for any applicable sales taxes ("Transfer Taxes") with respect to the prices paid for the Services and shall reimburse Contractor for any such Transfer

Taxes paid by Contractor on EIT Food behalf. Contractor will not charge an otherwise applicable Transfer Tax if the Services are exempt from Transfer Tax.

Article 6.- INDEMNITY LIABILITY AND INSURANCE

6.1. The services provided by Contractor shall always comply with the (local and international) regulations in force at the time of delivery. Contractor will discuss impending relevant changes in statutory regulations with EIT Food on time. Contractor indemnifies, hold harmless and defend the EIT Food against all claims in this regard.

6.2. To the maximum extent permitted by law, and except as otherwise provided in this Agreement, under no circumstances and under no legal theory, whether in tort (including negligence) contract or otherwise, shall EIT Food be liable to Contractor for any special indirect, punitive, incidental or consequential damages resulting from or arising out of or relating to this Agreement, even if EIT Food has been informed of the possibility of those damages.

6.3. Contractor will indemnify, defend and hold harmless EIT Food, its employees, agents, and the KIC Partners (“indemnitees”) from any losses, damages, claims and expenses (including court costs and reasonable attorney’s fees) that arise out of or result from: (1) injuries or death to persons or damage to property, including theft, in any way arising out of or relating to the services and/or deliveries, or any person or deliverable furnished by Contractor except to the extent directly caused by the negligence or wilful misconduct of EIT Food or Indemnitees; (2) assertions under workers' compensation or similar social insurance claims made by persons furnished by Contractor; or (3) Contractor’s breach of any obligations under the following clauses: Taxes, Intellectual Property Rights, and compliance with law.

6.4. Contractor will provide EIT Food, upon request, certificates or proof of insurance that are sufficient to cover the obligations of Contractor under this Agreement.

Article 7.- INTELLECTUAL PROPERTY, OWNERSHIP & EXPLOITATION

7.1. All (intellectual) property rights and related rights, including but not limited to copyright and patent rights, on all results of Contractor’s activities under this Agreement, as well as on the materials used and/or developed thereunder shall be vest with EIT Food. EIT Food shall maintain the full and unrestricted ownership of the information and materials it delivers to Contractor in the execution of this Agreement.

7.2 Contractor shall waive all rights relating to such results and shall not reproduce, publish or supply any such results to any third party without EIT Foods prior written approval.

7.3 Contractor is not permitted to use the word / figurative mark or other intellectual property rights of EIT Food in any way or for advertising, promotional and/or acquisition purposes, unless with prior written consent of EIT Food.

Article 8.- LEGAL REQUIREMENTS – GDPR

8.1 Contractor shall always during the term of this Agreement comply with all the legal requirements pertaining to its professional activities. EIT Food may request Contractor to provide proof of such compliance.

8.2 In the event Contractor qualifies as a processor as referred to in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) while Contractor processes personal data for EIT Food during the Assignment, Contractor guarantees the application of appropriate technical and organizational measures, for the processing to meet the requirements of the General Data Protection Regulation and the protection of the data subjects is guaranteed. Contractor processes personal data exclusively on commission and based on written instructions from EIT Food, except for deviating legal prescriptions.

Article 9.- TERMINATION

9.1 EIT Food may terminate this in the event the Contractor breaches any material term or condition and where such breach remains uncured for more than fifteen (15) days after the breaching Contractor is provided written notice of such breach.

9.2 EIT Food or Contractor may terminate this Agreement by written notice to the other Party if a proceeding is commenced against the other Party under any bankruptcy code and such proceeding has not been discharged, dismissed or terminated within thirty (30) days of its commencement.

9.3 Upon expiration or termination of this Agreement, Contractor shall cease performance of all Services. Notwithstanding the aforementioned, the terms and conditions of this Agreement shall remain in effect for any services not cancelled at such time and any services still to be provided shall continue until such services are completed unless otherwise requested by EIT Food. EIT Food's liability shall be limited to payment of the amount due for services provided up to and including the date of expiration, termination or cancellation.

