



Request for Proposal

Event Agency Services for the EIT Higher Education Initiative IVAP Workshop 2025

1. Overview of EIT RawMaterials

EIT RawMaterials is one of nine ‘Knowledge and Innovation Communities’ (KICs) created by the European Institute of Innovation and Technology (EIT), aimed at promoting innovation in the raw materials sector across Europe. Established in 2015, EIT RawMaterials works to secure the sustainable supply of raw materials to the European industry by driving innovation, education, and entrepreneurship along the entire raw materials value chain.

We are a knowledge-driven business and a catalyst for industrial progress. Our offerings leverage our expertise and that of our network – the world's largest network in the raw [and advanced] materials sector – which includes companies at every stage of evolution, from start-ups to market leaders, along with leading international universities, research organisations, and top experts and future talent from the sector.

Our activities span from mining and mineral processing to material recycling and substitution, focusing on increasing resource efficiency and fostering a circular economy.

We inform policy, apply knowledge, accelerate innovation, create opportunity, and unlock commercial value – for our partners and customers throughout the raw materials value chain to develop the raw materials sector as a strategic strength and foundation for a secure, sustainable future for Europe.

Our offerings are designed to help our partners and industry to be part of Europe’s strategic agenda to ensure supply chain security and make the ‘Green New Deal’ a reality that benefits the people of Europe and partner nations.

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

<https://eitrawmaterials.eu/>

2. Scope of work

2.1. EIT Higher Education Initiative (EIT HEI)

Empowering the next wave of innovation and entrepreneurship, the EIT Higher Education Initiative, an EIT Community Initiative lead by EIT RawMaterials, is essential for economic and societal transformation. With a focus on building institutional capacity and fostering strategic integration, the initiative equips higher education institutions with the tools, knowledge, and networks necessary to catalyse regional and global progress. It drives systemic change by aligning education, research, innovation, and societal service to deepen cooperation and co-create knowledge.

The EIT Higher Education Initiative is dedicated to supporting the translation of innovations into market-ready solutions, attracting investments, and nurturing entrepreneurial ventures within higher education. By expanding its community of higher education institutions, the initiative enhances collaboration and knowledge exchange, tackling complex challenges and driving innovation. Its integrated approach ensures that education, research, and innovation work together seamlessly to

deliver impactful outcomes. At the heart of it is the cultivation of a unique, diverse, and inclusive HEI community united by a shared vision of innovation and societal impact.

2.2. General Scope of Work and Key Objectives

EIT RawMaterials is seeking a event agency to further plan, manage, and execute the annual IVAP-Workshop (IVAP – Innovation Vision Action Plans). The IVAP-Workshop is an in-person event for the EIT HEI , a cornerstone gathering aimed at fostering innovation and entrepreneurial capacity within European higher education institutions (HEIs). This invitation-only event serves as the kick-off workshop for newly selected projects under the initiative and a platform for knowledge exchange among past and current participants.

The chosen agency will demonstrate exceptional expertise in delivering a high-caliber event that facilitates collaboration, knowledge- sharing, and strategic planning among HEIs, leveraging the EIT ecosystem to drive institutional transformation and regional innovation.

Key objectives of the IVAP-Workshop are:

- **Raise Awareness:** Showcase the initiative's transformative potential for HEIs across Europe, emphasizing its role in driving institutional change and fostering more innovative, entrepreneurial universities.
- **Foster Collaboration:** Facilitate strategic discussions on key action ideas and best practices, promoting innovation and entrepreneurship within HEIs.
- **Promote Knowledge Sharing:** Highlight successful case studies and good practices, encouraging mutual learning and refinement of IVAPs for effective implementation.
- **Enhance Cross-KIC Collaboration:** Build a vibrant, cross-disciplinary co-creation.

The annual IVAP Workshop stands as the flagship event of the EIT Higher Education Initiative: Innovation Capacity Building for Higher Education, a collaborative effort led by EIT RawMaterials within the EIT Community. This initiative equips higher education institutions (HEIs) across Europe with the tools, expertise, coaching, funding, and access to the EIT innovation ecosystem needed to transform them into regional hubs of innovation, driving sustainable growth, creating jobs, and fostering entrepreneurship across the continent. Since its inception, the initiative has supported 65 completed projects with over €65 million in funding and added 47 new projects in April 2025.

At the heart of these projects are Innovation Vision Action Plans (IVAPs)—strategic, long- term frameworks designed to build institutional capacity for innovation and entrepreneurship. These plans detail step-by-step actions toward institutional transformation, engagement with regional ecosystems, and sustainable impact.

