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# Request for Proposals

Legal Advisory Services for the Implementation of the Innovation  
Programme Procurement Strategy

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

EIT Urban Mobility KIC LE (“Contracting Authority” or “CA”)

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# 1. Overview of EIT Urban Mobility

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 liveable.

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 liveable 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 European corporations, SMEs, start-ups, universities and research institutes.

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 and the EIT Urban Mobility Foundation.

## 2. General Objectives and Scope of Work

### 2.1. General objectives

By the present procurement procedure, the EIT KIC Urban Mobility S.L., hereby being referred to as “the EIT UM” or as “EIT UM”, aims to procure legal advisory services, hereby being referred to as “provider”, to introduce and operationalise innovative public procurement practices within its funding mechanisms, particularly within its Innovation programmes.

The selected tenderer will support two specific calls for proposals i) RAPTOR 2026 Open Call and ii) Innovation Open Call throughout their lifecycle: from call design, evaluation and selection, to project implementation.

Such legal advisory services on innovative public procurement will focus on three main goals:

- **RAPTOR Open Call:** Under the RAPTOR programme framework, the aim is to align the programme with the innovation procurement framework and integrate the Design Contest in the planning and implementation of the RAPTOR 2026 Open Call. During the contract, up to five cities selected for the RAPTOR programme will receive legal support to implement such innovative public procurement mechanism, in accordance with EU directives and national regulations.
- **Innovation Open Call:** Under the Innovation programme framework, the aim is to guide the design and implementation of the Innovation Open Call to ensure future funded projects can implement innovation procurement processes within the project duration or right after the project completion. If relevant, a minimum of 3 cities/public buyers participating in an awarded project should receive legal support to implement an innovation procurement process (Pre-Commercial Procurement [PCP] and/or Public Procurement of Innovative Solutions [PPI]) in compliance with EU directives and national regulations.
- **Capacity Building:** Finally, the aim is to enhance the expertise of EIT UM staff in innovative procurement processes, particularly in the Design Contest mechanism, through targeted training sessions and the development of a comprehensive, publishable report. This workstream will not only upskill staff but also showcase EIT UM's role in promoting the uptake of innovative solutions in sustainable urban mobility.

Key activities include, but are not restricted to, delivering workshops and training sessions, reviewing documentation, and providing one-to-one advice to both EIT Urban Mobility and innovation adopters/public buyers on legal and operational aspects.

#### RAPTOR Open Call context

Rapid Applications for Transport (RAPTOR) is the challenge-based, city-driven agile innovation programme created and managed by EIT UM.

RAPTOR takes the urban mobility challenges of cities and runs a competition to find the best solutions from start-ups/SMEs and then supports a period of solution development which results in an in-situ demonstration. The defining feature of RAPTOR is its agility – cities and start-ups/SMEs in the programme work collaboratively, communicatively, and swiftly to bring about and to test either a new or improved/customised product or service.

#### Innovation Open Call context

The Innovation Open Call is the primary mechanism used by EIT UM to support the development and testing of new innovative solutions on sustainable urban mobility. Compared to the RAPTOR programme, it can accommodate projects with lower TRLs as starting point and that require a longer time to market and larger financial support to develop and test solutions and to set the right local conditions for the planned innovations.

The Call has two cut-off dates per year and is addressed to consortia (more than one entity) from at least two EU Members States and/or countries associated to Horizon Europe.

## 2.2. Detailed scope of work

The activities outlined in the work packages below are not necessarily required to be carried out sequentially; overlaps may occur. The provider should optimize processes to enhance the efficiency and effectiveness of both Calls concurrently. The tenderer is expected to deliver the following services:

### Work Package 1: RAPTOR Open Call - legal advisory support

#### **WP 1.1: Design, legal assessment and guidance**

- Provide advisory support to design and implement procurement mechanisms based on the Design Contest and Negotiated procedure for the RAPTOR 2026 Open Call, ensuring compliance with [EU guidance on Public Procurement of Innovation](#) and National Public Procurement Laws. Revise and update RAPTOR 2026 Call documents.
- Prepare an initial legal feasibility assessment for up to five participating cities, evaluating suitability for a Design Contest. The findings will be compiled into city-specific reports, guiding the next stages of implementation and ensuring legal alignment.
- Advise EIT UM on how to set up a User Observer Group for specific city challenges, ensuring adherence to EU and national regulations while fostering their involvement in the development and testing phase of innovations supported by EIT Urban Mobility.

**WP 1.2: Implementation support**

- Provide legal support to up to five cities participating in the RAPTOR 2026 Open Call to facilitate the preparation and execution of the Design Contest and subsequent negotiated procedure. This includes:
  - Direct consultations (interviews) to clarify legal and procurement requirements, identifying risks and proposing mitigation strategies.
  - One to two workshops per innovation adopter/public buyer will be organised in collaboration with EIT Urban Mobility staff, focusing on defining legally viable procurement routes with clear procedural steps and timelines.
- Provide one-to-one legal advice to support the implementation of the defined procurement pathway. Continuous troubleshooting assistance will be provided to address unexpected legal barriers during the process to the cities and EIT UM team.
- Support EIT UM during the project evaluation and selection stages to ensure full compliance with Design Contest regulations and national procedures.

The following Gantt chart presents a tentative timeline for each task and deliverable:

Tasks	Deliverable	Apr'25	May'25	Jun'25	Jul'25	Aug'25	Sept'25	Oct'25	Nov'25	Dec'25	Jan'25	Feb'25	March to June 2026
1.1.1 Revise and update the RAPTOR 2026 Open call documentation in line with legal requirements for a Design Contest	Updated Call documents												
1.1.2 Initial legal feasibility assessment for each selected city (up to 5)	Compliance review & legal feasibility report per city												
1.1.3 Advice on setting up a User Observer Group	Number of hours of advice delivered												
1.2.1 Legal support to prepare execution of Design Contest	Workshop materials & summary report on the next steps												
1.2.2 One-to-one legal advice to support implementation	Number of hours of advice delivered &												

	Supporting documents (meeting minutes)												
1.2.3 Provision of legal advice during the project evaluation and selection stages	Number of hours of advice delivered												

**Work Package 2: Innovation 2026 Open Call - Legal advisory support**

**WP 2.1: Design, legal assessment and guidance**

- Review and update the Innovation 2026 Open call documentation to ensure it supports and encourages the adoption of innovative public procurement practices such as Design Contest, PCP or PPI processes.
- Develop comprehensive guidelines for innovation adopters/public buyers that outline the essential considerations for integrating innovative public procurement into a proposal for the EIT UM Innovation Open Call. These guidelines should provide actionable recommendations to establish the optimal conditions for procuring the solution after the project concludes. The final document will be annexed to the Call Manual.
- Moderate three co-creation workshops to identify and support cities/public buyers in shaping innovation procurement strategies/pathways within the framework of an EIT UM project.

**WP 2.2: Implementation support**

- Support EIT UM during the project evaluation and selection stages to ensure full compliance with the [EU guidance on Public Procurement of Innovation](#) and National Public Procurement Laws.
- If relevant, provide one-to-one legal advice to three cities/public buyers from awarded projects on the set up and implementation of innovation procurement processes within the timeframe of the project including any troubleshooting on unexpected procurement barriers.

