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Request for proposals

EIT Food Annual Event & Employee Day 2023

EIT Food – Europe’s leading food innovation initiative, working to make the food system more sustainable, healthy and trusted

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

<http://www.eitfood.eu>



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1. Introduction

EIT Food would like to select an experienced **event management support services agency** to organize its **2023 Annual Event & Employee Day**. We invite interested parties to send us a proposal covering the scope of work defined in this Request for Proposals.

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

The submission deadline is **30th of January 2023, 10.00 am CET**.

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

2. Overview of EIT Food

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

The initiative is made up of a consortium of key industry players, startups, research centres and universities from across Europe. It is one of eight Knowledge Innovation Communities (KICs) established by the European Institute for Innovation & Technology (EIT), an independent EU body set up in 2008 to drive innovation and entrepreneurship across Europe.

The vision of EIT Food is a world where everybody can access and enjoy sustainable, safe and healthy food, with trust and fairness from farm to fork.

Its mission is to transform how food is produced and valued by European society, solving the biggest innovation challenges through trusted industry, education and research partners working with informed and engaged citizens.

The work of EIT Food is driven by six Strategic Objectives:

1. Overcome low consumer trust
2. Create consumer-valued food for healthier nutrition
3. Build a consumer-centric connected food system
4. Enhance sustainability through resource stewardship
5. Educate to engage, innovate and advance
6. Catalyse food entrepreneurship and innovation

Its activities are led by four functional areas – Public Engagement, Innovation, Education and Entrepreneurship – and five Co-Location Centres (CLCs, regional offices) based in Belgium (Leuven), Germany (Munich), Poland (Warsaw), Spain (Madrid and Bilbao) and the UK (Reading).

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

3. Scope of work

ABOUT THE EVENTS

The Annual Event is EIT Food's annual showcase event bringing together EIT Food's ecosystem and external agri-food stakeholders to take part in networking, panel sessions and discussions, and showcase sessions of projects from across EIT Food's three missions:

- A net zero food system;
- Healthier lives through food;
- A fully transparent, resilient and fair food system.

EIT Food has already hosted previous editions – for example in Reading in 2018, in Budapest in 2019, in Malaga in 2021, and in Brussels in 2022 which was attended by about 400 participants. As of the 2021 edition, the Annual Event has taken a new format bringing together not only EIT Food partners but also external agri-food stakeholders from the entire value chain -from farm to fork.

The 2023 edition of the Annual Event will be held as an in-person event (Covid-19 circumstances allowing) and will take place on 13-14 June 2023.

The Employee Day is EIT Food's annual team building and staff networking event which takes place twice a year; once as an in-person event and once as an online event

Previous editions of the Employee Day hosted by EIT Food are in 2021: February/online and October/In-person in Malaga and more recently in 2022: April/online and October/ in-person in Brussels attended by about 120 participants.

The 2023 edition of the Employee Day will be held as follows: in-person event on 15 June 2023, Covid-19 circumstances allowing (on the 16th of June we will facilitate team meetings if requested by the teams) and one online event in the second half of 2023 (exact date tbd).

Although running back-to-back, **the EIT Food Annual Event and the in-person Employee Day are two separate events** and are to be organized as individual and unique events by the successful contractor(s).

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

In the proposal, the contractors may choose to submit a proposal for either one of the following options:

- **Submit a proposal to project-manage the complete event** as the main event contractor (bidding for both the Annual Event & Employee Day). Please make sure to outline the prices for hosting the two events on the specified dates per event, taking note that as the main event contractor they will be responsible for all aspects of successfully managing the cooperation with third-party suppliers (including agencies covering only specific elements/activities of the overall event).
- **Submit a proposal to cover specific elements/activities** taking place across either the Annual Event and/or the Employee Day event. The contractor(s) will also be responsible for establishing a good collaboration with the main event contractor to ensure that these elements/activities are seamlessly merged with the overall event.

OBJECTIVES OF THE EVENTS

The objective of the **EIT Food Annual Event** is to raise the profile of EIT Food and position it as the initiator and facilitator of a dialogue between EIT Food, its partners, and external stakeholders from across the entire agrifood value chain and from civil society, to shape the future of food in Europe.

The objective of the **EIT Food Employee Day** is hold an in-person teambuilding event that facilitates collaboration, exchange, and networking by bringing together all EIT Food's staff from its Headquarters in Belgium (Leuven) and from its five Co-Location Centres (CLCs, regional offices) : CLC West in Belgium

(Leuven), CLC Central in Germany (Munich), CLC North West in Poland (Warsaw), CLC South in Spain (Madrid and Bilbao) and CLC North East in the UK (Reading).

TIMING OF THE EVENTS

Depending on the safety rules adopted by the competent authorities to manage the Covid-19 pandemic at the time, EIT Food will host the two events on the following dates:

- the **EIT Food Annual Event** will take place on **13-14 June 2023** (in-person event **with streaming**)
- the **EIT Food Employee Day** will take place on **15 June 2023**
 - Team meetings will take place on **16 June 2023 (if requested by the teams)**

Though running back-to-back, the Annual Event and the Employee Day **are two separate events**.

LOCATION

The venue for the EIT Food Annual Event should be in the same city as the venue for the Employee Day.

The two physical events will take place in suitable venues in one of the following countries: **Sweden, Poland, Estonia, Latvia, or Lithuania** (EIT Food is open to proposals by the contractors on the city, however the city should be easily accessible by travel from the different European countries). Proposals are welcome from contractors based in any of these five locations. EIT Food will evaluate the submitted proposals and is responsible for choosing the final city/country for the two events.

Important: The contractors must be registered for VAT purposes in the country where the two events take place (= local VAT registration status, independent from the legal country of residence of the supplier) and for invoicing purposes (nature of the invoiced VAT amounts), the contractors must be able to charge/invoice EIT Food any incurred local VAT with the nature of VAT, by using their local VAT registration status.