The annual IVAP-Workshop, coordinated by EIT RawMaterials, is the official launch event for the newly selected HEI projects under the initiative's Call for Proposals. It serves as a collaborative platform, uniting representatives from past, present, and new projects alongside EIT HEI Initiative staff. The workshop fosters a dynamic and interactive environment where participants can collaborate, exchange ideas, and discuss strategies for optimizing project implementation. The agenda features institutional keynotes, thematic presentations, and peer discussions, offering actionable insights and practical resources to

address collective challenges and advance the initiative's goals.

The IVAP-Workshop is structured to inspire long-term strategic thinking, actionable collaboration, and community building, enabling HEIs to extract meaningful lessons, refine their approaches, and deliver impactful results throughout the initiative's lifecycle.

2.3. *Detailed Scope of Work*

- Event Name: EIT Higher Education Initiative IVAP-Workshop 2025
- Event Dates: November 2025
- Location: Krakow, Poland
- Number of Guests: maximum 350 guests from across Europe and Horizon Europe eligible countries

EIT RawMaterials seeks a highly experienced event agency to further plan, manage, and execute the 2025 EIT HEI Initiative IVAP-Workshop, the flagship annual event for the Innovation Capacity Building for Higher Education initiative.

The agency will work in close collaboration with EIT RawMaterials and further partners to deliver a seamless, high-caliber event that reflects the initiative's strategic objectives. Responsibilities include the conceptualization, detailed planning, coordination, and flawless execution of all aspects of the event. The scope of services will include but is not limited to:

- Event Design and Conceptualization: Development of a cohesive event concept aligned with the initiative's goals, ensuring engaging and impactful experiences for participants.
- Logistical Management: Full coordination of venue arrangements, audiovisual requirements, catering, signage, and event materials.
- Participant Experience: Creation of an environment that facilitates collaboration, networking, and knowledge-sharing among participants.
- On-Site Event Support: Provision of experienced staff for setup, execution, and troubleshooting to ensure the event runs smoothly.
- Cost-Effective Execution: Preparation of a comprehensive budget that includes all event costs (excluding attendee travel and accommodation) and ensures cost-effectiveness without compromising quality.
- Payment Processing and Refund Services for the event participants: Seamless and secure management of payments for event participants ensuring transparency and customer satisfaction.

2.4. *Deliverables*

The agency will be expected to deliver a comprehensive project management plan, covering all aspects of the event from pre-planning to post-event activities. Key deliverables include:

2.4.1 *Project Management*

- Develop a full project management plan, including a detailed timeline for deliverables, from venue selection through event execution.
- Participate in project immersion, team introductions, alignment meetings, and event planning meetings.
- Attendance at the event and hands-on support throughout the event's duration.
- Support set up of registration and matchmaking platform preferably the same platform, with access provision

2.4.2 Content Creation & Event Execution

- Assist with event content creation and delivery, including:
 - Development of production briefs for speakers and participants.
 - Content curation for workshops, management of delivery, and ensuring event flow.
 - Coordination of attendee movement and flow during the event.
- Provide specific support for the planning and execution of breakout sessions, networking events, poster sessions, and plenary logistics and flow.
- Providing with matchmaking tools available to participants prior to the event
- Assist in evenly dividing and assigning attendees to breakout sessions, ensuring a well-distributed mix of participants based on their backgrounds and interests.
- Effectively managing the reimbursement of travel expenses for attendees by allocating separate funds to cover both the reimbursement amounts and any associated service fees.
- Keynote speaker fees

2.4.3 Event Logistics & Coordination

- Provide logistical support on-site and assist with the final event setup.
- Handle administrative tasks associated with event planning, such as:
 - Managing the registration platform and attendee management.
 - Offering ongoing administrative support (emails, meetings, finalizing event details).
- Liaise with and coordinate vendors (venue, catering, printing, transportation, hotels, etc.).
- Manage the contracting and coordination of event photographers and videographers.
- Manage the contracting and coordination of the matchmaking platform.
- Oversee the printing of all necessary materials for the event (e.g., name tags, agendas, event signage).
- Coordinate the receipt, storage, and post-event shipping of materials, including roll-ups and posters.
- Ensure the provision of necessary AV equipment (microphones, projectors, screens) and IT support (extra laptops or tablets) as required by the venue.
- Collect feedback and follow up with attendees after the event.