The following Gantt chart presents a tentative timeline for each task and deliverable

Tasks	Deliverable	Apr'25	May'25	Jun'25	Jul'25	Aug'25	Sept'25	Oct'25	Nov'25	Dec'25	Jan'25	Feb'25	March to June 2026
2.1.1 Review and update the Innovation 2026 Open call documentation.	Updated call documentation												

2.1.2 Development guidelines for public buyers.	Guidelines (as annex to the call manual)												
2.1.3 Three co-creation workshops	Workshop materials & summary report on the next steps												
2.2.1. Provision of legal advice during the project evaluation and selection stages	Number of hours of advice delivered												
2.2.2 If required, one-to-one legal advice to cities/public buyers from awarded projects	Number of hours of advice delivered & Supporting documents (meeting minutes)												

**Work Package 3: Capacity building and publishable report**

- Conduct up to two training sessions for EIT UM staff, one at the beginning of the contract and another one half way through, to build expertise in the field of innovation procurement processes and in particular on the Design Contest mechanism.
- Produce a final publishable report that captures best practices, lessons learned, and actionable recommendations derived from the legal advisory support provided across both the RAPTOR 2026 and Innovation 2026 Open Calls. This report will serve as a reference for future public procurement initiatives in the sector of sustainable urban mobility.

The following Gantt chart presents a tentative timeline for each task and deliverable

Tasks	Deliverable	Apr'25	May'25	Jun'25	Jul'25	Aug'25	Sept'25	Oct'25	Nov'25	Dec'25	Jan'25	Feb'25	March to June 2026
3.1 Training sessions	Training materials												
3.2 Development of a final publishable report	Report												

By delivering on these objectives, the selected tenderer will significantly enhance EIT Urban Mobility’s ability to integrate innovative procurement practices into its funding mechanisms. Thereby increasing the

impact and scalability of its programmes while fostering a collaborative, agile, and commercially-oriented environment for urban mobility solutions.

The activities outlined in different work packages can be carried out concurrently, and the provider should ensure that tasks are executed efficiently to meet the project deadlines. The provider will also ensure the timely delivery of all deliverables, coordinating with the EIT Urban Mobility team to address any unforeseen issues.

## 2.3. Location, timing, planning and reporting

### 2.3.1 Start date & period of implementation

The intended start date is, at the latest, 15/04/2025 and is expected to last, at the latest, until 30/06/2026.

EIT Urban Mobility intends to use the direct award procedure with the winner of the present procedure for covering the needs of additional 12 months in the course of 2026-2027, subject to the continuation of project needs, once the budget is known and all resources of the present contract are used up.

This potential extension, if exercised, will be based on the necessity to ensure continuity of services, particularly to support the implementation of projects and the negotiation procedure for pilots in the post-pilot period. The extension will be awarded under a negotiated procedure without prior publication. The available funding for the potential extension will be no greater than the maximum budget amount allocated for the first year of the contract, and may be subject to revision based on the evolving needs for this service.

### 2.3.2 Location

This project doesn't have a specific office location during the implementation – the provider should mainly provide assistance from his/her home base of operation. We intend to work under a virtual environment as an organisation. Video conferences and telephone conferences are preferred options for team meetings.

For face-to-face workshops/trainings, the provider will have to travel to EIT UM office or its Innovation Hubs or to its partners or any other project site designated by EIT UM. All costs borne for such travels shall be subject to reimbursement detailed later by EIT UM if justified and in accordance with EIT UM Travel Policy.

### 2.3.3 Payment terms

Available maximum fund for the requested services is up to 80,000 EUR (VAT excluded), including reimbursement of any travel costs.

Payments will be made in four instalments, based on deliverables achieved and corresponding timesheets submitted by the service provider.

#### **1<sup>st</sup> instalment (July 2025) corresponding to up to 15% of the budget**

This invoice should cover the following deliverables:

- **Deliverable 1.1.1:** Updated RAPTOR 2026 Open call documentation
- **Deliverable 2.1.1:** Updated Innovation 2026 Open call documentation
- **Deliverable 2.1.2:** Guidelines for cities/public buyers (Annex of the Innovation 2006 Open call documentation)
- **Deliverable 3.1a:** Training material of the 1<sup>st</sup> training to EIT UM staff

#### **2<sup>nd</sup> instalment (October 2025) corresponding to up to 30% of the budget**

This invoice should cover the following deliverables:

- **Deliverable 1.1.2:** 5 city-specific compliance & legal feasibility reports
- **Deliverable 1.1.3:** Time-tracking sheet with evidence allocated to advice EIT UM on the set up of User Observers Group.
- **Deliverable 1.2.1:** Workshop materials & summary report on the next steps to prepare the execution of the Design Contest.

#### **3<sup>rd</sup> instalment (February 2026) corresponding to up to 30% of the budget**

This invoice should cover the following deliverables:

- **Deliverable 1.2.2:** Time-tracking sheet with evidence allocated to one-to-one legal advice to support implementation and meeting minutes – RAPTOR Call.
- **Deliverable 2.1.3:** Workshop materials & summary report on the next steps to identify and support cities/public buyers in shaping innovation procurement strategies/pathways within the framework of an EIT UM project.
- **Deliverable 2.2.1:** Time-tracking sheet with evidence allocated to legal advice during the Innovation Call project evaluation and selection – Innovation Call.
- **Deliverable 3.1b:** Training material of the 2<sup>nd</sup> training to EIT UM staff.

#### **4<sup>th</sup> instalment (July 2026) corresponding to up to 25% of the budget**

This invoice should cover the following deliverables:

- **Deliverable 1.2.3:** Time-tracking sheet with evidence allocated to legal advice during the RAPTOR Call project evaluation and selection – RAPTOR Call.

- **Deliverable 2.2.2:** Time-tracking sheet with evidence allocated to one-to-one legal advice to cities/public buyers from awarded projects and meeting minutes – Innovation Call
- **Deliverable 3.2:** Final publishable report.

## 2.4. Methodology of work

The selected legal service provider should adopt a structured, and outcome-driven approach to deliver advisory, capacity building, and documentation support in a timely and efficient manner. The work methodology proposed should include following phases:

1. Kick-off meeting with EIT UM team to revise and align on objectives, scope, calendar and expected outcomes.
2. Regular check-ins (e.g., bi-weekly or monthly) to review progress, address challenges, and refine the approach as needed.
3. A final debriefing session to consolidate findings, assess impact, and outline next steps.

The tenderer should specify a maximum number of advisory hours available under the contract. These hours will be allocated across different activities (e.g., one-to-one consultations, workshops, document review). The tenderer should propose a request-based system to allocate the time for advisory support (e.g., an online form, email requests, or a shared scheduling tool) and maintain a time-tracking sheet, available to EIT UM, logging hours spent per task and outputs delivered. Regular advisory slots should be available (e.g., weekly or bi-weekly) to allow for structured engagements, complemented by on-demand consultations for urgent matters. This process ensures transparency, allows for timely adjustments, and verifies that the allocated hours are delivering value.

## 2.5. Deliverables

The tenderer is requested to provide the following deliverables in line with scope included in Section 2.2.

Each deliverable will be reviewed and approved by the EIT Urban Mobility team to ensure that it meets the required standards and expectations.

Del N.	Del Title	Due date
1.1.1	Updated RAPTOR Open Call documentation	June 2025
1.1.2	5 city-specific compliance & legal feasibility reports	August 2025
1.1.3	Time-tracking sheet with evidence allocated to advice EIT UM on the set up of User Observers Group	September 2025
1.2.1	Workshop materials & summary report on the next steps	September 2025
1.2.2	Time-tracking sheet with evidence allocated to one-to-one legal advice to support implementation and meeting minutes – RAPTOR Call	Monthly report
1.2.3	Time-tracking sheet with evidence allocated to legal advice during the RAPTOR Call project evaluation and selection – RAPTOR Call	Monthly report

2.1.1	Updated Innovation Open Call documentation	April 2025
2.1.2	Guidelines for cities/public buyers.	June 2025
2.1.3	Workshop materials & summary report on the next steps	December 2025
2.2.1	Time-tracking sheet with evidence allocated to legal advice during the Innovation Call project evaluation and selection – Innovation Call	Monthly report
2.2.2	Time-tracking sheet with evidence allocated to one-to-one legal advice to s cities/public buyers from awarded projects and meeting minutes – Innovation Call	Monthly report
3.1	Training materials	July 2025 & February 2026
3.2	Final publishable report	June 2026

Deliverables should be provided in the following formats: legal reports (Word/PDF), workshop materials (PowerPoint/Word), and training materials (PowerPoint/Word).

