



Request for proposal:

Hotel accommodation for EIT Women and Girls in STEM Forum

1. Overview

1.1. *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.

For more information about our company please visit the following website: <https://eitrawmaterials.eu/>

1.2. *Girls Go STEM*

The Girls Go STEM Initiative (<https://eit-girlsgostem.eu/>), formerly the Girls Go Circular initiative, is led and coordinated by EIT RawMaterials with six other EIT Knowledge and Innovation Communities (KICs): EIT Health, EIT Food, EIT Urban Mobility, EIT Culture & Creativity, Climate KIC, and 28 Digital. The initiative aims to close the gender gap in STEM by training and inspiring 14-19-year-old girls to pursue STEM higher education and careers.

1.3. *The EIT Women and Girls in STEM Forum*

The EIT Women and Girls in STEM Forum is the initiative's annual flagship event, bringing together secondary school girls and their teachers from across Europe alongside policymakers and industry partners. The 2026 Forum is planned for 25-26 November 2026 in Prague, and for 120 students (girls between 14–19 years old) and their teachers we require central hotel accommodation from 24-27 November 2026.

2. Scope of work

2.1. *General Objectives*

Hotel accommodation from 24-27 November 2026 for a maximum of 120 overnight guests in central Prague.

2.2. *Detailed Scope of Work*

- 24 single rooms for teachers
- Shared rooms (double, triple, or quad occupancy) for up to 96 students (24 teams of 2–4 participants each)
- Breakfast included

- 3- or 4-star hotel
- Located in central Prague, in walking distance to event location Spojka Events (Pernerova 697/35, 186 00 Praha 8-Karlín, Czechia)
- Flexible policy regarding final number of participants and room allocation

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	24.07.2026
Deadline for requesting clarification from EIT RawMaterials	28.07.2026
Deadline for submitting proposals	31.07.2026
Intended date of notification of award	03.08.2026
Intended date of contract signature	03.08.2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of Silke Müller
E-mail: girlsgostem@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 Silke Müller

E-mail: girlsgostem@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
Location of hotel in relation to event location (Spojka Events, Pernerova 697/35, 186 00 Praha 8-Karlín, Czechia), walking distance required (under 15 minutes)	20
Hotel policy concerning booking modification and cancellation (flexibility to change room allocation and number of participants)	20
<i>Total score for technical criteria</i>	40
Financial criterion	
Lowest offered price shall receive the highest score, other shall be calculated in relation to that in linear equation	60
<i>Total score for financial criterion</i>	60
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.

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



Annexes

Annex 1: Tenderers' Declaration form