VENUE(S)

Venue : The EIT Food Annual Event	Venue : Employee Day & Team meetings
(13 - 14 June 2023)	(15 – 16 June 2023)
<i>The contractors should already include at least 2 suitable conference venues in the proposal they submit that will support a physical event (with streaming) in the city or cities they are submitting their proposal for.</i>	<i>The contractors should already include at least 2 suitable hotel venues in the proposal they submit that will support a physical event in the city or cities they are submitting their proposal for.</i>
<i>*If a contractor is shortlisted in the top three finalists in the selection, they should ensure they put their selected venues under option for EIT Food until the selection procedure is completed.</i>	<i>* The Employee Day & Team meetings can take place in a Hotel that has sufficient meeting rooms to accommodate the needs of the event. If a contractor is shortlisted in the top three finalists in the selection, they should ensure they put their selected hotel venues under option for EIT Food until the selection procedure is completed.</i>
<i>**The venue for the EIT Food Annual Event should be <u>in the same city</u> as the venue for the Employee Day.</i>	<i>***The hotel venue for the EIT Food Employee Day should be <u>in the same city</u> as the venue for the AIT Food Annual Event.</i>
EIT Food is seeking venues with the following characteristics:	EIT Food is seeking venues with the following characteristics:
<ul style="list-style-type: none"> • Should be in the city center, or otherwise outside of the city with nearby hotels 	<ul style="list-style-type: none"> • *The venue for the Employee Day & Team meetings should be in a different venue (in a <u>hotel</u> with congress centre or sufficient

	meeting rooms) from the venue for The EIT Food Annual Event.
<ul style="list-style-type: none"> Ideally a small-size conference center that would be for EIT Food use only or can be small/medium-sized convention centre / start-up venue / hotel 	<ul style="list-style-type: none"> Should be in the city center, or otherwise outside of the city with nearby hotels
<ul style="list-style-type: none"> respect to all covid-19 guidelines and regulations in place in the country at that point in time 	<ul style="list-style-type: none"> respect to all covid-19 guidelines and regulations in place in the country at that point in time
<ul style="list-style-type: none"> easily accessible by taxi/ public transportation from the airport 	<ul style="list-style-type: none"> easily accessible by taxi/ public transportation from the airport
<ul style="list-style-type: none"> open, dynamic environment breathing innovation & creativity 	<ul style="list-style-type: none"> open, dynamic environment breathing innovation & creativity
<ul style="list-style-type: none"> Incorporated themes of sustainability and agrifood 	<ul style="list-style-type: none"> Incorporated themes of sustainability and agrifood
<ul style="list-style-type: none"> On-site presence of venue staff at the event to coordinate logistics, manage suppliers, welcome speakers and participants 	<ul style="list-style-type: none"> On-site presence of venue staff at the event to coordinate logistics, manage suppliers, welcome speakers and participants
<ul style="list-style-type: none"> Several spaces for plenary sessions, networking, and side events/workshops 	<ul style="list-style-type: none"> Several spaces for plenary sessions, networking, and side events/workshops
<ul style="list-style-type: none"> Set up, 13-14 June: Plenary room for 450 attendees with an efficient design and good acoustics to minimize the disturbance of the networking activities/side events/workshops and at least 5 breakout sessions (use of plenary room included) for up to 150, 100, 80 and 50 attendees 	<ul style="list-style-type: none"> Set up, 15th June: Plenary room for 150 attendees with an efficient design and good acoustics to minimize the disturbance of the networking activities/side events/workshops and at least 5 breakout sessions (use of plenary room included) for up to 2x30, 2x20, 15 attendees
<ul style="list-style-type: none"> Networking space, 13-14 June: One open, spacious hall with some 30-40 tables for B2B matchmaking (numbers on the tables, seats 2 people each). Contractors responsible end-to-end set up of networking via a virtual conference platform/app allowing for a face-to-face meetings networking format. (EIT Food typically uses Conversation Starter as a networking app) 	<ul style="list-style-type: none"> Networking space, 15th June: space that can hold approx. 15 numbered networking tables that seat 2 people each. Contractors responsible end-to-end set up of networking via a virtual conference platform/app allowing for a face-to-face meetings networking format. (EIT Food typically uses Conversation Starter as a networking app)
<ul style="list-style-type: none"> Room for catering ,13-14 June – coffee breaks and lunch suitable for up to 500 pax 	<ul style="list-style-type: none"> Room for catering, 15th June – coffee breaks and lunch suitable for up to 150 pax
<ul style="list-style-type: none"> An OPS room (for about 8-10 people) 	<ul style="list-style-type: none"> An OPS room (for about 8-10 people)
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Team meeting rooms, 16th June: Based on number of confirmed team meetings, organize sufficient number of meeting rooms that include a projector/screen, sound system. Should allow for an efficient design and good acoustics to minimize the disturbance of the other meetings.

*The programmes for the two events shall include both plenary sessions and breakout sessions, and other more interactive formats.

INTERNAL PROJECT MANAGEMENT SUPPORT TO EIT FOOD FOR GENERAL ORGANIZATION OF THE EVENT

As a separate service (from the overall event management of the two events), contractors are also welcomed to submit a proposal (either within their general bid or as separate standalone bid) to provide EIT Food with a dedicated Project Manager with a mid-senior profile (equivalent of 0.8 FTE between 1 January – 30 June 2023) that can work independently and in a flexible, cooperative, and team-oriented manner to manage, implement and successfully deliver agreed objectives and tasks. EIT Food will provide a comprehensive workplan at the start of the assignment. The Project Manager will work closely with, report and provide support to EIT Food's Communication & Events Manager in all aspects of the general organization of the two events and ensure a successful cooperation with the successful contractor or contractors.