## 3. Proposal Process

### 3.1. Proposal Schedule

	DATE
Sending of invitation to proposal to the potential supplier	19th March, 2025
Deadline for submitting proposal	1st April, 2025
Intended date of notification of award	7th April, 2025
Stand still period	3 days
Intended date of contract signature	11th April, 2025
Intended start date of the contract implementation	15th April, 2025

### 3.2. Participation

Participation in this procedure is open to all interested participants.

### 3.3. Submission of proposal

Proposals are requested to be emailed in written form, **in English** to the following address until the **deadline of 1<sup>st</sup> April 2025, 16:00 Central European Time**, to:

**Contact name:** For the attention of Ms. Jorgina Cuixart (Innovation Manager), at EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

#### The proposal shall contain:

- a. The technical response to the services requested (see Section 2.2: 'Detailed scope of work') as well as the proposed experts' CVs and past experience on innovative public procurement (see Section 4: 'Award criteria').
- b. The financial offer (the price for the service.) The financial offer must be presented in **EUR**. The price must be indicated as net amount, excl. VAT)

**The email including the proposal from the bidder should be sent and delivered by 1<sup>st</sup> April 2025, 16:00 Central European Time.**

- Proposal must be submitted in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password.
- Proposal must be signed by the tenderer.
- Proposal will be deemed timely submitted, if it is received by EIT UM by the submission deadline. All risks associated with the delay or loss of the proposal shall be borne by the Tenderer only. EIT UM will deem proposal received after the submission deadline invalid.
- Proposal should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderer is, 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 represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the request for proposals and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

### 3.4. Minimum requirements

The following documents and declarations are to be submitted together with the tender by the tenderer (in case of a group of tenderers, this applies to each member). In order to be considered valid, proposals must include:

- **Tender Submission form** and **Tender declaration form** (Annex 1.2 and 1.3) together with supporting documents evidencing the legal name of the Tenderer (copy of the official documents

showing the name of the natural person or legal person, the address of its head office, and the registration number given to it by the national authorities).

- An administrative part including all the information and documents required by EIT UM for the evaluation of the tender on the basis of the exclusion and selection criteria set out below.
- Bidders must provide their comments in writing to the contract agreement terms of EIT UM (Annex 1) and in case they are proposing any amendments to the terms and conditions, they have to submit their proposal in their offer. Any amendment requests after the tender submission deadline and the notification of award shall not be accepted or discussed. EIT UM is not obliged to accept any amendment requests, proposed modifications nor contract templates.

### 3.5. Validity of the proposal

Tenderers are bound by its proposal 30 days after the deadline for submitting the proposal or until they have been notified of non-award.

The winners must maintain its proposal for a further 30 days to close the contract.

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

### 3.6. Additional information before the deadline for submitting proposals

The instructions to the tenderers should be clear enough to avoid the tenderers having to request additional information during the procedure. In case the tenderer is in need of additional information, please address it to the address below.

**Contact name:** for the attention of Ms. Jorgina Cuixart (Innovation Manager) at EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

EIT Urban Mobility has no obligation to provide clarification if decides.

### 3.7. Cost for preparing proposals

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

### 3.8. Ownership and confidentiality of proposals

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

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, the CA has the right for the purposes of safeguarding its financial interests that the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

### 3.9. Clarification related proposals

After submission of the proposal, it shall be checked if it satisfies all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderer is or appears to be incomplete or erroneous or where specific documents are missing, the CA may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.

### 3.10. Negotiation about the submitted proposal

After checking the administrative compliance of the tenderer, EIT Urban Mobility can negotiate the contract terms and conditions with the tenderer. In this negotiation, EIT Urban Mobility will ask the tenderer to adjust the proposal or specific sections of the proposal within an appropriate time limit.

## 4. Evaluation of proposals

### 4.1. Exclusion criteria

The Tenderers will be excluded from participation in the current procedure, if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations.
- b) it has been established by a final judgment or a final administrative decision that the Tenderer is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law.
- c) it has been established by a final judgment or a final administrative decision that the Tenderer is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Tenderer belongs, or by having engaged in any

wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

- i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract.
  - ii. entering into agreement with other Tenderers with the aim of distorting competition.
  - iii. violating intellectual property rights.
  - iv. attempting to influence the decision-making process of the contracting authority during the procurement procedure.
  - v. attempting to obtain confidential information that may confer upon its undue advantages in the procurement procedure.
- d) it has been established by a final judgment that the Tenderer is guilty of fraud, corruption or money laundering.

## 4.2. Award criteria

The EIT UM will award the contract to the tenderer who submitted the most advantageous technical and financial proposal based on best value for money based on the following criteria (including the weighting assigned to them).

The technical score is calculated based on the assessment rating below:

DESCRIPTION	SCORE
<p><b>Quality and feasibility of the proposed workplan</b></p> <p>Applicants will be assessed on the clarity, coherence and feasibility of their proposed workplan, including the logical sequencing of tasks and the justification of time allocation across tasks to ensure efficient resource management.</p> <p><i>Assessment: Evaluation will be based on a 1-2 page presentation of the proposed workplan and time allocation.</i></p> <p>Scoring will be as follows:</p> <ul style="list-style-type: none"> <li>➤ 10 points: Comprehensive, well-structured, and clearly defined workplan with well-justified distribution of hours.</li> <li>➤ 5 points: The workplan is clear and structured, but lacks sufficient detail in some areas, such as the rationale for time allocation.</li> <li>➤ 3 points: The workplan is basic and lacks depth, with high-level or vague details on time allocation and tasks</li> </ul>	<p>Max. 10 points</p>
<p><b>Relevant experience in innovative public procurement</b></p>	

<p>Applicants will be assessed on their experience in providing legal advice for the design and execution of innovation procurement processes for cities and public buyers, with a particular emphasis on the Design Contest mechanism.</p> <p><i>Assessment: Applicants must submit a 1-2 page presentation that includes a list of proven commissioned projects describing: the project scope and support provided, the client, total budget, year of execution and project length. Evidence of direct involvement in the design and execution of Design Contests, if applicable.</i></p> <p>Based on this evidence the tenderer will be scored as follows:</p> <ul style="list-style-type: none"> <li>➤ 30 points: Led legal advisory on 10 or more innovation procurement projects, including at least 3 Design Contests. Provided end-to-end support in the design, execution, and implementation of procurement processes for multiple cities/public buyers.</li> <li>➤ 20 points: Led legal advisory on 6-7 innovation procurement projects, including at least 2 Design Contests. Strong involvement in procurement strategy, documentation, and execution.</li> <li>➤ 10 points: Advised on less than 5 innovation procurement projects, with at least 1 Design Contest. Provided partial support in legal structuring but with less direct involvement in execution.</li> <li>➤ 0 points: No relevant experience provided or insufficient details to assess expertise.</li> </ul>	<p>Max. 30 points</p>
<p><b>Relevant experience in capacity-building</b></p> <p>Applicants will be assessed based on their experience in delivering workshops, trainings, and one-to-one advisory sessions with EIT Urban Mobility, cities and public buyers.</p> <p><i>Assessment: Applicants must provide a 1-2 page company portfolio with up to 10 proven capacity-building projects/initiatives delivered for public authorities. This list should provide the following information: the type of capacity-building provided, the client, the total budget, year of execution and project length.</i></p> <p>Based on this evidence the tenderer will be scored as follows:</p> <ul style="list-style-type: none"> <li>➤ 15 points: Extensive experience, with at least 8-10 well-documented examples of capacity-building initiatives for public authorities. Strong relevance to urban mobility and innovation procurement.</li> <li>➤ 10 points: Solid experience, with 5-7 examples of relevant capacity-building initiatives. Some focus on urban mobility and public procurement.</li> <li>➤ 5 points: Limited experience, with 2-4 examples provided, lacking strong relevance to urban mobility or public authorities.</li> </ul>	<p>Max 15 points</p>
<p><b>Relevant experience in the mobility sector</b></p> <p>Applicants will be assessed on their past work in the Urban Mobility Sector, with a particular emphasis on innovation procurement involving cities and public buyers.</p>	

