



Pre-qualification Notice

EIT Urban Mobility – Summit

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 1 April 2022

eiturbanmobility.eu

Co-funded by the
European Union



1. Background

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more livable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more livable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of more than 50 top European corporations, SMEs, start-ups, universities and research institutes constituted into the EIT Urban Mobility Association.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands and Spain.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

2. General objectives and scope of work

2.1. General terms & conditions

The subject of this request for proposal is the creation of a pool of providers for the selection of the most suitable offer (hereinafter also referred to as "**participant**" or "**tenderer**") for the conclusion of a co-organizer agreement for the EIT Urban Mobility Summit Congresses for years 2022, 2023 and 2024, hereinafter also referred to as "**tender**". The selection procedure is conducted openly and transparently.

The following documents regulate the terms and conditions under which the selected Tenderer (i.e. Contractor) shall fulfil the specific tasks as a result of the current tender procedure:

- a) The Pre-Qualification Notice;
- b) The Request for Proposal to organise and exploit the EIT Urban Mobility Summit congress event
- c) The Contract to be signed with the selected Tenderer.

The EIT Urban Mobility is responsible for sharing all available, relevant information, existing documents and data on the projects related to which tasks are to be performed by the Contractor based on individual purchase orders, if relevant. The EIT Urban Mobility is responsible for the validity and completeness of all such information.

The working language for the performance of tasks is English.

The co-organizer agreement will conclude between the successful tenderer, as contractor, and firm EIT Urban Mobility KIC LE as the Contracting Authority. The company EIT Urban Mobility KIC LE is established under the Spanish law.

2.2. Specific objectives

To grow its annual Summit conference, EIT Urban Mobility is looking for a appoint a single provider with whom to co-organise up to 3 editions (congresses) in Barcelona (Spain). EIT Urban Mobility aims to join forces with a well-established tradeshow organisation in urban transport and smart cities to leverage its success and thus reach more visibility and have a greater impact

The subject in charge of the three editions of a congress organization and exploitation should fulfil the following objectives:

- Three (3) event implementation (1 per year) of an urban mobility congress focused on innovation that brings together the industry, government, academia, and research stakeholders, managing both a congress and an exhibitions areas including the possibility of demos.
- Defining a brand for the Congress that represents the concept of innovation in mobility that is neutral and compatible with both EITUM brand image and its congress partner.
- Event management and administration: promoting/ selling/ billing/ collections/ insurance coverages/ infrastructure/ other required services needed to implement the event (catering, speakers, Exhibitors, booth design and build-up, IT services, light & sound, conference steward staff. etc.)
- Organizing the logistics and operations of the congress located in Barcelona before, during and after the event, including the preparation and improvements implementation for the following edition.

- Definition of a marketing Strategy in coordination with EIT UM to maximise the number of exhibitors and attendance from key stakeholders of the mobility ecosystem at global level.
- Executing the co-defined marketing and sales plan in coordination with EIT UM, establishing a clear definition of roles and responsibilities
- Rolling out the commercial policy and advertising campaign agreed prior with EIT UM
- Develop and maintain the official website of the event, including area under registration and
- Develop and animate an all-year round online content platform aimed at engaging with delegates and exhibitors and build loyalty for next congress editions.
- Organise a call-for-speakers to generate leads for a series of conference sessions
- Creation of an attendee data base including its maintenance in co-ownership with EIT UM and compliance with privacy and applicable EU regulations on data sharing and management.
- Offer a revenue-share scheme to EIT Urban Mobility based on the income generated by the congress event
- Provide an exhibition, demo, and pitch area at dedicated reduced prices for start-ups of EIT Urban Mobility's portfolio
- Provide adjacent services to EIT Urban Mobility activities during the Congress, including but not limited to steward service, catering, simultaneous translation, etc.
- Offer unique conditions and discounts to EIT Urban Mobility and its partners to participate in the congress as exhibitors and/or delegates.
- Put in practice a sustainability action plan to reduce and offset greenhouse gas emissions with the aim to become a carbon neutral congress in the mid-long term.

2.3. Timing and planning

2.3.1 Start date & period of implementation

The intended start date is, at the latest, **01 June 2022 until 31 December 2024**.

3. Pre-qualification procedure

The pre-qualification is the first phase of the two-stage procedure of selecting winning Tenderer to implement the organisation and exploitation of the EIT Summit.

During the pre-qualification procedure the EIT Urban Mobility will, based upon the presented technical/ professional capacity, establish a list of potential Tenderers. During the second phase the EIT Urban Mobility will invite pre-qualified Tenderers to submit a detailed bid.

Please note that alliance of pre-qualified Applicants to submit joint tender will be only allowed in the second phase, when both applicants have been selected in the pre-qualification stage.

3.1. Participation

Participation is open to all interested firms. Applicants may not form alliance to jointly submit Applications.

All Applicants must sign a Letter of Interest in the form provided by the EIT Urban Mobility, attached as Annex 1 to the present Notice.

3.2. Indicative time schedule

	DATE
Publishing the PQN	01 April, 2022
Deadline for requesting clarification from the EIT Urban Mobility	8 April, 2022
Last date for the EIT Urban Mobility to issue clarification indicative	10 April, 2022
Deadline for submitting Letter of Interest	11 April, 2022
Intended date of notification of pre-qualification	13 April, 2022
Establishing pre-qualification list and sending of Request for Proposals to pre-qualified Applicants	14 April, 2022

3.3. Submission of the application

Pre-qualification proposal is requested to be emailed in written form, **in English** to the following address until **the deadline 11th April 2022, 16:00h**, to:

Contact name for the attention of Mr. Lluís Puerto, Factory Director of the EIT URBAN MOBILITY.