The Project Manager will provide support and/or be delegated responsibilities as necessary for activities such as, but not limited to the following:

- General project management for the successful overall organization of the Annual Event & Employee Day (such as: planning, development and implementation of all agreed objectives and action plans; running weekly meetings with successful contractor(s); following up implementation of agreed actions within agreed deadlines; monitoring, evaluating and keeping project progress/performance in line with agreed objectives, timelines and budgets; setting and implementing deadlines; solving issues that arise; successfully managing the cooperation with successful contractor or contractors)
- Internal communication and coordination with different members of the EIT Food team to drive actions and implement objectives as needed
- Drafting and sending out marketing and other event related communications on external platforms, by email and/or using EIT Food's MailChimp marketing account
- Drafting the programme for both events/
 - EIT Food will involve its four functional areas, Education, Innovation, Entrepreneurship and Public Engagement, as well as its regional offices (Co-Location Centres) in a process of co-creation to design the event programmes. All teams will be invited to propose potential themes and initiative to populate the event programmes.
- Shaping the concept and format of both events
- Sourcing and selecting speakers
- Briefing speakers and moderators on the content of both events to prepare the programme sessions
- Arrange logistics around the speaker briefings, such as but not limited to: scheduling, managing calls and writing up summary reports of the speaker briefings calls; providing speakers with a detailed briefing on logistics and supporting their smooth participation in the events including onsite speaker support during event days
- Inviting and following up on invitations to EIT Food partners, staff and external stakeholders to attend both events
- General management of the registration process and efficient breakout room allocation with the successful contractor(s)
- Promoting both events via EIT Food's and other agreed social media channels, platforms and media relations
- Onsite support during event days
- Post event support to ensure budgeting, invoices, payments and reporting are completed correctly and on schedule

REQUIRED AGENCY/AGENCIES SUPPORT

The tasks of the agency or agencies will include:

1. *General events support for the events:*

The EIT Food Annual Event (13-14 June 2023)	Employee Day & Team meetings (15 -16 June 2023)
<ul style="list-style-type: none"> • Provide a team proposal (listing names and job titles) of the team from the contractors' side that will manage the EIT Food Annual Event. • Should include a Senior and experienced project manager from the agency as the main contact to oversee and lead the project, including (but not limited to) managing the daily communications/ follow up of action points with the Communication & Events Manager and with different teams and members of staff within EIT Food 	<ul style="list-style-type: none"> • Provide a team proposal (listing names and job titles) of the team from the contractors' side that will manage the Employee Day. • * The team managing the Employee Day should be different to the team managing the EIT Food Annual Event. • Should include a Senior and experienced project manager from the agency as the main contact to oversee and lead the project, including (but not limited to) managing the daily communications/ follow up of action points with the Communication & Events Manager and with different teams and members of staff within EIT Food
<ul style="list-style-type: none"> • Secure a range of suitable 2*, 3* & 4* hotels located close to the event venue and organise block bookings to accommodate participants during the event 	<ul style="list-style-type: none"> • Secure a range of suitable 2*, 3* & 4* hotels located close to the event venue and organise block bookings to accommodate participants during the event
<ul style="list-style-type: none"> • Project-management of the Annual Event and coordination of all suppliers (venue, catering, etc.) 	<ul style="list-style-type: none"> • Project-management of the Employee Day event & Team meetings and coordination of all suppliers (venue, catering, etc.)
<ul style="list-style-type: none"> • Set up, manage, and execute a comprehensive project timeline for the event 	<ul style="list-style-type: none"> • Set up, manage, and execute a comprehensive project timeline for the event
<ul style="list-style-type: none"> • Refresh/update the existing event branding package for the Annual Event (in line with EIT Food branding guidelines) 	<ul style="list-style-type: none"> • Refresh/update the existing event branding package for the Employee Day event & Team meetings (in line with EIT Food branding guidelines)
<ul style="list-style-type: none"> • Advising on agenda and format of Annual Event 	<ul style="list-style-type: none"> • Advising on agenda and format of the Employee Day event
<ul style="list-style-type: none"> • Refresh/update the existing website and management of the event website 	<ul style="list-style-type: none"> • Refresh/update the existing website and management of the event website
<ul style="list-style-type: none"> • Building a list of invitees, pulling together EIT Food's stakeholders with additional targeted contacts to expand the list 	<ul style="list-style-type: none"> • Building a list of invitees, pulling together EIT Food's employees
<ul style="list-style-type: none"> • Drafting invitations and sending them out using EIT Food's MailChimp marketing account 	<ul style="list-style-type: none"> • Drafting invitations EIT Food's MailChimp marketing account
<ul style="list-style-type: none"> • Preparing and sending out marketing communications using EIT Food's MailChimp marketing account 	<ul style="list-style-type: none"> • Preparing and sending out marketing communications using EIT Food's MailChimp marketing account
<ul style="list-style-type: none"> • Setting up and manage an online registration system (including for up to 15 breakout sessions); registering and confirming participants, respond to potential email inquiries from attendees • Provide EIT Food with a bi-weekly reporting on registrations (weekly reports closer to date) 	<ul style="list-style-type: none"> • Setting up and manage an online registration system (including for 5 breakout sessions); registering and confirming participants, respond to potential email inquiries from attendees • Provide EIT Food with a bi-weekly reporting on registrations (weekly reports closer to date)
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	standard conference interactions and make the events more engaging
<ul style="list-style-type: none"> Propose potential keynote speaker(s) and speakers from EU / national institutions and other major initiatives in the field of agrifood in line with the Annual Event theme 	<ul style="list-style-type: none"> Propose potential keynote speaker(s) in line with the Employee Day event theme
<ul style="list-style-type: none"> Setting up and running the streaming/virtual conference platform 	<ul style="list-style-type: none"> Setting up and running the streaming/ virtual conference platform
<ul style="list-style-type: none"> Send and follow-up all speaker and keynote speaker invitations 	<ul style="list-style-type: none"> Send and follow-up speaker and keynote speaker invitations
<ul style="list-style-type: none"> Careful overview and management of breakout session registrations on the registration platform and allocation of these to appropriate rooms in the venue Provide EIT Food with a bi-weekly reporting on breakout session registrations and onsite management of these during event days 	<ul style="list-style-type: none"> Careful overview and management of breakout session registrations on the registration platform and allocation of these to appropriate rooms in the venue Provide EIT Food with a bi-weekly reporting on breakout session registrations and onsite management of these during event days
<ul style="list-style-type: none"> Provide support in organizing briefing calls with speakers and moderators (normally one per each conference sessions) to shape the content of the sessions and speaker presentations 	<ul style="list-style-type: none"> Provide support in organizing briefing calls with speakers and moderators (normally one per each session) to shape the content of the sessions and speaker presentations
<ul style="list-style-type: none"> Provide speakers with a detailed briefing on logistics and support their participation in the events including onsite speaker support during event days 	<ul style="list-style-type: none"> Provide speakers with a detailed briefing on logistics and support their participation in the events including onsite speaker support during event days
<ul style="list-style-type: none"> Set up and management of an interactive events networking application, where EIT Food partners, external stakeholders and staff can network with event attendees (EIT Food typically uses Conversation Starter as a networking app) 	<ul style="list-style-type: none"> Set up and management of an interactive events networking application, where EIT Food staff can network with event attendees (EIT Food typically uses Conversation Starter as a networking app)
<ul style="list-style-type: none"> 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 programmes and after to build down the event venue 	<ul style="list-style-type: none"> Onsite presence before the event days to set up the venue, during the event days to manage the running of the event programmes and after to build down the event venue
<ul style="list-style-type: none"> Providing a satisfaction survey (including a post event thank you message) for participants to complete & sharing the report with EIT Food 	<ul style="list-style-type: none"> Providing a satisfaction survey (including a post event thank you message) for participants to complete & sharing the report with EIT Food
<ul style="list-style-type: none"> Holding a post-event review meeting with EIT Food to review event successes and learnings 	<ul style="list-style-type: none"> Holding a post-event review meeting with EIT Food to review event successes and learnings
<ul style="list-style-type: none"> Writing of a short post-event report (including but not limited to a summary of attendance, key highlights, and networking numbers). 	<ul style="list-style-type: none"> Writing of a short post-event report (including but not limited to a summary of attendance, key highlights, and networking numbers).
<ul style="list-style-type: none"> Manage end-to-end the agreed allocated budget (for project management and event third-party costs) including invoicing and payment. Provide EIT Food with a monthly budget expenditure update during the project and a comprehensive budget report post-event (within the agreed deadline) showing a 	<ul style="list-style-type: none"> Manage end-to-end the agreed allocated budget (all related costs) including invoicing and payment. Provide EIT Food with a monthly budget expenditure update during the project and a comprehensive budget report post-event (within the agreed deadline) showing a