<p><i>Assessment: Applicants must submit a 1-2 page presentation to includes a list of up to 10 proven projects in the urban mobility sector. This list should provide the following information: project scope and support provided, the client, total budget, year of execution and project length. Some projects can be the same as the ones listed for criteria “Relevant experience in innovative public procurement”.</i></p> <p>Based on this evidence the tenderer will be scored as follows:</p> <ul style="list-style-type: none"> <li>➤ 15 points: Extensive experience, with at least 8-10 well-documented projects in urban mobility and innovation procurement with cities/public buyers. Strong sectoral expertise demonstrated.</li> <li>➤ 10 points: Solid experience, with 5-7 relevant projects, showing good knowledge of urban mobility and public procurement.</li> <li>➤ 5 points: Limited experience, with 2-4 projects provided, showing some exposure to urban mobility but with weaker links to innovation procurement.</li> </ul>	<p>Max 15 points</p>
<p><b>Team structure and dedication to project delivery</b></p> <p>Applicants will be assessed on the clarity and feasibility of the proposed team structure, ensuring that roles, task division, and resource allocation support successful project delivery. The evaluation will also consider the dedication of at least two team members with clearly defined responsibilities.</p> <p>Assessment: Applicants must submit a 1-2 page presentation of the team structure, including defined roles and responsibilities of team members; a task division and coordination approach and the level of dedication of at least two key team members to the project.</p> <p>Based on this evidence the tenderer will be scored as follows:</p> <ul style="list-style-type: none"> <li>➤ 10 points: Well-defined team structure with clear roles, responsibilities, and task distribution. At least two dedicated team members are identified with specific roles aligned to project needs. Sufficient resources allocated for successful delivery.</li> <li>➤ 5 points: Team structure is outlined, but some roles or task allocations lack clarity. Two dedicated team members are identified, but the level of dedication or resource allocation is less detailed.</li> <li>➤ 3 points: Basic team structure provided with unclear roles and task division. Limited evidence of dedicated team members or insufficient resource allocation.</li> </ul>	<p>Max 10 points</p>
<p><b>Team expertise</b></p> <p>Applicants will be assessed on the collective expertise of the proposed team to ensure alignment with the contract requirements. The evaluation will consider seniority, technical expertise, and direct experience in relevant projects.</p>	

<p><i>Assessment: Applicants must submit CVs of the proposed team members, detailing: Level of seniority and professional experience; expertise in innovation procurement and urban mobility; and relevant past projects led or supported.</i></p> <p>Based on this evidence the tenderer will be scored as follows:</p> <ul style="list-style-type: none"> <li>➤ 20 points: Highly experienced team composed of senior professionals (10+ years of experience each) who have led at least 3 relevant projects in innovation procurement and urban mobility. Strong expertise demonstrated in both technical and strategic roles.</li> <li>➤ 10 points: Competent team with a mix of senior (5+ years of experience) and mid-level experts, some of whom have led 1-2 relevant projects. Good expertise in innovation procurement and urban mobility, but fewer high-impact leadership roles.</li> <li>➤ 5 points: Limited experience, with a team mostly composed of mid-level (2-5 years) or junior professionals. Some relevant project exposure, but minimal direct leadership experience.</li> </ul>	<p>Max 20 points</p>
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The applicable award criteria will be weighted as follows:

- A. Technical content: 70%
- B. Financial offer: 30%

Aggregate evaluation and scoring:

- A. Technical content (maximum weighted score: 70%)
  - Evaluation of the technical content will be carried out following the below sub-criteria:
    - I. Technical capacity of the Tenderer (maximum score: 100)
- B. Financial offer (maximum weighted score: 30%)
  - The financial offer must be presented in EUR. Prices must be indicated as net amount, excl. VAT.
  - The lowest offered price shall receive the highest score (40), others shall be calculated in relation to that in linear equation.

### 4.3. Selection of the suppliers

The final selection of the supplier will be based on the best price-quality ratio principle. The best price-quality ratio is established by weighing technical quality against price on an 60%/40% basis, i.e.

*Total technical score: max. 100 (weight: 70%)*

*Total financial score: max. 40 (weight: 30%)*

*Total score: max. 82 (total technical score x 0,7 + total financial score x 0,3)*

The winners shall be the one with the highest total score summed from technical and financial scores, and that tenderer shall be proposed for the contract.

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

#### 4.4. Signature of contract(s)

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

For the contract, the template in Annex 1 shall apply.

Within 3 days of receipt of the contract from EIT Urban Mobility, the selected tenderer shall sign and date the contract and return it to EIT Urban Mobility.

#### 4.5. Cancellation of the proposal procedure

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

#### 4.6. Appeals / Complains

Tenderers believing that it has been harmed by an error or irregularity during the award process may file a complaint. Appeal should be addressed to EIT Urban Mobility. The tenderer has 3 days to file their complaint from the receipt of the letter of notification of award.

#### 4.7. Ethics clauses / Corruptive practices

EIT Urban Mobility 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 Urban Mobility may refrain from concluding the Contract.

The suppliers 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 EIT Urban Mobility immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

#### 4.8. Safeguarding of EU's financial interest

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

# Annexes

## 1.1. Annex 1 – Service Agreement

### SERVICE AGREEMENT

This Service Agreement (“Agreement”) is hereby made by and between:

**EIT KIC URBAN MOBILITY S.L.U**, a private limited company, having its registered office and place of business at Avinguda Diagonal, 211, 08018, Barcelona, Spain, with VAT number B67513630, legally represented herein by Francisco Ibáñez, acting as CFO of the company (hereinafter referred to as “**EIT UM**”)

and

[.] a private limited company, having its registered office and place of business at [.] with company registration number [.] and VAT number [.] legally represented herein by [.] acting as legal representative (hereinafter referred to as the “**Supplier**”).

Hereinafter jointly referred to as the “**Parties**” or individually as a “**Party**”.

#### WHEREAS:

- I. EIT UM is an entity that aims to encourage positive changes in the way people move around cities in order to make them more liveable places by creating systemic solutions that will move more people around the city more efficiently and free up public space, ringing all key players in urban mobility together to avoid fragmentation, and engaging cities and citizens from the beginning, giving them the opportunity to become true agents of change.
- II. EIT UM has launched a tender for the provision of [...] (the “**Tender**”).
- III. Supplier is a company specialized in [.]

- IV. Supplier has been awarded the Tender and therefore Supplier is willing and able to provide the services specified in Annex 1 to EIT UM, under the terms and conditions set forth in this Agreement.