Article 10.- CONFIDENTIAL INFORMATION

10.1 “Confidential Information” means any information disclosed by one Party ("Disclosing Party") to the other Party ("Receiving Party") under this Agreement (i) that is clearly marked as proprietary and/or confidential when disclosed or, (ii) from which the confidentiality and proprietary nature can be reasonably interfered under the circumstances. The terms and conditions of this Agreement are confidential to both Parties.

10.2 The Receiving Party shall (a) only use Confidential information to exercise its rights and fulfill its obligations under this Contract; and (b) maintain the confidentiality of Confidential Information and not disclose Confidential Information to any third party.

10.3 The Receiving Party's obligation of confidentiality and restriction on use shall not apply to information deemed Confidential Information by the Disclosing Party to the extent that the Receiving Party can reasonably demonstrate that the information was: (i) known to the Receiving Party before receipt from the Disclosing Party under this Agreement without restriction on use or disclosure or a breach of this Agreement at the time of disclosure; (ii) generally available to the public without any breach of this Contract; or (iii) was independently developed by the Receiving Party without use of the disclosed Confidential information.

10.4 Where the Receiving Party is obliged to disclose the Confidential Information, in whole or in part, to comply with a court order, a verdict, an administrative act or a statutory requirement, the Receiving Party shall notify the Disclosing Party thereof without delay and in advance of such disclosure and shall support the Disclosing Party in defending against the requirement for disclosure or seeking further protection of such confidential information.

10.5 In accordance with Disclosing Party's written instructions, Receiving Party will, at its own expense, destroy (and certify in writing such destruction) or return the original and any copies of Confidential Information, except for a copy of the Confidential Information to be kept in accordance with the Receiving Party's professional standards in order to meet legal requirements. The Disclosing Party shall only provide such Disclosing Party's own or a third party's Confidential Information where such Disclosing Party has the right to do so.

Article 11.- SPECIAL CONDITIONS

11.1 Contractor acknowledges the obligations of EIT Food under the PA and the GA, that EIT Food receives grants from the European Institute of Innovation and Technology and that EIT Food has the obligation to comply with controls, checks and audits and investigations (hereinafter “Audits”) that may be carried out by the European Institute of Innovation and Technology, the European Court of Auditors and/or the European Anti-Fraud Office (OLAF). Contractor shall do everything that is necessary to enable EIT Food to comply with these obligations.

11.2 More in particular, Contractor acknowledges and agrees that the European Institute of Innovation and Technology, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under the Partnership Agreement and the GA also towards Contractor. Contractor agrees in this regard to comply with any requests (including but not limited to providing any information and/or documents at first request) made by the European Institute of Innovation and Technology, the European Court of Auditors and/or the European Anti-Fraud Office (OLAF) in the context of such audits as to the Agreement and the results of the Agreement by Contractor.

Article 12.- MISCELLANEOUS

12.1 Assignments

Neither Party will assign this Agreement, in whole or part, without prior written consent of the other Party, such consent not to be unreasonably withheld.

12.2 Waiver

A Party's failure to enforce any right or remedy available under this Agreement will not constitute a waiver of that right or remedy.

12.3 Severability

If any of the provisions of this Agreement and/or in the Annexes is held to be invalid or unenforceable by a court of competent jurisdiction, this Agreement, and other Annexes will be construed as if it did not contain the invalid or unenforceable provision(s).

12.4 Survival

All rights and obligations of the Parties, which by their nature would continue beyond termination, cancellation or expiration of this Agreement and/or a specific request for services will survive.

12.5 English Language

The Parties acknowledge that the terms and conditions of this Agreement are written in the English language and that it is the intent of the Parties that the English translation shall always apply. Contractor confirms that Contractor understands English.

12.6 Entire Contract

This is the Parties' entire Agreement as to the Services and it supersedes all prior Contracts, proposals, communications, and understandings, whether written or oral. This Agreement can only be amended with a writing signed by authorised representatives of both Parties. All provisions on Contractor's forms are deemed deleted.