<p>comprehensive list of event expenditures with linked invoices.</p> <p>* The EIT Food Annual Event budget and invoicing should be run, managed, and reported separately from the Employee Day budget and invoicing.</p>	<p>comprehensive list of event expenditures with linked invoices.</p> <p>* The Employee Day budget and invoicing should be run, managed, and reported separately from the EIT Food Annual Event budget and invoicing.</p>
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2. Physical event support for both events

<u>The EIT Food Annual Event</u> (13-14 June 2023)	<u>Employee Day & Team meetings</u> (15-16 June 2023)
<ul style="list-style-type: none"> Assess suitability and availability of potential venues in the final selected city and provide EIT Food with two-three recommendations, including also catering options; confirm venue and handle all venue logistics. <i>* Contractors should ensure they put the venues under option for EIT Food until the selection procedure is completed.</i> 	<ul style="list-style-type: none"> Assess suitability and availability of potential venues in the final selected city and provide EIT Food with two-three recommendations, including also catering options; confirm venue and handle all venue logistics. <i>* Contractors should ensure they put the venues under option for EIT Food until the selection procedure is completed.</i>
<ul style="list-style-type: none"> Selection and handling of audio-visual service providers (also including the connection of the physical event with the virtual event – if required- to ensure a smooth blending of the two aspects). <i>**As the cost for Audio-visual services is a large part of venue costs, the contracts should include a budget estimate for this in their budget proposal submission</i> 	<ul style="list-style-type: none"> Selection and handling of audio-visual service providers (also including the connection of the physical event with the virtual event– if required- to ensure a smooth blending of the two aspects) <i>**As the cost for Audio-visual services is a large part of venue costs, the contracts should include a budget estimate for this in their budget proposal submission</i>
<ul style="list-style-type: none"> Design and production of venue branding (in line with EIT Food branding guidelines), including branding for remote venues from which EIT Food speakers are joining the events 	<ul style="list-style-type: none"> Design and production of venue branding (in line with EIT Food branding guidelines), including branding for remote venues from which EIT Food speakers are joining the events
<ul style="list-style-type: none"> On-site presence on the event days to coordinate logistics, manage suppliers, welcome speakers, and participants 	<ul style="list-style-type: none"> On-site presence on the event days to coordinate logistics, manage suppliers, welcome speakers, and participants
<ul style="list-style-type: none"> On-site management of compliance with Covid-19 safety rules 	<ul style="list-style-type: none"> On-site management of compliance with Covid-19 safety rules
<ul style="list-style-type: none"> Prepare a back-up plan in case no physical event is allowed due to Covid-19 and the entire event needs to go back to virtual 	<ul style="list-style-type: none"> Prepare a back-up plan in case no physical event is allowed due to Covid-19 and the entire event needs to go back to virtual
<ul style="list-style-type: none"> Preparing badges for participants and staffing the registration desk 	<ul style="list-style-type: none"> Preparing badges for participants and staffing the registration desk
<ul style="list-style-type: none"> Providing photo & video coverage of the event 	<ul style="list-style-type: none"> Providing photo coverage of the event