2.4.4 Production of Event Materials

- Design, produce, and order the following materials in the most environmentally and socially sustainable (non-exhaustive list):
 - Name tags

- Event agendas
- On-site event signage (e.g., registration signs)
- Event overview video(s) and 3-5 interview videos (2-3 minutes, featuring event highlights and attendee interviews)
- Digital photography, including headshots of attendees upon request
- Promotional items and guest gifts
- Event stationery and related materials

2.4.5 *Event Logistics and Experience Enhancements*

Venue Preferences:

- We prefer alternative venues to hotels, though we welcome creative hotel proposals. Unique venues complying with sustainability values are highly valued.
- Ideal venues should offer an outdoor space (e.g., courtyard, garden, or park) that can be utilized, weather permitting, and indoor options for inclement weather.
- Academic spaces (e.g., universities) are acceptable but not mandatory.
- For dinners, we prefer a separate venue from the main event space to allow guests to explore the city.

A list of preselected venues which EIT RawMaterials considers suitable is enclosed as **Annex 1**. The agency is free to suggest further venues.

Catering & Event Flow:

- Catering should include only Vegan and Vegetarian options:
 - Two dinners
 - Two lunches
 - Two morning coffee/tea services
 - One afternoon coffee/tea service
 - Coffee/tea available upon guest arrival in the morning.

2.5. *Preparatory work to be used for the services*

In addition to the preselection of suitable venues a previously assigned agency (“haca.studio”) has already delivered work result which are transferable and shall be used for the further preparation and implementation of the event. These already achieved work results are summarized in **Annex 2**. Haca.studio shall continue and further execute its already started work as described in **Annex 2**. This scope of services remains the responsibility of haca.studio and is not part of this RfP and the agency’s services under this contract.

However, the already provided works by haca.studio impact the newly assigned agency and the scope of services as part of this RfP. The agency will therefore trustfully work together not only with EIT RawMaterials and HEI representatives but also with the haca.studio team to jointly achieve the overall objectives of the IVAP-Workshop 2025.

The agency shall consider and incorporate these pre-existing contents and plans as a basis for its services and the further preparation and realisation of the event and, if necessary, develop them further in close coordination and cooperation with EIT RawMaterials and haca.studio.

2.6. Event Programme

The following programme outline shall serve as orientation for further planning by the agency:

Day 1

Arrival & Dinner Reception

The welcome dinner or reception will set the tone for the event, offering the choice of a formal sit-down meal or a more casual setting with light fare and high-top tables to encourage mingling. To provide variety and a unique experience, we prefer this dinner to be hosted at a venue distinct from the Day 2 location.

Day 2

Plenary & Breakout Sessions

The day will begin with a morning plenary session featuring inspiring keynote speakers, setting the tone for meaningful discussions and collaboration. In the afternoon, participants will engage in focused breakout sessions, fostering in-depth exploration of key topics.

- Arrival Refreshments: Guests will be welcomed with coffee and tea upon arrival.
- Morning Break: A mid-morning pause will include coffee, tea, and a selection of snacks to recharge.
- Lunch: A thoughtfully curated vegan and vegetarian lunch will be served at the main venue.
- Afternoon Break: Guests will enjoy an additional coffee and snack service to sustain energy and focus.

The event will conclude at approximately 3:30–4:00 PM, ensuring ample time for optional activities or personal exploration.

We encourage proposals to include optional city or cultural exploration activities for guests on Day 2 from 4:00–6:00 PM. These activities can provide a memorable opportunity to experience the local culture, foster networking, and add a unique dimension to the event.

Dinner/Reception

We welcome both formal sit-down dinners and more casual options featuring light fare served at high-top tables to encourage mingling and networking. The venue for this dinner can either be the same as or distinct from the Day 1 dinner location, offering flexibility to suit the desired ambiance. A less formal atmosphere is preferred to create a relaxed and engaging experience for all attendees.

Day 3

The final day of the event will feature a dynamic poster session showcasing innovative projects and ideas, followed by a conclusion plenary to reflect on key insights and outcomes. Both sessions will be hosted at the same venue as Day 2, ensuring a seamless transition for attendees.

- Arrival Refreshments: Guests will be greeted with coffee and tea upon arrival to start the day.
- Morning Break: A mid-morning break will include coffee, tea, and a selection of light snacks to refresh and reenergize.
- Lunch: A delicious vegan and vegetarian lunch will be served at the main venue, offering a

chance for attendees to connect informally before the conclusion of the event.

2.7. Budget Framework

The agency must ensure that all proposed solutions, as well as any minor requests explicitly identified and approved within the scope of the agreement, align with the total budget of €200,000.00 (excl. VAT). This budget includes a provision allowing for price adjustments of up to 10% of the total Request for Proposal (RfP) amount.

Of this total budget, € 55,250.00 is strictly reserved for the reimbursement of travel expenses and cannot be used for any other purpose. The remaining €144.750,00 (excl. VAT). is allocated for all other costs associated with the proposed solutions.

EIT RawMaterials is not obligated to procure the maximum budgeted amount. This RfP does not constitute an offer or commitment by EIT RawMaterials to enter into any contractual agreement.