## NOW, THEREFORE, THE PARTIES HAVE AGREED AS FOLLOWS:

### Structure of the Agreement and precedence

This Agreement consists of the body of this Agreement and Annex 1 attached to this Agreement, as well as the Tender.

The body contains standard general provisions applicable to all services purchased by EIT UM from Supplier under this Agreement.

Annex 1 contains the description of the Services and the time schedule for the delivery of such Services (extracted from Supplier's Offer), as well as additional specific conditions and details adapted to the type of Services purchased by EIT UM from Supplier under this Agreement.

In case of discrepancy between the description of Services and time schedule in the EIT UM Tender and the description of Services and time schedule in Annex 1, the EIT UM Tender shall prevail. In case of discrepancy between a provision in the body and a provision in Annex 1, the provision in the body shall prevail unless the deviating provision in Annex 1 states expressly that it is specifically agreed by both Parties as being in deviation of a specific provision of the body and refers clearly to the provision of the body concerned.

### Ordering of Services, non-applicability of Supplier's (standard) terms and conditions

Supplier does not commit to provide the Services exclusively to EIT UM, unless and to the extent provided in Annex 1 for certain specific types of Services.

The contractual relationship between EIT UM and Supplier shall solely be governed by the terms and conditions of this Agreement. EIT UM is therefore not bound by and expressly rejects Supplier's general conditions of services and any additional or different terms or provisions that may appear on any proposal, quotation, price list, acknowledgment, invoice, packing slip or the like used by Supplier.

## Performance of the Services, organization, quality, timely delivery, subcontracting, reporting of progress, acceptance, changes

With due observance of the other provisions of the Agreement, Supplier shall perform the Services specified under Annex 1 for EIT UM under this Agreement, within the time schedule specified under Annex 1.

Supplier agrees to perform the Services by exercising due skill, speed and care, at a level generally required of well-reputed Suppliers in the same field as the one covered by this Agreement and shall make every effort to the best of Supplier's abilities to serve the interests of EIT UM as much as possible.

Supplier is free to organise the way it provides the Services and the timing thereof autonomously and at its own discretion without supervision or authority of EIT UM, (i) provided the Services are performed accurately and diligently and in accordance with the requirements of this Agreement, including the timely delivery of the Services as specified under Annex 1, and (ii) subject to specific requirements as may be stated in Annex 1 regarding the way the Services shall be provided. Supplier may conduct its business activities from its own premises but may be requested to operate from EIT UM's premises whenever it is necessary for the performance of the Services. Supplier shall arrange their own travel, should they need to travel in order to perform the Services. When performing the Services, Service Provider shall use its own tools and materials, work forces. Supplier shall be fully responsible for the proper execution of this Agreement in all respects.

Supplier shall use personnel who possess the qualifications and experience necessary for the performance of the Services. Additional requirements relating to personnel may be provided in Annex 1, as the case may be.

Unless otherwise specifically provided under Annex 1, Supplier may subcontract part of the provision of the Services to subcontractors, provided such subcontractors are contractually bound by similar obligations as under this Agreement, and provided Supplier has disclosed the elements of the Agreement to be subcontracted and the identity of the relevant subcontractor to the subcontracting. Supplier remains at all times responsible for the work performed by its subcontractors and for the acts, defaults and negligence of such subcontractors, and no subcontract shall create any contractual relationship between any subcontractor and EIT UM. Additional requirements relating to subcontracting may be provided in Annex 1, as the case may be.

In order for EIT UM and Supplier to monitor the proper performance of the Services throughout the Term of the Agreement (as described in Article **Error! Reference source not found.** below), Supplier shall report to EIT UM progress of the performance of the Services, in

writing, at intervals and under conditions specified under Annex 1. Supplier shall provide EIT UM with time sheets describing the tasks performed by Supplier and the time spent on each task, pursuant to the regularity provided under Annex 1 and pursuant to the time sheet template provided by EIT UM separately.

If, for whatever reason, Supplier is not able to perform the agreed Services, or is not able to meet the deadlines agreed in Annex 1, Supplier shall notify EIT UM hereof promptly in writing, and shall take any reasonable measure to mitigate the consequences of such situation, in agreement with EIT UM.

Services delivered are subject to the acceptance of EIT UM. EIT UM shall issue a performance certificate after completion of Services. Should EIT UM fail to reject part, or all of the Services provided within fifteen (15) (or other deadline set forth in Annex 1) calendar days as from such delivery, on the grounds of a lack of quality or compliance, or because of late delivery, Services shall be considered as accepted. Should EIT UM reject a Service (within the above deadline) because of lack of quality or compliance, and such failure is capable of remedy, Supplier shall re-perform the rejected (part of the) Service promptly (but no later than five (5) calendar days in absence of any further instructions) at no additional charge for EIT UM. Should such failure be not capable of remedy (given the type of Service and/or the extent of the failure) or should the delivery have occurred after an essential delivery deadline which renders the Service irrelevant or useless, the Services at stake shall be considered as rescinded, and EIT UM is not obliged to provide any compensation to Supplier for such Services.

Modifications to the Services and/or other provisions of this Agreement may only be agreed by the Parties as per the EIT UM procurement rules, i.e., if:

- (a) mutually agreed in writing, and
- (b) the need for modification has been brought about by circumstances which a diligent contracting entity could not foresee; and
- (c) the modification does not alter the overall nature of the contract; and
- (d) any increase in price is not higher than 25 % of the original value of the Agreement. In addition, if several successive increases in price would be agreed, the total cumulating of such successive increases shall not exceed 25% of the original value of the Agreement; and
- (e) modifications above 10% of the original value of the Agreement should only amend specific conditions of the Agreement and be made by way of an amendment to this Agreement signed by both Parties.

The Parties designate the following contact persons for communication with respect to this Contract:

For EIT UM	For Supplier
Name:	Name:
Phone:	Phone:
E-mail:	E-mail:

### Compensation, invoicing and payment, expenses

Supplier is entitled to charge, in respect of Supplier’s Services as described under Annex 1, the compensation specified in Annex 1 per Service.

Supplier may only charge the amounts under Article **Error! Reference source not found.** corresponding to the delivered Services, after acceptance of such Services by EIT UM.

Further, Supplier may only charge the amounts under Article **Error! Reference source not found.** subject to (i) EIT UM having received a correct invoice bearing the essential elements below, (ii) all relevant progress reports relating to the delivered Services so invoiced having been properly delivered to EIT UM in a timely manner and accepted by EIT UM in writing (as the case may be).

An invoice shall be considered as correct when containing the following essential elements:

- (a) the name and address of Supplier
- (b) the VAT identification number of Supplier
- (c) the VAT identification number of EIT UM
- (d) the name and address of EIT UM
- (e) the invoice number
- (f) the invoice date
- (g) the date on which the Services were supplied (provided EIT UM has accepted them pursuant to this Agreement)
- (h) the quantity and type of goods supplied (if applicable)
- (i) the nature and type of Services supplied
- (j) the following data for every VAT tariff or exemption:
  - the price per piece or unit, excluding VAT
  - any reductions that are not included in the price
  - the VAT tariff that has been applied
  - the cost (the price excluding VAT)
  - in case of advance payment: the date of payment, if this is different from the invoice date

the amount of VAT

By deviation to Article **Error! Reference source not found.**, Supplier may charge the amounts under Article **Error! Reference source not found.**, at the beginning of each (quarterly, monthly or other) period specified in Annex 1, if such alternative is specifically agreed by EIT UM in Annex 1. In such a case, requirements of Article **Error! Reference source not found.** shall apply to each regular invoice.

The payment term applying to Supplier invoices fulfilling the requirements of this **Error! Reference source not found.** is fixed in Annex 1.