12.7 Notices

Any notice or demand described in this Agreement or required by law must be in writing and must be communicated by confirmed facsimile, certified or registered mail, overnight mail or personal delivery addressed as follows:

EIT Food IVZW, Ubicenter A, Philipssite 5 (box 34), B – 3001 Heverlee

The effective date of a notice will be (I) five (5) days following the date mailed for certified or registered letters, (II) two (2) days following the date for overnight letters, or (III) when delivered, if in person. The above addresses may be changed at any time by giving prompt, written notice as provided above.

12.8 Force Majeure

Neither Party shall be liable for delays in performance or non-performance, in whole or in part - except for payments due - resulting from causes beyond its reasonable control, such as acts of God, fire, strikes, embargo, acts of the government, or other similar causes. In such event, the Party delayed shall promptly give notice to the other party. The Party affected by the delay may: (a) extend the time for performance for the duration of the event, or (b) cancel all or any part of the unperformed part if such delay exceeds ninety (90) days.

12.9 Independent Contractors

The relationship of Parties is that of independent contractors, and nothing in this Agreement or otherwise shall be deemed to create any other relationship, including employment, partnership, agency or joint venture, between Parties. Nothing in this Agreement shall be deemed or construed by the Parties or any third party as creating the relationship of principal and agent, franchisor and franchisee, partnership or of a joint venture, it being understood and agreed that no provision contained herein, and no act of the Parties, shall be deemed to create any relationship between the Parties other than the relationship of independent contractor.

12.10 non-Exclusive

EIT Food expressly agrees that the Contractor also performs services and/or deliveries for other clients, provided that this doesn't interfere with the proper execution of the Assignment between EIT Food and the Contractor and/or it doesn't harm (other) interests of EIT Food.

Article 13.- APPLICABLE LAW AND SETTLEMENT OF DISPUTES

13.1 Settlement of Disputes

In the event of a dispute ensuing from the interpretation or the performance of this Contract, the Parties undertake to initially seek a friendly solution. If such solution cannot be reached, the dispute will be for the exclusive competence of courts of Leuven.

13.2 Choice of Law

This Agreement will be governed by the laws of Belgium, excluding its choice of law principles and the United Nations Convention on Contracts for the International Sale of Goods.

Article 14.- ELECTRONIC SIGNATURE

Parties agree to waive the obligations resulting from article 1325 of the Belgian civil code, and agree that the signed copies, as provided for in electronic manner, shall be deemed to have the same evidential value as an original (signed) document.

EIT FOOD

Annex II – Declaration of Honour

Declaration of honour

REFERENCE: _____ -

I, the undersigned, _____, acting as _____, tenderer in the
aforementioned contract hereby confirm:

- that on the date of the submission of the proposal for this request for services, the organization that I represent and the staff proposed for this tender are not subject to a conflict of interest in the context of this specific contract. A conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
- that I will inform EIT Food iVZW without delay of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- that the organization that I represent and the staff proposed have not made and undertake not to make any offer of any type whatsoever, from which an advantage could be derived in connection with this contract;
- that the organization that I represent and the staff proposed have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the performance of the contract;
- that I am aware that EIT Food iVZW reserves the right to check this information, and I realize the possible consequences that may arise from any false declaration in providing the information required by EIT Food iVZW in order to participate in the specific contract.

Date:

Full name:

Signature:

