

Request for proposal:

Local partner to coordinate the EU presence in the 2026 edition of Exponor.

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

The global objective of this assignment is to act as the local partner to coordinate the EU presence in the 2026 edition of Exponor.

As a reminder, The International Exhibition of Technologies and Innovations for the Mining and Energy Industries, (Exponor), is an exhibition that has been held every two years since 1990 in the capital of the Antofagasta Region, Chile, recognized as the global epicentre of the mining and energy business. It provides links to the latest technological advances in mining and energy, connecting the main mining companies with various national and international supplier companies, and with the technical visitors participating in the exhibition. Its program of activities includes: business roundtables with the main companies, three Networking days, seminars with the most relevant industry topics, technical talks by exhibitors, visits to mining sites, different spaces for innovators and SMEs in the area, among others, mainly oriented towards the generation of opportunities, and the creation and strengthening of business networks.

Exponor is the third largest mining-energy exhibition in the world and the only on-site one. It is attracting each year mining professionals, investors, governments and industry leaders. It is organised by Antofagasta Industrial Association, AIA, a well-known Chilean business organization with an

uninterrupted record of 80 years, which brings together 300 large mining companies and suppliers of goods and services to the industry.

Main tasks

Main activities	Sub-activities	Description
General Coordination		Comprehensive coordination of the various contracts and main suppliers (trade fair organizers, stand production company, and event venue for the reception). This includes acting as an intermediary between the European Union / EIT Berlin, the Member States, and the suppliers, ensuring that all requirements and expectations are fully met. Responsibilities encompass regular internal meetings, budget and expense monitoring, progress reporting, and management of unforeseen issues, as well as an overall overview of all the sub-items listed below.
European Zone Coordination	AIA Communication	Coordination with AIA to define the agenda, monitor deadlines, update exhibitor information, request permits, and implement marketing measures.
	Communication with Member States	Maintain communication with the delegations of each participating country, address inquiries, coordinate special requests, and reassign released square meters.
	Branding Planning and Marketing Measures	Design and coordinate the pavilion's branding strategy and marketing activities, including promotional materials, signage, and presence across digital and physical media.
European Union Stand Coordination	Concept & Design	Define the overall concept of the stand, coordinate with designers and suppliers, and ensure that the design meets image and functionality standards.
	Agenda Coordination	Plan and organize the schedule of activities within the stand, including talks, presentations, and meetings with clients or visitors.
	Third-party contracting and expenses	Procurement of all necessary items to ensure the proper operation of the stand and its Coffee Corner throughout the four days of the fair, including the hiring of cleaning staff. It also includes all expenses related to side events, such as flights and/or accommodation for key speakers, catering services, or merchandising materials when applicable.
	On-site Implementation	Supervise the stand setup and ensure full operational readiness throughout the trade fair. Flight from Santiago to Antofagasta Hotel cost for 6 nights in Antofagasta
EU Reception	Event Promotion	Dissemination of the reception, communication with the media, distribution of press releases, and promotion of the participation of guests and exhibitors.
	Budget and	Confirmation of participation payments, shared expenses,

	Payment Follow-Up per Country	service invoicing, and supplier contracting.
	Invitation Management	Preparation and distribution of invitations, follow-up on confirmations, and attendee registration.
	EU Branding, Product Placement & Others	Implementation of European institutional branding, product placement, merchandising, and other promotional elements within the reception.
	On-site Coordination	Coordination with the catering company and suppliers, supervision of setup, coordination of accreditations, and final handover of the venue after the event.

Minumum Requirements

Experience:

Proven, consolidated and verifiable experience in participating in international trade fairs of the mining sector in Chile (Exponor and/or Expomin, at least five editions), managing presence and participation in EU's private/public delegations, organizing side events and networking opportunities between the Chilean and the EU ecosystems.

Knowledge:

Demonstrated knowledge of the mining sector ecosystem both in Chile and in the EU, as well as knowledge of Antofagasta region's industrial stakeholders and service providers.

Demonstrated knowledge and contact with various EU actors in Chile, including Member State Embassies, Chambers of Commerce and actors of the mining ecosystem.

Location:

The service provider must be based in Santiago, Chile and available to travel to Antofagasta, Chile when required.

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	December 03, 2025
Deadline for requesting clarification from EIT RawMaterials	December 08, 2025
Deadline for submitting proposals	December 12 , 2025
Intended date of notification of award	December 18, 2025
Intended date of contract signature	January 15, 2026

Proposals must be emailed in English to the following address:

André Ufer, Coordinator CRM-Facility, andre.ufer@eitrawmaterials.eu
Phone: +49 162 748 2154

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.

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.

André Ufer, Coordinator Critical Raw Materials Facility

Phone: +49 162 748 2154

Email: andre.ufer@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. 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.

3.7. 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.

3.8. 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.

- Description of how the services as outlined under section 4 will be implemented **(30%)**
- Previous relevant experience as defined in section 7 **(30%)**
- Budget **(40%)**

3.9. Signature of contract

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

3.10. 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.

3.11. 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.

3.12. 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.eitrawmetaterials.eu