E-mail: procurement@eiturbanmobility.eu

The EIT Urban Mobility notes that Applications will be deemed timely received or submitted by the EIT Urban Mobility, if they are received by the EIT Urban Mobility by the submission deadline. All risks associated with delays will be borne by the Applicants only.

All times specified in hours in any procedural document are to be understood as **Spanish local time**.

The EIT Urban Mobility will consider Applications submitted after the submission deadline as invalid.

The representative of the EIT Urban Mobility will make records of the opening of the Applications, which will be sent to all Applicants within 3 days from the opening of Applications.

The application shall contain:

- A signed Letter of Interest (Annex 1), including the list of relevant experience.
- Reference Letter(s) proving the experience(s) presented to comply with pre-qualification selection criteria described in Section 4.1. The Reference Letter(s) must include all necessary information that will allow the EIT Urban Mobility to fully assess compliance with the pre-qualification selection criteria. Please note that experience listed but not, or only partially supported by Reference Letter, will not be considered.

The Applicant must submit its application via email in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password. Application may not be submitted by joint Applicants.

3.4. Request for clarifications

The Applicant may seek to receive additional information about the provisions of the documentation before the submission deadline from the EIT Urban Mobility, who will provide the requested information at least one day before the submission deadline.

The Applicant is asked to send its request for additional information electronically to the following

Contact name for the attention of Mr. Lluís Puerto, Factory Director of the EIT URBAN MOBILITY.

E-mail: procurement@eiturbanmobility.eu

EIT Urban Mobility is not obliged to answer questions in case it makes a decision not to do so.

With a view to ensuring a rapid response to the questions received, the EIT Urban Mobility asks the Applicants to send their questions in an editable MS Word format.

4. Evaluation of applications

4.1 Pre-qualification selection criteria

The pre-qualification will be based on the professional capacity of the Applicant. The following selection criteria will apply:

Technical criteria	
Number of Congress organised around the topic of mobility 10 points shall be given for each congress edition organised, with a maximum of 40 points	Max. 40 points.
Total number of attendees over the past 3 years 10 Points shall be given to those applicants with higher number of attendees, 5 points for the 2 nd highest number, and 1 point to the 3 rd .	Max.10 points.
Exhibition area (m2)	Max. 10 points.

The application with the highest offering of m2 for exhibition will receive 10 Points, the second application with most m2 will receive 5 points, other applications will receive 1 point.	
Financial criteria	
Fixed Fee (per edition) to organise the congress according to section 2.2 The application with the best offer (EUR) will receive 20 Points, the second application with best offer EUR/month will receive 10 points, other applications will receive 5 points.	Max. 30 points.
Revenue share The application with the best % on congress revenue generated will receive 10 points, the 2 nd will receive 5 points and the 3 rd 1 point.	Max. 10 points.

Total max score:100 points

Total technical score:.....60 points max.

Total financial score:.....40 points max.

Applicants are allowed to refer to contracts completed within the reference period even if started earlier.

Reference Letters must contain all relevant data allowing the EIT Urban Mobility to fully assess the compliance of the Applicant, otherwise the experience will not be considered.

4.2 Selection of the applicants

The invited applicants will be informed in writing (via email) about the result of the pre-selection procedure.

4.3 Cancellation of the proposal procedure

In the event of cancellation of the pre-qualification procedure, the EIT Urban Mobility will notify Applicants on the cancellation. In no event shall EIT Urban Mobility be liable for any damages in any way connected with the cancellation of the procedure.

4.4 Appeals / Complains

Applicants believing that they have been harmed by an error or irregularity during the evaluation process of the applications may file a complaint. Appeals should be addressed to the EIT Urban Mobility. The Applicants have 3 days to file their complaints from the receipt of the letter of the notification of selection.

4.5 Ethics clauses / Corruptive practices

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

The Applicant shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional

ties or any other shared interest ('conflict of interests'). He should inform the EIT Urban Mobility immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Annexes

1. Letter of Interest form

PRE-QUALIFICATION APPLICATION FOR ORGANISATION AND EXPLOITATION OF EIT UM SUMMIT

In response to the Pre-qualification Notice published on EIT Urban Mobility website for implementing the organisation and exploitation of the EIT UM Summit contract, we _____ (hereby referred to as Applicant) would like to express our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents for your information and records.

Application submitted by

Name of legal entity	
Official address	
Tax registration number	

Contact person

Name	
Address	
Telephone	
e-mail	

EXPERIENCE

1. Please present the relevant expertise of the company with special regards to implementing the organisation and exploitation of congresses related to mobility and cities. Please specify the exact references, upon which further information may be requested by the EIT Urban Mobility. The description shall be maximum 5 pages, pages beyond that shall not be considered.

2. Please fill in the tables below to summarise the references in compliance with the Pre-qualification criteria.

1.

Type of revenues and fees* and other congress figures								
Name and year edition of the Congress	Total Co-organizer fee EUR/year	Total revenue generated	Number of exhibitors	Number of attendees	Number of (paid) Sponsors	Baseline Exhibition fees EUR/m ²	Baseline ticketing fee EUR (full congress)	Number of conference sessions on mobility topics

* The revenues and fees are net amounts, without VAT.

Signed on behalf of the Applicant

Name	
Signature	
Date	