3. Event marketing:

<u>The EIT Food Annual Event</u> (13-14 June 2023)	<u>Employee Day</u> (15 June 2023)
<ul style="list-style-type: none"> Develop a marketing plan to promote attendance of the event such as through sponsored content, banner advertisement, external, direct mailings (including development of marketing assets to promote 	<ul style="list-style-type: none"> Develop a marketing plan to promote attendance of the event to EIT Food staff (including marketing assets to promote the event)

the event). Identify and post event on 2-3 key platforms to promote attendance.	
<ul style="list-style-type: none"> • Execution of marketing plan to target EIT Food partners and external stakeholders from across the food value chain. 	<ul style="list-style-type: none"> • Execution of marketing plan to target EIT Food staff
<ul style="list-style-type: none"> • Set-up of an online registration, payment, and invoicing system for paid ticketing (paid tickets for non EIT Food partners attending the event) 	<ul style="list-style-type: none"> • Set-up of an online registration system

4. *Social program:*

The EIT Food Annual Event (13-14 June 2023)	Employee Day (15 June 2023)
<ul style="list-style-type: none"> • The contractors will be responsible for securing suitable venues for the dinners/cocktail at the Annual Event, including the overall organisation required for this. 	<ul style="list-style-type: none"> • The contractors will be responsible for securing suitable venues for the dinners/cocktail at the Employee Day event, including the overall organisation required for this.
	<ul style="list-style-type: none"> • The contractors will be responsible for the overall organisation of the Employee Day teambuilding/social activities

METHODOLOGY AND ORGANISATION OF WORK

Within EIT Food, the Communication & Events Manager (who will be supported by the successful internal project management contractor) will lead the project and act as the main point of contact. However, the main/other contractor(s) are expected to work with different teams and members of staff within EIT Food in preparation of the event.

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

The contractor(s) 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 successful contractors will have to provide EIT Food with monthly time sheets of hours spent on different tasks, aspects and workplan of the projects. The main 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(s) will have to provide two separate team proposals, one for each event, listing the names and job titles of the team from the agency side that will manage the EIT Food Annual Event and the Employee Day. This should include a senior and experienced project manager from the agency as the main contact to oversee and lead each event, who will (not exhaustive) manage the daily communications/ follow up of action points with the Communication & Events Manager (who will be supported by the successful internal project management contractor) and with different teams/ members of staff within EIT Food.

TIMING AND PLANNING OF THE EVENTS

Tentative timeline of pre- and post-event activities:

Project kick off meeting with EIT Food and agency	By 20 February 2023
Venue and accommodation site visits	By 27-28 February 2023

Refreshing the existing event branding and create a new marketing proposal ready for review by EIT Food	By 6 March 2023
Event website and registration portal live	By 20 March 2023
First draft programme + first invitation of speakers/participants	By 3 April 2023
Updated programme + invitation of speakers	By 24 April 2023
Second invitation of participants + first confirmed speakers	By 1 May 2023
All speakers + MC confirmed	By mid-May 2023
MC + Speaker briefing sessions	15-31 May 2023
Third invitation of participants, final programme + confirmed speakers	By end of May 2023
Venue branding/set-up & catering menus ready for approval by EIT Food	By end of May 2023
Event run-of-show, and participant packs sent	By 2 June 2023
Onsite venue set up and preparations	11-12 June 2023
Event days	13-14 & 15-16 June 2023
Event invoices ready for review by EIT Food completed	By 30 June 2023
Post event draft report ready for review by EIT Food	By 15 July 2023
Post event report published	By 31 July 2023
Final event invoices sent to EIT Food for payment	By 31 July 2023

*These dates are purely indicative and subject to potential changes depending on several internal and external factors.

EVENTS AGENDA

EIT Food will be responsible for drafting and filling the agenda of the 2022 Edition of the Annual Event & Employee Day. However, to assist the planning for the contractors, we provide the following standard draft information:

- **13 June_ Day 1 : EIT Food Annual Event**

Time	What	Nr of people	Where	Notes
11h	Registration Opens & Welcome coffee	450	Reception desk + Catering Hall	Permanent coffee break stations : beverages and small snacks, fruits
11.30-13.00	Opening plenary	450	Plenary room	Plenary room should have possibility to present with audio-visual equipment and good acoustics
13h-14h	Lunch & Networking break	450	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)
14h-15h	Afternoon presentations and workshops Average of 5 parallel workshops/pitch presentations in front of audience	450	Plenary room/Breakout rooms	Plenary & breakout rooms should have possibility to present with audio-visual equipment and good acoustics
15h-15.30	Coffee & Networking break	450	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)

15h-17h	Afternoon presentations and workshops Average of 5 parallel workshops/pitch presentations in front of audience	450	Plenary room & Breakout rooms	Plenary & breakout rooms should have possibility to present with audio-visual equipment and good acoustics
* 19h	Dinner (EIT Food partners & Staff only)	250-300	External venue	Contractors would be responsible for securing and organising a suitable exclusive venue for a dinner (including menu with organic/ local ingredients and live music entertainment) with a wet weather backup plan in case of rain.

- **14 June _ Day 2: EIT Food Annual Event**

Time	What	Nr of people	Where	Notes
9-9h30	Breakfast all + informal welcome + overview of the day	450	Catering hall	Permanent coffee break stations : beverages and small snacks, fruits
9h30-11h	Morning presentations	450	Plenary room	Plenary room should have possibility to present with audio-visual equipment and good acoustics
11h-11.30	Coffee & Networking break	450	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)
11.30-13.00	Morning Workshops Average of 5 parallel workshops/pitch presentations in front of audience	Varying between 100-150	Plenary room & Breakout rooms	Likely several events at same time. Plenary & breakout rooms should have possibility to present with audio-visual equipment and good acoustics
13h-14h	Lunch & Networking break	400-500	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)
14-15h	Afternoon workshops Average of 5 parallel workshops/pitch presentations in front of audience	Varying between 100-150	Plenary room & Breakout rooms	Likely several events at same time. Plenary & Breakout rooms should have possibility to present with audio-visual equipment, good acoustics, and space for audience to attend
15h-15.30	Coffee & Networking break	450	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)

15.30-16.30	Afternoon workshops Average of 5 parallel workshops/pitch presentations in front of audience	Varying between 100-150	Plenary room & breakout rooms	Likely several events at same time. Plenary & Breakout rooms should have possibility to present with audio-visual equipment, good acoustics, and space for audience to attend
16.30-17.30	Closing words & Closing cocktail drinks	450	Catering hall	Contractors would be responsible for arranging a cocktail drinks/snacks with the venue (including securing live music entertainment/ local jazz band to play instrumental music)