All amounts corresponding to the compensation per Service, as fixed in Annex 1, shall be fixed tariffs, which may not be revised during the Term of this Agreement (as described in Article **Error! Reference source not found.** below), unless specifically provided otherwise in Annex 1 (and within the limits of the price revision mechanisms authorised under the procurement procedure).

Supplier may charge expenses to EIT UM, to the extent Annex 1 provides for such possibility. Expenses shall only be paid if EIT UM has given its written approval prior to Supplier incurring said costs.

If Supplier fails to fulfil any of its obligations under the Agreement, EIT UM may suspend payment to Supplier, upon notice to Supplier.

Supplier hereby unconditionally accepts that EIT UM has the right to set off any amount that EIT UM owes to Supplier under this Agreement, with any amount Supplier owes to EIT UM under this Agreement or any other agreement.

### **Taxes, other contributions, no employment agreement and related indemnification**

All tariffs are gross amounts but exclusive of any value added tax (VAT), sales tax, GST, consumption tax or any other similar tax ("**Taxes**").

If the Services under this Agreement are subject to any other Taxes, Supplier may charge such Taxes to EIT UM, which taxes shall be paid by EIT UM in addition to the compensation for Supplier. Supplier is responsible for paying any applicable Taxes to the appropriate (tax) authorities.

In addition to Articles **Error! Reference source not found.** and **Error! Reference source not found.**, all social security, fiscal charges or taxation of any kind and contributions of any kind including but not limited to value added, levies, withholdings, unemployment, medical

insurance and insurance of any kind, pensions, national insurance contributions and social security benefits, as imposed by any law, accommodation and travel costs, living expenses, or other expenses and charges arising from this Agreement, will be the exclusive responsibility of Supplier, who must pay such taxes, charges, any kind of expenses and contributions directly to the competent authorities or employees (as the case may be) (altogether called “**Contributions**”).

Supplier shall perform the Services hereunder as an independent contractor and not as an agent of EIT UM and nothing contained in the Agreement is intended to create a partnership, joint venture or employment relationship between the Parties irrespective of the extent of economic dependency of Supplier on EIT UM.

Supplier shall indemnify and keep EIT UM harmless from any claims from any authority for payment of any Contributions, including all interest charged in respect thereof, surcharges and possible administrative fines in connection with the Services performed by Supplier on the basis of the Agreement.

#### **Intellectual property, ownership and licensing, IP infringement indemnification**

“**Intellectual Property Rights**” or “**IP**” shall mean patents, utility certificates, utility models, (industrial) design rights, copyrights, database rights, trademarks, trade names and trade secrets, including moral rights and any applications, renewals, extensions, combinations, divisions, discontinuations or re-issues of the foregoing.

Unless expressly specified otherwise in Annex 1, should the performance of the Services entail the delivery of (written) advice, reports or any other materials or results (“**Deliverables**”), the ownership of any Intellectual Property Rights in such Deliverables shall be vested in EIT UM.

In addition to Article **Error! Reference source not found.**, any item provided by EIT UM (or by a third party designated by EIT UM on behalf of EIT UM) and used to perform the Services and/or embedded in the delivered Services, shall at all times remain the ownership of EIT UM. Supplier shall have no right, title or interest in any of these items nor any trademark or trade name from EIT UM.

By exception to Article **Error! Reference source not found.**, Intellectual Property Rights owned or controlled by Supplier before the start of the performance of the Services shall remain the ownership of Supplier (“**Background IP**”).

Supplier hereby grant a non-exclusive, royalty-free and fully paid-up, worldwide, irrevocable and perpetual license under its Background IP used for the performance of the Services, to EIT

UM, with the right to sublicense, for the use, make, have made, build-in, market, sell, lease, license distribute and/or otherwise dispose of the Services and/or Deliverables.

Supplier shall not, without EIT UM' prior written consent, publicly make any reference to EIT UM, whether in press releases, advertisements, sales literature or otherwise.

Unless expressly specified otherwise in [Annex 1](#),

Supplier shall indemnify and hold harmless EIT UM, its Affiliates, partners, contractors and employees in respect of any and all claims, damages, costs and expenses (including but not limited to loss of profit and reasonable attorneys' fees) in connection with any third party claim that any of the Services alone or in any combination or their use infringes any third party IPRs, or, if so directed by EIT UM, shall defend any such claim at Supplier's own expense. By "**Affiliates**" is meant any and all companies, firms and legal entities with respect to which now or hereafter EIT UM, directly or indirectly holds 50% or more of the nominal value of the issued share capital or 50% or more of the voting power at general meetings or has the power to appoint a majority of directors or otherwise to direct the activities of such company, firm or legal entity, including but not limitedly through a domination agreement.

EIT UM shall give Supplier prompt written notice of any such claim, provided, however, any delay in notice shall not relieve Supplier of its obligations hereunder except to the extent it is prejudiced by such delay. Supplier shall provide all assistance in connection with any such claim as EIT UM may reasonably require.

If any Services alone or in any combination, provided under the Agreement are held to constitute an infringement or if their use is enjoined, Supplier shall, as directed by EIT UM, but at its own expense: either 1) procure for EIT UM or its users the right to continue using the Services alone or in any combination; or 2) replace or modify the Services alone or in any combination with a functional, non- infringing equivalent.

If Supplier is unable either to procure for EIT UM the right to continue to use the Services alone or in any combination or to replace or modify the Services alone or in any combination in accordance with the above, EIT UM may terminate the Agreement and upon such termination, Supplier shall reimburse to EIT UM the price paid, without prejudice to Supplier's obligation to indemnify EIT UM as set forth herein.

### Confidentiality, documents

"**Confidential Information**" means any and all proprietary and/or confidential data and information, such as but not limited to commercial and/or technical information, that EIT

UM, its Affiliates or representatives may disclose directly or indirectly, whether in writing or any other form, to Supplier that is related to the Service, which (a) is marked as “confidential” or “proprietary” or words of similar import when disclosed, and (b) is orally disclosed and is summarized and described as confidential in a writing that is delivered to Supplier within fifteen (15) days of disclosure.

During the period beginning on the Effective Date (as specified in Annex I) and continuing for a period of five (5) years thereafter (the “**Confidentiality Period**”), Supplier agrees not to: (i) use EIT UM’ Confidential Information for any purpose other than for the Service; and (ii) disclose EIT UM Confidential Information to any third party, except to its employees and other persons under its supervision that are operating within its organization, including without limitation, its Partners’ employees who (A) have a legitimate “need to know” to accomplish the Service, and (B) are obligated to protect such Confidential Information pursuant to terms and conditions not less restrictive than those contained in this Agreement. Supplier shall protect EIT UM’ Confidential Information as required hereunder using the same degree of care, but no less than a reasonable degree of care, as Supplier uses to protect its own confidential information of a like nature.

Supplier’s obligations above shall not apply to any data or information that it can prove: (a) is lawfully available to EIT UM, prior to the time of receipt from EIT UM as verified by written records; (b) is or becomes publicly available without violation of this Agreement or any other obligation of confidentiality and through no act or omission of Supplier; (c) is lawfully furnished to Supplier by a third party without use or disclosure restrictions; or (d) is developed by Supplier without use of or reference to any of EIT UM’ Confidential Information. Furthermore, a disclosure by Supplier that is required pursuant to any judicial or governmental proceeding shall not be considered a breach of this Agreement, provided that Supplier promptly after learning of such action shall notify, to the extent permitted by applicable law, EIT UM thereof to give Supplier the opportunity to contest disclosure or to seek any available legal remedies to maintain such information in confidence.