Annex III – Next Bite 2024 overview

Next Bite 2024 in 90 seconds - video



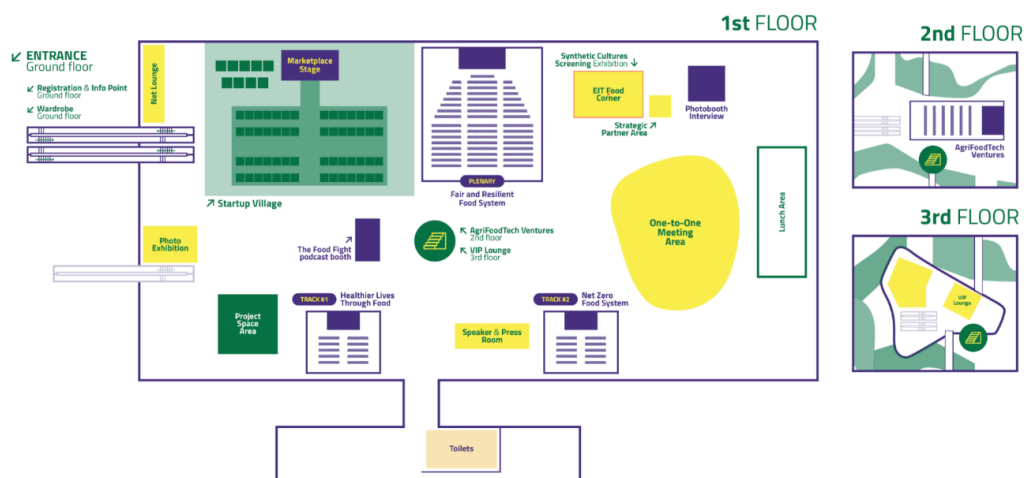
Next Bite 2024 in Numbers

- 932 attendees
 - 249 Regular Attendees
 - 218 Partners
 - 149 Exhibitors
 - 104 Speakers
 - 181 EIT Food Staff
 - 31 Media & Governmental Institutions
- +100 leads or business opportunities
- 4.2 / 5 overall satisfaction
- 1,082 meetings via Web App
- 96% feel that attending Next Bite 2024 was a valuable use of their time

Programme (Main Event)

Building the future of food together					
15 October	Healthier Lives Through Food	Net Zero Food System	Fair and Resilient Food System	15 October	AgriFoodTech Ventures
8:00 am	Registration opens				
9:15 - 10:00	PLENARY SESSION Opening Welcome to Next Bite 2024				
10:00 - 10:30	PLENARY SESSION Keynote: The Big Food Redesign Reniera O'Donnell, Food Initiative Lead at Ellen MacArthur Foundation				
10:45 - 11:05	Spark and do: Thought provoking impulses and action orientated debates. One health	From waste to resource: Planning circular economy in agri-food	Nudging towards a competitive future in food systems	10:45 - 11:00	AgriFoodTech Ventures Opening and Welcome by David Dunning, Director of Business Creation
11:05 - 12:25	Spark and do: Thought provoking impulses and action orientated debates. Tackling GHG emissions	Spark and do: Thought provoking impulses and action orientated debates. Tackling GHG emissions	Spark and do: Thought provoking impulses and action orientated debates. Data and digitalisation	11:00 - 11:20	State of play in AgriFoodTech by EIT Food
12:25 - 13:15	Microbiome magic: Transforming food systems for a sustainable future	Microbiome magic: Transforming food systems for a sustainable future	Microbiome magic: Transforming food systems for a sustainable future	11:20 - 11:40	Tangible success: Startup pitches and learnings
13:15 - 14:30	Lunch break and matchmaking time				
14:45 - 15:35	Empowering healthy ageing through food and nutrition	Bioeconomics: Turning waste into wealth in European fish and aquaculture	Protein diversification: A meat for European food security and competitiveness	11:40 - 12:05	What will the Next Bite be? How startups are making our foods healthier with circular value
15:45 - 16:30	PLENARY SESSION Keynote: Reimagining the Global Food System Tony Hunter, Food Futurist Speaker				
16:30 - 17:30	Networking Reception presented by Horevitz, International & SnackFuture Ventures				
16:00 - 16:30	Closing Ceremony: A Final Taste				
16:30	Closing Cocktail Next Bite Farewell: A Toast to Tomorrow				
16:30	Check for latest updates on the website or SCAN THE QR CODE				
16 October	Healthier Lives Through Food	Net Zero Food System	Fair and Resilient Food System	16 October	AgriFoodTech Ventures
8:00 am	Registration opens				
9:15 - 9:30	PLENARY SESSION Opening Unlocking Innovation in Southern Europe				
9:30 - 10:00	PLENARY SESSION Keynote: Redefining leadership in the Food System: Integrating tradition, creativity, and innovation Sara Powers, President, Future Food Institute and Paideia Campus				
10:10 - 10:40	Unwrapped: Consumer trust in the food system	Unwrapped: Consumer perceptions of regenerative agriculture	Unwrapped: Consumer perceptions of circular meat and precision fermentation	10:40 - 10:50	Food efficiency as novel source of innovation for a wide range of applications FRODO Food Institute
10:40 - 11:00	Solving sustainability: Unwrapping regenerative agriculture's impact on soil function and health	Solving sustainability: Unwrapping regenerative agriculture's impact on soil function and health	Solving sustainability: Unwrapping regenerative agriculture's impact on soil function and health	10:50 - 11:00	Startup-Farmer collaboration: A perfect match or two worlds apart?
11:00 - 12:20	Navigating the noise: Empowering the critical consumer	Composting a polarised agenda on proteins: From animal husbandry to protein diversification	Setting the table: Standardising food impact data	11:10 - 11:20	Fostering European cellular Agriculture for Sustainable Transition Solutions (FAST) Project
12:30 - 13:00	PLENARY SESSION Keynote: Fireside Chat, unlocking personalised health insights: How the Zoe App is revolutionising nutrition and wellness				
13:00 - 14:30	Lunch break and matchmaking time				
14:40 - 15:20	Cultivating change: Transforming Europe's agri-food industry	Greening the bottom line: Mobilising finance for regenerative agriculture	Bioeconomics: Shaping the future of food in Europe	13:30 - 14:45	The future of the food system: A focus on capabilities
15:20 - 16:00	Personalised nutrition and AI	Personalised nutrition and AI	Personalised nutrition and AI	14:45 - 15:20	Root to rise: The EIT Food Alliance
16:00 - 16:30	PLENARY SESSION Closing Ceremony: A Final Taste				
16:30	Closing Cocktail Next Bite Farewell: A Toast to Tomorrow				