- **15 June _ Day 1: In-person Employee Day (Staff only)**

Time	What	Nr of people	Where	Notes
8.30 - 9h15	Breakfast all + informal welcome + overview of the day	100-150	Catering Hall	Permanent coffee break stations : beverages and small snacks, fruits
9h15-9h30	Breakfast all + informal welcome + overview of the day	100-150	Catering Hall	Permanent coffee break stations : beverages and small snacks, fruits
9h30-10h00	Icebreaker (suitable for a group of 150)			Contractors would be responsible for securing and organising a fun group icebreaker activity
10h-11h	Morning plenary	100-150	Plenary room	Plenary room should have possibility to present with audio-visual equipment, good acoustics, and space for audience to attend
11h-11.30	Coffee & Networking break	100-150	Catering Hall & Matchmaking space	Matchmaking space : One open, spacious hall with some 30-40 tables to B2Bmatchmaking (numbers on the tables)
11h30-12h15	Morning plenary/workshops	100-150	Plenary room & Breakout rooms	Several breakout rooms would be needed (for 10- max 20 participants per group) Plenary & Breakout rooms should have possibility to present with audio-visual equipment, good acoustics, and space for audience to attend
12h15-13h	Motivational speaker (expertise/area should be linked to topic of event)			Contractors would be responsible for securing and organising an appropriate motivational speaker 30 mins for speaker and 15 mins for Q&A.
13h	Lunch	100-150	Catering Hall	
14-15h	Afternoon workshops	100-150	breakout room	Several breakout rooms would be needed (for 10- max 20 participants per group)

				Plenary & Breakout rooms should have possibility to present with audio-visual equipment, good acoustics, and space for audience to attend
15-18h	Fun group activities +	100-150	External venue	Contractors would be responsible for securing and organising a fun group social activity/visit for the entire group to do
19h-late	Dinner+ Dancing	100-150	External venue	Contractors would be responsible for securing and organising a venue for a dinner with an option for a DJ and dancing after.

- **16 June _ Day 4: Team Meetings (Confirmed teams only)**

Time	What	Nr of people	Where	Notes
9h -9h30	Breakfast	100	Catering Hall	Permanent coffee break stations : beverages and small snacks, fruits
9h30-11	Morning team workshops	100	breakout rooms	Several breakout rooms would be needed (for max 20 participants per room, tbc by EIT Food)
11h-11.30	Coffee break	100	Catering Hall	
11h30-13h	Morning team workshops	100	breakout rooms	Several breakout rooms would be needed (for max 20 participants per room, tbc by EIT Food)
13h-14h	Lunch	100	Catering Hall	
14h-15h	Afternoon team workshops	100	breakout rooms	Several breakout rooms would be needed (for max 20 participants per room, tbc by EIT Food)
15h00	Closing	100		

DESIGN OF THE EVENTS

The contractors would be responsible for the look and feel of the event; whilst also making sure it followed the EIT Food brand guidelines. Designing the look and feel will include:

- the physical design of the actual venue in a sustainable way (decorations, stands, branding coherent with previous event branding and available materials), including also the connection of the physical event with the virtual event (if agreed), to ensure a smooth blending of the two aspects
- standardised visuals for presentations
- signage
- lanyards
- Source and provide Food parcels for a food bank for each attendee - or similar offering (in lieu of goodie bags/event merchandise)
- a small exposition of boards
- AV set-up,
- sound system for the dinner venue, etc.

CATERING FOR THE EVENTS

<u>The EIT Food Annual Event</u> (13-14 June 2023) <i>The contractors will be responsible for all the catering during the events.</i> We expect the following:	<u>Employee Day & Team meetings</u> (15-16 June 2023) <i>The contractors will be responsible for all the catering during the events.</i> We expect the following:
<ul style="list-style-type: none"> • Both days - Breakfast and lunch for 450 people 	<ul style="list-style-type: none"> • 15th June - Breakfast and lunch for 100-150 people
<ul style="list-style-type: none"> • Both days - permanent coffee break stations: beverages and small snacks, fruits 	<ul style="list-style-type: none"> • 15th June - permanent coffee break stations: beverages and small snacks, fruits
<ul style="list-style-type: none"> • 13th June – Cocktail/Dinner in the evening (at a separate venue from the event) *Setup should be a seated dinner with a plated service by waiters. Menu should be organic with local ingredients reflecting country culture. Should consider attendee dietary requirements and limited meat options/predominantly vegetarian options preferred 	<ul style="list-style-type: none"> • 15th June – Cocktail/ Dinner in the evening (at a separate venue from the event) *Setup should be a more informal setting to reflect the employee event Menu should be organic with local ingredients reflecting country culture. Should consider attendee dietary requirements and limited meat options preferred Limited meat options/predominantly vegetarian options preferred
<ul style="list-style-type: none"> • 14th June - 1 hour evening cocktail reception (at the same venue as the event) for 300 people (quote per attendee for alcoholic beverages: wine, beer, and soft drinks) 	<ul style="list-style-type: none"> • 16th June (Team meetings) – Breakfast & hot Lunch buffet at hotel venue for participating teams *Setup should be informal and relaxed

* As a food focussed organisation, it is very important that the food we serve adheres to some guidelines:

- Locally and sustainably sourced
- No single-use plastic used in the serving and transportation of the food and drink
- Predominantly vegetarian
- Could support local food businesses, such as food trucks.
- Solutions in place to ensure that there is zero food waste.
- Possibility to bring in some of EIT Food’s own food solutions to be prepared and served within the catering menus

