



Request for proposal:

**Production Company for the EIT  
RawMaterials e.V. General  
Assembly on December 2<sup>nd</sup> 2025  
in Berlin**

## 1. Overview of EIT RawMaterials

EIT RawMaterials is a '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. General Objectives*

EIT RawMaterials e.V. carries out a General Assembly for all Partners twice a year as per the rules and regulations.

This live streamed event is available to all Partners of EIT RawMaterials e.V. and provides them with a detailed breakdown of the activities as well as the opportunity to vote in categories such as new partners joining.

### *2.2. Detailed Scope of Work*

EIT is seeking an experienced Production Company that can provide all aspects for a successful and uninterrupted General Assembly.

The chosen company must be able to provide

- All technical equipment
  - **Mixer:** Digital audio mixing console for live mixing
  - **PA System:** High-quality speaker system for main sound reinforcement, incl. subwoofers
  - **Microphones:**
    - Wireless handheld microphones
    - Wireless lavalier microphones
    - Lectern microphones
  - **Intercom System:** Communication system between technical departments
  - **Video Control Unit** for signal routing and live feed management
  - **Camera System** (incl. camera operator)
  - **Video Switcher** for live direction (multi-source input)
  - **Projectors & Screens:**
    - High-performance projector(s)
    - Large screen(s) (front projection)
    - Confidence monitor(s) for presenters
  - **Lighting Technology**
    - **Front Lighting** for stage (speaker illumination)
    - **Ambient & Decorative Lighting** (to create atmosphere in the venue)
    - **Lighting Control Console** for dynamic lighting cues
    - **Rigging/Trussing** to mount lights (incl. stands and hanging points)
  - **Stage & Structures**
    - **Stage Platform** incl. stairs and stage skirting
    - **Backdrop / Stage Background:** visual branding possible
  - **Additional:**
    - **Laptop** for playback (e.g., presentations, videos)
    - **Adapters / Splitters / Cable Sets** (HDMI, SDI, audio, etc.)
    - **Technical Tables & Cable Management** well-organized and tidy
  - **Staff & Services**
    - **Technicians** for audio, lighting, video, and setup/teardown
    - **Stage Manager / Operator** for show coordination
    - **Delivery, Setup, and Dismantling**, incl. on-site technical briefing
    - **Transport / Logistics** for all equipment and services
- Voting Tool with interactive real time online voting and Q&A Function
  - Latency of less than 5 seconds
  - Providing results immediately
  - Tracking of all partners logged on
  - Summary of all voting results
  - Summary of all received questions via the Q&A Tool
- General requirements
  - Proficient knowledge in English and German language

### 3. Proposal Process

#### 3.1. Participation

Participation in this proposal procedure is open to all tenderers.

All participants must sign the Tenderers' declaration form attached and submit it with the proposal. 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. Submission of proposal

EVENT	DATE (Calendar dates)
Publishing the RFP on EIT RawMaterials website	July 31 2025
Deadline for requesting clarification from EIT RawMaterials	August 8 2025
Deadline for submitting proposals	August 15 2025
Intended date of notification of award	August 25 2025
Intended date of contract signature	September 3 2025

Proposals must be emailed in English to the following address:

Contact name: for the attention of Alexandra Balke

E-mail: [alexandra.balke@eitrawmaterials.eu](mailto:alexandra.balke@eitrawmaterials.eu)

The proposal shall contain:

- the technical response to the requested services (section 2).
- the financial offer (the price for the services.) The financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.
- Information on GDPR compliance, if applicable.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including 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 incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals shall, if applicable, 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 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. All questions should be sent prior to the deadline for requesting clarification as specified in section 2.2.

Contact name: for the attention of **Alexandra Balke**

E-mail: **Alexandra.balke@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 criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document.

Technical criteria	Points
<p>Based on technical requirements and scope of work outlined in section 2.2 of this RFP, e.g.</p> <ul style="list-style-type: none"> <li>- Full provision of all required AV, lighting, stage and related equipment.</li> <li>- Qualified technicians, stage manager, and full setup/dismantling incl. logistics.</li> <li>- Interactive voting &amp; Q&amp;A tool with &lt; 5 sec latency and full reporting.</li> <li>- Fluent communication in German and English.</li> <li>- Clean, reliable execution with proper cable management and adherence to all specs.</li> </ul>	80
<i>Total score for technical criteria</i>	80
Financial criterion	
Lowest offered price shall receive the highest score, other shall be calculated in relation to that in linear equation	20
<i>Total score for financial criterion</i>	20
<b>Total maximum score</b>	<b>100</b>

### 3.10. Signature of contract

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

### 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.

Furthermore, the supplier acknowledges and accepts the Code of Conduct of EIT RawMaterials which can be downloaded via [www.eitrawmaterials.eu](http://www.eitrawmaterials.eu)



## *Annexes*

*Annex 1: Tenderers' Declaration form*