



Request for proposal:

Hotel Accommodation in Amsterdam,
Workshop Facilities and Catering
Services

1. Overview

1.1. EU Raw Materials

EIT RawMaterials is a 'Knowledge and Innovation Community' (KIC) 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. EIT Raw Materials Academy

The European Raw Materials Academy (ERMAcademy) and the European Advance Materials Academy (AdMatAcademy) are two flagship initiatives led by EIT RawMaterials and funded by the European Commission to support the upskilling and reskilling of Europe's raw and advanced materials workforces.

1.3. The Green & Circular Metal Open Innovation Challenge and Expert Forum

EIT RawMaterials has launched Strategic Impact Group Networks (SIGNs) to strengthen the value chains and collaboration across four critical sectors: Battery Materials, Rare Earths Elements, Green & Circular Metals and Mining & Processing Technologies. These networks unite partners from industry, policy, research, and academia to tackle four critical challenges: Skills development, Innovation and scale-up, Investment mobilisation and Regulatory advocacy.

As part of the Expert Forum, EIT RawMaterials, through the ERMAcademy and AdMatAcademy, will host the Open Innovation Challenge (OIC) for Talent – SIGNs Sprint, providing an opportunity for Master's students, PhD candidates, and recent graduates to tackle a real industrial challenge and pitch their solutions live during the event.

Thirty students will be selected through an open call and invited to Amsterdam to participate in an innovation workshop from 27 to 29 September 2026. Student will work in multidisciplinary teams with the support of five expert coaches. The programme will conclude with the final pitching session during the Expert Forum on 29 September 2026.

2. Scope of the service

2.1. Objectives of the service

EIT RawMaterials GmbH invites qualified hotels in Amsterdam to submit proposals for the provision of accommodation, room facility for groupwork and catering services for the coaches and the students selected for the OIC Talent for Green & Circular Metals, organised in conjunction with the SIGN Expert Forum 2026 – 29 September 2026 at Hilton Amsterdam Airport Schiphol, Schiphol Boulevard 701,

1118 BN Schiphol, Netherlands.

The selected hotel shall provide:

Accommodation

- 35 single occupancy rooms
- 3 or 4-star hotel
- Breakfast included for all rooms
- Check-in: 27 September 2026
- Check-out: 30 September 2026 (3 nights)
- Conference room for 35 persons for 1.5 days (28 September full day, 29 September half day). No meeting room is required on 27 September 2026, as this is the arrival/check-in day.
- Located in Amsterdam in convenient location with respect to the event location (Hilton Amsterdam Airport Schiphol, Schiphol Boulevard 701, 1118 BN Schiphol, Netherlands)
- Tenderers shall state their booking modification and cancellation terms (flexibility to change the number of participants, and the possibility to cancel the workshop room). This information is requested for contractual purposes only: it will not be evaluated, will not be scored and will have no influence on the award decision. The terms stated will form part of the contract concluded with the successful tenderer.

Catering

The proposal shall include:

- Breakfast (already included under Accommodation above; not to be priced separately)
- Dinner at the hotel on 27 and 28 September
- Coffee breaks and lunch during group work sessions: 2 lunches (28 and 29 September) and 3 coffee breaks (two on 28 September, one on 29 September), each for 35 persons (30 students and 5 coaches)

Room Facilities for Groupwork.

Facilities shall include:

- room suitable for work group with 30 students and 5 coaches for 1.5 days. The activity will require participants to split into 6 groups of 5 students, each supported by a coach. Each group shall be provided with a separate table and sufficient chairs to facilitate collaborative work.
- Projector or LED screen for presentation
- Audio system
- High-speed Wi-Fi

3. Proposal process

3.1. Participation

Participation in this proposal procedure is open to all tenderers.

Proposals should be concise, clearly written in English, and focused on the services requested under

Section 2 of this RfP.

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 (End of Business)
Publishing the RfP on EIT RawMaterials website	14 th August 2026
Deadline for requesting clarification from EIT RawMaterials	20 th August 2026
Deadline for submitting proposals	21 st August 2026
Intended date of notification of award (earlier date possible)	26 th August 2026
Intended date of contract signature (earlier date possible)	31 st August 2026

All documents must be clearly labelled and referenced to this RfP.

Failure to provide the required information may result in exclusion from the evaluation process.

Proposals must be emailed in English to the attention of Fabio Ferri and Eilecia Bovard

E-mail: fabio.ferri@eitrawmaterials.eu & eli.bovard@eitrawmaterials.eu

The proposal shall contain:

- Tender concept as technical response to the requested services including deliverables, milestones and acceptance criteria where applicable (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. Tenderers shall provide the applicable daily rate and an indicative price by work package. For evaluation purposes the net total amount (excl. VAT) will be used.
- Information on GDPR compliance.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier
 - o 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 3.2.

Questions and the corresponding answers will be shared with all tenderers in anonymised form, in order to ensure equal treatment.

Contact name: for the attention of Fabio Ferri and Eilecia Bovard
E-mail: fabio.ferri @eitrawmaterials.eu & eli.bovard@eitrawmaterials.eu

3.4. Validity of the proposals

Tenderers are bound by their proposals 30 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 (Hilton Amsterdam Airport Schiphol, Schiphol Boulevard 701, 1118 BN Schiphol, Netherlands): walking distance, or a short and easy connection by public transport, scored in accordance with the scale set out below the table.	20
Quality and suitability of the room facilities for groupwork offered, in relation to the minimum requirements set out in section 2.1 (Room Facilities for Groupwork), scored in accordance with the scale set out below the table.	10
<i>Total score for technical criteria</i>	30
Financial criterion	
Lowest offered price shall receive the highest score, other shall be calculated in relation to that in linear equation	70
<i>Total score for financial criterion</i>	70
Total maximum score	100

Scoring scale for the technical criteria

Location of hotel (maximum 20 points):

- 10 minutes' walking distance or less from the event location: 20 points
- Between 11 and 15 minutes' walking distance, or a public transport connection with a total travel time of 15 minutes or less: 10 points
- More than 15 minutes' walking distance and no public transport connection within 15 minutes: 0 points

Proposals that do not meet the minimum requirements set out in section 2.1 will be excluded and not scored.

Points are awarded only for features exceeding those minimum requirements, as follows (2 points each, maximum 10):

- a separate breakout room available in addition to the main workshop room
- natural daylight in the workshop room
- a second projector or LED screen

- a flipchart or whiteboard for each of the six groups
- exclusive use of the workshop room for the entire booked period

No points will be awarded for features other than those listed above.

3.10. Signature of contract

All tenderers will be informed in writing (via email) about the outcome of the procedure. The successful tenderer will be invited to proceed to contract signature.

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'). The supplier 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 (available on RfP page of website).