EIT RawMaterials reserves the right, at its sole discretion, to cancel or amend this procedure at any time without incurring any liability or obligation.

3. Procedure

3.1. Participation

This procedure is open to all interested economic operators.

All participants must sign and submit the Tenderers' declaration form attached as **Annex 3**.

Please note that the tenderer may not modify the text, it must be submitted signed as provided by EIT RawMaterials attached to this request for proposal document.

3.2. Timeline

EVENT	DATE (Calendar dates)
Publish RfP on EIT RawMaterials website	11 July 2025
Proposal submission deadline	22 July 2025
Evaluation and internal decision making	23 – 24 July 2025
Award notice to successful tenderer and information to unsuccessful tenderers	25 July 2025
Contract signature	25 July 2025
Project start	1 August 2025

Proposals must be emailed in English to the following address:

Contact name: for the attention of Dr. Dolores Volkert

E-mail: hei@eitrawmaterials.eu

The proposal shall contain:

- the technical response to the requested services (section 2).
- a team presentation.
- a comprehensive first cost breakdown for the event.
- Information on GDPR compliance, if applicable.
- an indication of supplier's insurance coverage. The proposal must specify whether the contractor has public liability insurance and/or professional indemnity insurance, including the maximum sum insured in euros per event and insurance indicating the maximum amount of coverage in Euro per event per insurance.
- Tenderers' declaration form.

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

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

3.3. Requests for additional information or clarification

In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only.

Contact name: for the attention of Dr. Dolores Volkert

E-mail: hei@eitrawmaterials.eu

3.4. Validity of the proposals

Tenderers are bound by their proposals 90 days after the deadline for submitting proposals.

3.5. Costs for preparing proposals

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

3.6. *Ownership of the proposals*

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

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

3.7. *Clarification related to the submitted proposals*

After submission, proposals shall be reviewed for compliance with formal requirements as set forth in this RfP document. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT RawMaterials may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be done through written communication – email only.

3.8. *Negotiation about the submitted proposal*

After reviewing the formal compliance of the tenders, EIT RawMaterials may negotiate the contract terms with the tenderers. In this negotiation EIT RawMaterials will request all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiations, EIT RawMaterials shall provide further information about the proceedings and timing.

3.9. *Evaluation of proposals*

Each proposal will be evaluated in accordance with the below mentioned award criteria. The award decision will be made according to the "Best Value for Money" principle. The award criteria will be the following

Technical criteria	Points
Initial Event Management Plan covering all aspects and services as described in section 2 of this RfP-document showcasing in particular the proposal of high-quality event management services which contribute in the best possible way to the objectives pursued with the event. The agency proposes logistical and administrative support which promises best possible end-to-end planning and execution.	50

Team Introduction: The agency's team promises the best possible planning and realisation of the event with regard to the objectives pursued. The team members have the appropriate experience in the planning and realisation of events that are comparable in type and size to the IVAP event. The team setup ensures alignment with the HEI Initiative's goals and values. The agency, either itself or with local partners, has the sufficient personnel to ensure that there are no risks to the success of the event, even in the event of unexpected cancellations. On-site support is vital for ensuring smooth event delivery and addressing real-time challenges.	30
<i>Total score for technical criteria</i>	80
Financial criterion	
The first cost statement to be submitted is assessed in terms of cost efficiency. This includes the evaluation of the proposals as to whether and with what effort and at what cost the existing work results can be utilised.	20
<i>Total score for financial criterion</i>	20
Total maximum score	100

3.10. Signature of contract

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

For the contract the Service Agreement (**Annex 4**) shall apply. Any change desired by the tenderer in the provisions of this Service Agreement needs to be communicated to EIT RawMaterials as part of the proposal. Significant changes are likely to lengthen the procedure, making it less likely that the Service Agreement can be signed in time.

The signing of the Service Agreement after the award of the contract is for declaratory and documentation purposes only.

3.11. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. Appeals should be addressed to EIT RawMaterials. EIT RawMaterials is only able to address complaints before the contract is awarded to the successful tenderer.

3.12. Cancellation of the procedure

EIT RawMaterials reserves the right to suspend or cancel the procedure, where the 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 RawMaterials may refrain from concluding the contract.

In the event of cancellation of the procedure, EIT RawMaterials will notify the tenderers of the cancellation. In no event shall EIT RawMaterials be liable for whatsoever, including, without limitation, damages for loss of profits, in any way connected to the cancellation of the procedure.

3.13. Ethics clauses / Corruptive practices

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Annexes

Annex 1: List of preselected venues

Annex 2: Summary of preliminary conceptual work

Annex 3: Tenderers' Declaration form

Annex 4: Service agreement