TEAM BUILDING & DINNER VENUES

<u>Dinner Venue : EIT Food Annual Event dinner</u> (partners only -13 June 2023) <i>The contractors will be responsible securing suitable venues and for the overall organisation of for the dinners during all the events.</i> We expect the following:	<u>Dinner Venue : Employee Day dinner & staff party</u> (15 June 2023) <i>The contractors will be responsible securing suitable venues and for the overall organisation of for the dinners during all the events.</i> We expect the following:
<ul style="list-style-type: none"> • 13th June – Cocktail/Dinner venue located in different location to that of the day activities • May be outdoors if possible but should include a wet weather option in case of rain 	<ul style="list-style-type: none"> • 15th June – Cocktail/ Dinner venue located in different location to that of the day activities • May be outdoors if possible but should include a wet weather option in case of rain • 15th June – Space to have a disco dance party with DJ, drinks, cocktails and snacks after the dinner. If not possible at the dinner venue, a separate venue to be sourced by the contractors.
<ul style="list-style-type: none"> • ideally within a walking distance from the event • if not walking distance, then easy to reach by public transportation/ taxi from both the guest 	<ul style="list-style-type: none"> • ideally within a walking distance from the event • if not walking distance, then easy to reach by public transportation/ taxi from both the guest hotels and the event venue. A bus service can also be arranged

hotels and the event venue. A bus service can also be arranged from the hotels/event venue to the dinner venue if it is within a reasonable distance.	from the hotels/event venue to the dinner venue if it is within a reasonable distance.
	Team building : Employee Day (afternoon of 15 June) <i>The contractors will be responsible for the overall organisation of the Employee Day teambuilding/social activities.</i> We expect the following (but not limited to):
	<ul style="list-style-type: none"> Assess suitability and availability of potential venues * The venue for the Employee Day teambuilding/social activities can be located in a different location to the day's event venue) can be a building representative for the country, agri-food sector, etc. eg. a castle, factory, warehouse, greenhouse, or out-of-ordinary restaurant
	<ul style="list-style-type: none"> If venue for the social activity is not walking distance, arrange a bus service can also be arranged from the hotels/event venue if within a reasonable distance.
	<ul style="list-style-type: none"> Provide proposals and ideas to shape the concept and format of the activities to improve the experience, including advice on the format to break away from standard social activities/ interactions and make the event more engaging
	<ul style="list-style-type: none"> Prepare a back-up plan in case no physical event is allowed due to Covid-19 and the entire event needs to switch to a hybrid/virtual mode
	<ul style="list-style-type: none"> Drafting and managing invitations, registration and confirmation of participants, respond to potential email inquiries from attendees and venues
	<ul style="list-style-type: none"> Leading on communications with attendees, including after-event email
	<ul style="list-style-type: none"> On-site presence on the day
	<ul style="list-style-type: none"> Providing photo coverage
	<ul style="list-style-type: none"> Provide post-event report

ACCOMODATION

<u>Accommodation : The EIT Food Annual Event (13-14 June 2023)</u> <i>The contractors will be responsible securing suitable hotels to accommodate participants during the event.</i> We expect the following:	<u>Accommodation : Employee Day & Team meetings (15-16 June 2023)</u> <i>The contractors will be responsible securing suitable hotels to accommodate participants during the event.</i> We expect the following:
<ul style="list-style-type: none"> Secure a range of suitable 2*,3* & 4* hotels located close to the event venue and organise block bookings to accommodate participants during the event 	<ul style="list-style-type: none"> Secure a range of suitable 2*,3* & 4* hotels located close to the event venue and organise block bookings to accommodate participants during the event
<ul style="list-style-type: none"> Hotels should be located close to the event venue 	<ul style="list-style-type: none"> Hotels should be located close to the event venue

<ul style="list-style-type: none"> Organise block bookings for 450 attendees with the hotels to ensure space (attendees will book and pay for the accommodation by themselves). 	<ul style="list-style-type: none"> Organise block bookings for 150 attendees with the hotels to ensure space (attendees will book and pay for the accommodation by themselves).
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DIGITAL TOOLS

The contractor(s) will also be responsible for contracting a digital tool that can facilitate conversations and networking between the event attendees. (EIT Food typically uses Conversation Starter as a networking app)

WEBSITE & ONLINE PLATFORM

The contractors will be responsible for the following services:

<u>Website & Online Platform : The EIT Food Annual Event (13-15 June 2023)</u>	<u>Website & Online Platform : Employee Day & Team meetings (15-16 June 2023)</u>
<i>EIT Food will be responsible for providing a full and detailed list of services to be delivered by the contractors at a later date. However, to assist the planning for the contractors, we provide a broad overview below:</i>	<i>EIT Food will be responsible for providing a full and detailed list of services to be delivered by the contractors at a later date. However, to assist the planning for the contractors, we provide a broad overview below:</i>
<ul style="list-style-type: none"> Building and overseeing the overall event website and platform, the registration platform (to include a payment module for externals who will pay a registration fee) 	<ul style="list-style-type: none"> Building and overseeing the overall event website and platform, the registration platform
<ul style="list-style-type: none"> Creative design for all event branding elements, platforms based on existing design elements, guidelines, and source files. 	<ul style="list-style-type: none"> Creative design for all event branding elements, platforms based on existing design elements, guidelines, and source files.
<ul style="list-style-type: none"> Managing invitations, registration (including bi-weekly reporting of these to EIT Food) and confirmation of participants, respond to potential email inquiries from attendees 	<ul style="list-style-type: none"> Managing invitations, registration (including bi-weekly reporting of these to EIT Food), and confirmation of participants, respond to potential email inquiries from attendees
<ul style="list-style-type: none"> Management of breakout session registrations on the registration platform (including bi-weekly reporting of these to EIT Food) and allocation of these to appropriate rooms in the venue 	<ul style="list-style-type: none"> Management of breakout session registrations on the registration platform (including bi-weekly reporting of these to EIT Food) and allocation of these to appropriate rooms in the venue
<ul style="list-style-type: none"> Providing EIT Food with 2 days of studios for video recording and live streaming 	<ul style="list-style-type: none"> Providing EIT Food with 2 days of studios for video recording and live streaming
<ul style="list-style-type: none"> Recording and broadcasting/streaming of live panels/sessions of the event throughout the event and on the virtual event platform 	<ul style="list-style-type: none"> Recording and broadcasting/streaming of live panels/sessions of the event throughout the event and on the virtual event platform
<ul style="list-style-type: none"> Providing EIT Food with raw footage from the event 	<ul style="list-style-type: none"> Providing EIT Food with raw footage from the event
<ul style="list-style-type: none"> Using the necessary digital tools to facilitate networking at the event and training the EIT Food in how to support this 	<ul style="list-style-type: none"> Using the necessary digital tools to facilitate networking at the event and training the EIT Food in how to support this
<ul style="list-style-type: none"> Providing the necessary furniture, facilities (internet access, etc.) and event decoration for the videos 	<ul style="list-style-type: none"> Providing the necessary furniture, facilities (internet access, etc.) and event decoration for the videos
<ul style="list-style-type: none"> Overseeing the smooth running of the event streaming 	<ul style="list-style-type: none"> Overseeing the smooth running of the event streaming

