

Request for proposal

**Project Title: HRIS (Human
Resources Information System)
Integration and Implementation**

- Amendment No 1 -

1. Background

1.1 General Information

Following the publication of the Request for Proposal (RfP) on **9 June 2026**, this amendment has been issued to clarify the tender requirements. All bidders are requested to review this amendment carefully and take its content into account when preparing their proposals.

2. Amendment to Scope of Work

2.1 Revision of Scope

Following an internal review of business requirements, EIT RawMaterials has rescoped tender specifications as published on **9 June 2026**.

The following modules are removed from the tender requirements and are no longer in scope:

- Recruitment / Applicant Tracking System (ATS)
- Learning Management / Academy / Learning & Development Module

Consequently, bidders are not required to propose, price, implement, or demonstrate functionalities related to recruitment management, applicant tracking, learning content management, training administration, course assignment and tracking, compliance training, skills development recommendations, or other learning-related capabilities. All interested providers are invited to submit offers on the basis of these rescoped specifications. All providers who have already submitted offers are invited to accordingly rescope and eventually amend proposals.

All other requirements and scope areas outlined in the original RfP remain unchanged and continue to apply, including:

- Core HR
- Onboarding
- Offboarding
- Performance & Talent Management (excluding learning management functionality)
- Time & Absence Management
- Internal Communications
- Analytics & Reporting
- GDPR & Compliance
- Workflow Automation & Customization
- System Integrations
- Surveys & Forms
- Access Management
- Data Storage & Historical Data
- Skills and Competency Framework Model
- Technical Support
- Payroll Operations
- Implementation & Support Services

The clarifications as specified in this updated RfP shall prevail over any conflicting provisions contained in the previous versions of the procurement documents.

3. Procedural Amendments

3.1 Service Agreement

The revised Service Agreement issued as part of this Amendment shall be the contractual basis of the proposal. Bidders shall review the revised Service Agreement and submit their proposals on this basis.

4. Submission of Updated Proposals

4.1 Timeline

Event	Date (Calendar Dates)
Publication of updated RfP on the EIT RawMaterials website	11.08.2026
Deadline for submission of updated proposals incorporating the amendments	24.08.2026, 10 a.m. (CET)
Proof of Concept Clarification Call	27.08.2026 – 04.09.2026
Intended date of notification of award	11.09.2026
Intended date of contract signature	25.09.2026
Potential project start	01.10.2026

Proposals must be emailed in English to the following address:

Contact Name: For the attention of HR

Email: hr@eitrawmaterials.eu

In addition to the proposal submission requirements set out in the original RfP, tenderers shall include the following information in their updated proposals:

- The proposed pricing must be calculated on the basis on a fixed three-year contract term for the specified number. Where user numbers increase, the tenderer shall indicate the applicable additional per-user pricing model and any related volume discount structure.
- EIT RawMaterials is seeking a long-term partnership with the selected provider. Tenderers shall therefore confirm their willingness to enter into a fixed-term agreement for a fixed period of three (3) years, subject to termination by either party in accordance with the contractual notice and termination provisions set out in clause 8.1 and 8.2 of the draft contract. Any extension of the agreement shall be governed by clause 8.2 of the draft Service Agreement and is subject to a public procurement review.

All other proposal submission requirements specified in the original RfP remain unchanged and continue to apply.

4.2 Clarification on the review of proposals

After submission, proposals shall be reviewed for compliance with the formal requirements set out in this RfP. Where information or documentation submitted by tenderers is, 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 requested information and responses shall be exchanged via written communication by email.

EIT RawMaterials reserves the right to request additional information, clarifications, supporting documentation, customer references, and demonstrations of the proposed solution where deemed necessary for the evaluation of submitted proposals.

To ensure a fair and consistent evaluation across all bidders, EIT RawMaterials may ask for the demonstration/ proof of concept session in the week of August 27th to September 04th that is to be structured and prepared around a practical employee lifecycle case study, covering the complete journey from pre-onboarding through a six-month probation review resulting in an unsuccessful outcome and subsequent offboarding of the employee.

During the session, bidders should:

- Provide a live demonstration of the proposed HRIS platform.
- Present the overall system architecture, user experience and key differentiators.
- Demonstrate the functionality and features relevant to the revised scope of work.
- Walk through the employee lifecycle case study and demonstrate how the platform supports the associated processes and workflows.
- Demonstrate workflow automation capabilities, configuration options and approval workflows.
- Demonstrate employee time tracking by project, including key system capabilities.
- Present reporting, dashboards, analytics and data management functionalities.
- Demonstrate access management, permissions, security controls and compliance capabilities.
- Showcase the platform's capabilities across the scope areas included in the RfP, including **Core HR, Onboarding, Offboarding, Performance & Talent Management, Skills & Competency Framework, Time & Absence Management, Internal Communications, Analytics & Reporting, Workflow Automation & Customisation, Surveys & Forms, Access Management, Payroll Operations, Technical Support, and Implementation & Support Services.**
- Q/A session.

Tenderers may supplement the requested employee lifecycle scenario with additional functionality, innovative capabilities, or differentiating features they believe would provide further value to EIT RawMaterials. However, to ensure a fair, transparent, and consistent assessment across all participating bidders, the employee lifecycle use case should form the core structure of the demonstration.

5. Final provision

Except as expressly provided for in this Amendment No. 1, all other provisions, requirements, terms and conditions of the Request for Proposal published on 9 June 2026 shall remain unchanged and continue in full force and effect.



Annexes

Annex 1: Updated Service Agreement

Annex 2: Original RfP published on 09th June 2026