Supplier is not permitted - alone or with or through others – to remove, dispatch, transmit or allow any third parties to inspect, use or otherwise have access to any property belonging to EIT UM or any of its Affiliates, including but not limited to any notes, drawings, letters, formulas, recipes, other documents and/or any copies thereof, tools, designs, products manufactured or (copies of) computer files or other data carriers, unless EIT UM has given its prior written permission to any such action.

EIT UM shall remain the owner of all property it has made available to Supplier in connection with this Agreement.

Supplier shall make all property belonging to EIT UM (or its Affiliates) such as, but not limited to any notes, drawings, letters, formulas, recipes, other documents and/or copies of such matters, tools, models, finished products, (copies of) automated files or other data carriers, which come into its possession during the term of this Agreement, available to EIT UM in good condition immediately upon initial request, but in any case on the day on which the Agreement ends.

## Personal data

For the purpose of this Agreement,

- **“Personal Data”** shall mean any and all information relating to an identified or identifiable individual, including but not limited to EIT UM current or former employees, employee family members, dependents or beneficiaries, customers, consumers, suppliers, business partners or contractors.
- **“Processing”** shall mean any operation or set of operations performed or to be performed upon Personal Data, whether or not by automatic means, such as creation, access, collection, recording, organization, storage, loading, employing, adaptation or alteration, retrieval, consultation, displaying, use, disclosure, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction (hereinafter also referred to as a verb **“Process”**).

Where Supplier in the performance of the Agreement Processes Personal Data, then Supplier agrees and warrants that Supplier shall:

- (a) comply with all privacy and data protection law and regulations applicable to its Services.
- (b) Process Personal Data only (i) on behalf of and for the benefit of EIT UM, (ii) in accordance with EIT UM’ instructions, and (iii) for the purposes authorized by this Agreement or otherwise by EIT UM, and (iv) insofar necessary for the Services rendered to EIT UM and as permitted or required by law.
- (c) maintain the security, confidentiality, integrity and availability of the Personal Data.
- (d) implement and maintain appropriate technical, physical, organizational and administrative security measures, procedures, practices and other safeguards to protect the Personal Data against (i) anticipatable threats or hazards to its security and integrity; and (ii) loss, unauthorized access to, or acquisition or use of or unlawful Processing; and
- (e) promptly inform EIT UM of any actual or suspected security incident involving the Personal Data.

To the extent that Supplier allows a (sub)contractor to process the Personal Data, Supplier shall ensure that it binds such (sub)contractor to obligations which provide a similar level of protection, but in no way less restrictive, as this **Error! Reference source not found.**

Supplier shall, upon the termination of the Agreement, securely erase or destroy all records or documents containing the Personal Data. Supplier accepts and confirms that it is solely liable for any unauthorized or illegal processing or loss of the Personal Data, if Supplier fails to erase or destroy the Personal Data upon termination of the Agreement.

Supplier shall indemnify and hold harmless EIT UM, their officers, agents and personnel from any damages, fines, losses and claims arising out of a breach of this **Error! Reference source not found.**

### Liability, indemnification, insurance

Supplier shall indemnify and hold harmless EIT UM, its Affiliates, agents and employees, from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, judgments, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature (including but not limited to special, indirect, incidental, consequential damages), whether arising before or after completion of the performance of the Services covered by the Agreement, in any manner caused or claimed to be caused by the acts, omissions, faults, breach of express or implied warranty, breach of any of the provisions of this Agreement, or negligence of Supplier, or of anyone acting under its direction or control or on its behalf, in connection with Services or any other information furnished by Supplier to EIT UM under the Agreement.

Supplier warrants that it has taken out sufficient insurance against the aforementioned damage, costs and interest, or has made a sufficient provision for this purpose and is obliged to fully disclose to EIT UM immediately upon initial request all the (policy conditions of the) aforementioned insurance(s) and/or provisions. Supplier shall indemnify EIT UM and shall pay its insurance proceeds to EIT UM and furthermore indemnify for the excess amount of the total claim of damages that is not covered by the insurance of Supplier or any other insurance. EIT UM shall be entitled to take legal action against Supplier.

Neither Party excludes or limits its liability for death or personal injury arising from its own negligence, fraud, breach of confidentiality or for any liability that cannot by law be excluded or limited.

Subject to Article **Error! Reference source not found.**, in no event shall EIT UM be liable under any theory of liability, for indirect, incidental, special, consequential or punitive damages, which includes without limitation damages for lost profits or revenues, lost business

opportunities, loss of image or lost data, even if EIT UM has been advised of the possibility of such damages and in no event shall EIT UM be liable to Supplier, its successors or assigns for damages in excess of the amount due to Supplier for complete performance under the Agreement, less any amounts already paid to Supplier by EIT UM.

Subject always to Article **Error! Reference source not found.**, depending on the nature of the Services and the liability risk associated therewith, a cap to the liability of Supplier under this Agreement may apply only if expressly mutually agreed in writing in [Annex 1](#).

### Suspension, termination of the Agreement

The Agreement is entered into as from the Effective Date (as specified in [Annex 1](#)) and shall end by operation of law, without the requirement of prior notice of termination, on the date the last of the Services have been delivered by Supplier, accepted and paid by EIT UM (the “Term”).

As an exception to the above, EIT UM may suspend, withdraw, dissolve or terminate this Agreement fully or partially with immediate effect without incurring any penalty or compensation if and as soon as:

- (a) Supplier breaches any of its material obligations under this Agreement and, notwithstanding a written request from EIT UM to repair the current breach and to take appropriate measures to prevent such a breach in the future, fails to comply with such a request within a reasonable deadline fixed by EIT UM in the notice; or
- (b) EIT UM, in its reasonable discretion, determines that Supplier is not able to perform the Services as required; or
- (c) Supplier fails to provide EIT UM with adequate assurance of performance following request by EIT UM; or
- (d) Supplier files a petition for bankruptcy or is declared bankrupt; or
- (e) Supplier has become unable to pay its debts as they fall due or make any special arrangement(s) or composition with its creditors.
- (f) Supplier enters into voluntary or judicial liquidation.
- (g) the business of Supplier ceases to exist or control, or ownership is taken over by a third party.
- (h) as a result of the termination of the European programme(s) which requested EIT UM to enter into this Agreement (as the case may be).

As from receipt of a termination notice from EIT UM (under any legal ground), Supplier shall take immediate steps to bring the terminated Services to a closure in a prompt and orderly manner and to reduce expenditure to a minimum.

Supplier may, after giving fourteen (14) calendar days written notice to EIT UM, terminate the Agreement if EIT UM:

- (a) Fails for more than one hundred twenty (120) calendar days to pay Supplier the amounts due after the expiration of the payment term stated in Article **Error! Reference source not found.** or
- (b) Consistently fails to meet its material obligations after repeated reminders; or
- (c) Suspends the progress of the Services or any part thereof for more than ninety (90) calendar days for reasons not specified in the Agreement, or not attributable to Supplier's breach or default.

### Safeguarding of EU's financial interest and conflict of interest

Supplier accepts without reservation that during the implementation of the Agreement and for four (4) years after the completion of the Agreement, EIT UM has the right to transfer the tender proposal and the Agreement with Supplier to: (i) internal audit services; (ii) the EIT; (iii) the European Court of Auditors; (iv) the Financial Irregularities Panel or; (v) the European Anti-Fraud Office, for the purposes of safeguarding the EU's financial interests ("Safeguarding the EU's financial interests").

Supplier confirms that it shall take all measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). The contractor is obliged to inform EIT UM immediately if there is any change in the above circumstances at any stage during the implementation of the tasks under the Agreement.