LOGISTICS

Throughout the four days, the contractors will be responsible for the smooth running of the event, including but not limited to:

- Venue set up
- Registration process (including preparing badges for participants and staffing the registration desk)
- Ensuring speakers are where they need to be
- Tech
- Close down

PERSONNEL

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

- Hosting
- Tech
- Registration
- Catering
- Photographers
- Videographers

*We do want to stress diversity and gender balance in all people being present at the venue.

4. Proposal Process

4.1. Participation

Participation in this proposal procedure is open to the tenderers.

4.2. Expressing Interest

Interested contractors are invited to submit a proposal outlining the following:

- **In the proposal, the contractors may choose to submit a proposal for either one of the following options:**
 - a) **Submit a proposal to project-manage the complete event** as the main event contractors (bidding for the both the Annual Event & Employee Day). Please make sure to outline the prices for hosting the two events on the specified dates, taking note that as the main event contractors they will be responsible for all aspects of successfully managing the cooperation with third-party suppliers (including agencies covering only specific elements/activities of the overall event).
 - b) **Submit a proposal to cover specific elements/activities** taking place across either the Annual Event and/or the Employee Day event. The contractors will also be responsible for establishing a good collaboration with the main event contractors to ensure that these elements/activities are seamlessly merged with the overall event.
- Their suitability and experience for delivering such an event. Please describe other similar events that you have conducted.
- Proof that they are registered for VAT purposes in the proposed country where the event will take place
- The country(ies) they are bidding for, including at least 2 suitable venue options in the city(ies) they are submitting their proposal for.
- A preliminary plan of where, when and how the contractors would deliver the event.
- Some examples for the Design and Look and Feel they propose

- Some proposed menus
- A detailed budget breakdown – please note that the selected contractors will be responsible for all relevant subcontracting (venue, catering, staff, tech etc).
****The budget breakdown submitted by contractors must include real estimates for all main costs listed in this tender (AV, venue, catering, dinners, etc.) to present a realistic overview of expected total costs for the event(s)**

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

4.3. Submission of proposal

	Date
Sending out RFP invitations to the potential suppliers	13 December 2022
Deadline for requesting clarification from EIT Food	13 January 2023 (Questions received before 3 Jan will be answered by 6 Jan. Questions received between 3-13 Jan will be answer by 16 Jan)
Deadline for submitting proposals	30 January 2023, 10.00 am CET
Intended date of notification of award	6 February 2023
Intended date of contract signature	20 February 2023

Please submit proposal **by 30th of January 2023 at 10.00 CET**. EIT Food will then decide and enter into a contract with the successful party. The successful Contractors will enter into a contract with EIT Food where 50% is paid upfront and 50% on the successful completion of the events.

****During the project, the successful contractors will have to provide EIT Food with monthly time sheets of hours spent on different tasks, aspects and workplan of each of the two events.**

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

Contact name: Patricia Willems-Mawenu, Communication & Events Manager

E-mail: patricia.willems-mawenu@eitfood.eu

The proposal shall contain:

- the technical response to the services requested (see point 3) should be in a Word format(maximum 4 pages). Pictures of venues can be added in an Annex.
- **A) the financial offer (meaning the price for the contractors’ project management fees related to general event support) should be provided in a separate document, in an Excel format.** The Financial offer (contractors project management fees) shall be expressed in Euros, VAT shall be indicated separately. It shall not include third party costs for the conference venue, relevant audio-visual media services, catering and hostesses, but it may include costs for the virtual conference platform, the website and

online registration system, professional moderation (if is provided in-house), conference reporting and photographer/videographer.

B) in addition to the contractors' project management fees, the budget proposal should also include a break down for the third-party cost elements described above in the scope of work (in an Excel format):

1. Direct costs related to the delivery of the events (third party costs for the conference venue, relevant audio-visual media services, catering, and hostesses, etc)
2. Other costs related to the delivery of the events (branding, bus transfers, food parcels for a food bank, marketing etc)
3. Social programme items (dinners, team buildings, etc)

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 counterproposals, 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 authorized 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.

4.4. 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.

4.5. Requests for additional information or clarification

In case the tenderers require additional information or clarifications, these should be addressed to the person 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 3.1. In case of complex or high value procurements, EIT Food may arrange a clarification session of which it will inform all tenderers.

Contact name: Patricia Willems - Mawenu

E-mail: patricia.willems-mawenu@eitfood.eu

EIT Food has no obligation to provide clarification.

4.6. 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.

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, 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.

4.8. 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.

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.

Award criteria:

1. Relevant project experience and competences of the proposed project teams (maximum: 20 points)
2. Methodology approach of project and proposed project implementation (maximum: 20 points)
3. Creative and strategic input to shape the event concept and format (maximum: 20 points)

Total technical score: 60 points maximum

4. 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)

Total financial score: 40 points maximum

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.

4.10. 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 EIT Food. The tenderers have 5 calendar days to file their complaints from the dispatch of the award notification e-mail.

4.11. 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.

4.12. 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.

4.13. 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.

4.14. 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