Floor plan

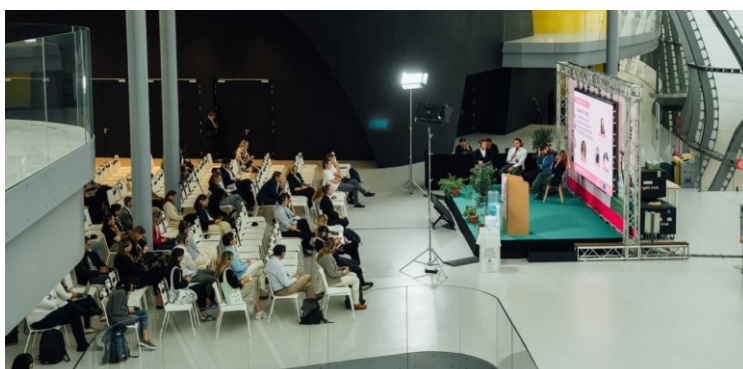


Main Event - Marketplace areas

Plenary Stage



Agrifood Tech Ventures stage



Mission stage



Marketplace stage



Startup Village



Networking area



EIT Food Corner



Podcast booth



Registration



Arts Corner



VIP Area



All Main Event Photos

Pre-Event

	Room Piacentini	Room Scarpa	Room Moretti	Room Libera
10:00 - 12:00	Italian Journalism Award			
13:00 - 15:00		<u>Financial innovations needed to scale up climate-smart & regenerative agriculture</u>		<u>Reducing food loss and waste</u>
15:30 - 17:30		<u>The Power of Protein Diversification for Future-Fit Farming</u>	<u>Driving Consumer Demand for Regenerative Agriculture Products</u>	<u>Knowledge and Technology valorisation: Turning research into sustainable food innovations - EIT Food</u>
16:30 - 18:30	<u>Talks With Flavour: Let's Taco 'Bout Innovation in Food Waste!</u>			



All Pre-Event Photos

Annex IV – Next Bite 2025 – venue

Tours&Taxis – Brussels, Belgium

Next Bite 2025 will take place at Tour&Taxis using the following areas:

- Gare Maritime (rented from 12 to 17 October – to include build up and break down)
 - Includes Food Market (rented on 15 and 16 October)
- Maison de La Poste (rented from 14 to 16 October)

Gare Maritime



Maison de la Poste (15 rooms: 2 to 700 people)

**Links for reference**

[Welcome to Tour & Taxis !](#)

[Gare Maritime - Tour & Taxis](#)

[Maison de la Poste - Tour & Taxis](#)