### Miscellaneous

All notices given under this Agreement shall be given in writing. Any subsequent change of address shall be promptly notified by the Party concerned to the other Party and embodied in an amendment to the preamble of this Agreement.

In the event that Supplier is prevented from performing any of its obligations under the Agreement for reason of force majeure (being an event unforeseeable and beyond the control of Supplier) and Supplier has provided sufficient proof for the existence of the force majeure, the performance of the obligation concerned shall be suspended for the duration of the force majeure. EIT UM shall be entitled to immediately terminate the Agreement by written notice to Supplier if the context of the non- performance justifies immediate termination, and in any event if the circumstance constituting force majeure endures for

more than thirty (30) days and, upon such notice, Supplier shall not be entitled to any form of compensation in relation to the termination. Force majeure on the part of Supplier shall in any event not include shortage of personnel or production materials or resources, strikes, not officially declared epidemic or pandemic, breach of contract by third parties contracted by Supplier, financial problems of Supplier, nor the inability of Supplier to secure the necessary licenses in respect of software to be supplied or the necessary legal or administrative permits or authorizations in relation to the Services to be supplied.

Supplier shall not transfer, pledge or assign any of its rights or obligations under the Agreement without the prior written consent of EIT UM. Any such pre-approved, transfer, pledge or assignment shall be null and void and have no effect vis-à-vis such third party.

The rights and remedies reserved to EIT UM are cumulative and are in addition to any other or future rights and remedies available under the Agreement, at law or in equity.

Neither the failure nor the delay of EIT UM to enforce any provision of the Agreement shall constitute a waiver of such provision or of the right of EIT UM to enforce each and every provision of the Agreement.

No course or prior dealings between the Parties, no course of performance, and no usage of the trade shall be relevant to determine the meaning of the Agreement and to modify the provisions of this Agreement.

No waiver, consent, modification or amendment of the terms of the Agreement shall be binding unless made in a writing specifically referring to the Agreement signed by EIT UM and Supplier.

In the event that any provision(s) of this Agreement shall be held invalid, unlawful or unenforceable by a court of competent jurisdiction or by any future legislative or administrative action, such holding, or action shall not negate the validity or enforceability of any other provisions of the Agreement. Any such provision held invalid, unlawful or unenforceable, shall be substituted by a provision of similar import reflecting the original intent of the clause to the extent permissible under applicable law.

All terms and conditions of the Agreement which are destined, whether express or implied, to survive the termination or the expiration of the Agreement, including but not limited to Intellectual Property, Confidentiality and Personal Data, shall survive.

The Agreement shall be governed by and construed in accordance with the laws of the country or state in which the EIT UM ordering entity is located, as applicable.

Supplier and EIT UM each consents to the exclusive jurisdiction of the competent courts in (i) the country or state in which the EIT UM ordering entity is located; or (ii), at the option of EIT UM, the jurisdiction of the entity of Supplier to which the order was placed, or (iii), at the option of EIT UM, for arbitration in which case Article **Error! Reference source not found.** applies. Supplier hereby waives all defences of lack of personal jurisdiction and forum non-convenience.

If so chosen by EIT UM in accordance with Article **Error! Reference source not found.**, any dispute, controversy or claim arising out of or in connection with this Agreement, or their breach, termination or invalidity shall be finally settled solely under the International Chamber of Commerce Rules of arbitration (ICC), which Supplier and EIT UM declare to be known to them. Supplier and EIT UM agree that: (i) the appointing authority shall be the ICC-International Chamber of Commerce of Paris, France; (ii) there shall be three (3) arbitrators; (iii) arbitration shall take place in the jurisdiction of the EIT UM entity mentioned in the recitals or, at the option of EIT UM, the jurisdiction of Supplier's entity mentioned in the recitals; (iv) the language to be used in the arbitration proceedings shall be English; and (v) the material laws to be applied by the arbitrators shall be the laws as determined under Article **Error! Reference source not found.**.

The United Nations Convention on International Sale of Goods shall not apply to the Agreement.

Drawn up on **[DATE]**.

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EIT KIC URBAN MOBILITY, S.L.

Francisco Ibáñez

CFO

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**[company name]**

**[name of representative]**

**[position of representative]**

### Annex 1 to the Services Agreement

In addition to the general terms and conditions specified in the body of the Service Agreement, the Parties hereby agree on the following specific conditions and details:

Description and timing of the Services subject to the procurement procedure (as per Article **Error! Reference source not found.** of the Agreement) and detailed description of the types of Services and Deliverables (as per Article **Error! Reference source not found.** of the Agreement) covered by the Agreement:

- Task 1
- Task 2

Price of the Services (as per **Error! Reference source not found.** of the Agreement):

In application of Article **Error! Reference source not found.** of the Agreement, the following Services shall be remunerated on the fixes rate, per type of Services, as follows:

Services	Price
[subject of the services]	[(unit) price of the services]

Charging the compensation to EIT UM (as per **Error! Reference source not found.** of the Agreement)

Supplier may charge the amounts of the Agreement at the end of the following period:

Payment 1 – [description]	[date]
Payment 2 - [description]	[date]
Payment 3 - [description]	[date]

Payment term applying to Supplier invoices (as per **Error! Reference source not found.** of the Agreement):

Payment term (expressed in calendar days)	30 days
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Term of the Agreement (as per **Error! Reference source not found.** of the Agreement):

In application of Article **Error! Reference source not found.** of the Agreement, the Effective Date on which the Agreement starts and the Termination Date on which the Agreement shall terminate automatically are set forth below:

Effective Date (start of the Agreement)	Termination Date (i.e., date on which the last Service is expected to be delivered and paid)
[starting date of the contract]	[end date of the contract]

## 1.2 Tenders Submission Form

### Tender Submission Form

for the procedure of “.....[title of the procurement procedure]”

#### 1. Tender submitted by

Name of legal entity	
Registered address	
Tax registration number	

#### 2. Contact person

Name	
Address	
Telephone	
E-mail address	

#### 3. Statement

I, <name>, the undersigned, being the authorised signatory of the above tenderer [for consortiums, this must include all consortium members], hereby declare that we have examined and accept without reserve or restriction the entire content of the tender documentation for the above procurement procedure. We offer to provide the services requested in the tender documentation on the basis of the following, which comprise our financial offer and our technical offer [if applicable]:

Award criteria	Tenderer's Offer
<b>Financial offer:</b> <presented in EUR (net amount, excl. VAT)>	net X EUR
< <b>Technical offer: (if applicable)</b> > <e.g. presented in number of years of experience> <b>e.g.:</b> <ul style="list-style-type: none"> <li>• <b>name and professional capacity of Expert 1 (according to RFP 4.2 a) ii)</b></li> <li>• <b>name and professional capacity of Expert N (according to RFP 4.2 a) ii)</b></li> </ul>	<b>e.g.:</b> <ul style="list-style-type: none"> <li>• <b>Expert 1:</b></li> <li>• <b>XY – X years of experience</b></li>   <li>• <b>Expert N:</b></li> <li>• <b>XY – X years of experience</b></li> </ul>

Signed:

[Signature of representative]

[Position of representative]

## 1.3 Tenders Declaration Form

<Date>

<Name and address of Contracting Authority >

**Subject:** <Please include here the title of the procurement procedure>

### TENDERER'S DECLARATION

Dear Sir/Madam,

In response to your letter of invitation for the above contract I, < Name and position of authorised representative of the firm>, hereby declare that we:

are submitting this tender for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as in a consortium or as an individual candidate);

we also confirm that we 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'). We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

we accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed ('confidential information').

we accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding the its financial interests, the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

We understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>