



Request for proposal:

Professional Writing Services

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 a sustainable supply of raw materials to European industry by driving innovation, education, and entrepreneurship across 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 our website: <https://eitrawmaterials.eu/>

2. Scope of work

2.1. General Objectives

Support the Communications & Marketing team in producing a broad range of content supporting executive communications, media relations, marketing campaigns, and editorial content for stakeholder engagement and thought leadership.

2.2. Detailed Scope of Work

The scope of work is divided into two specialist Lots based on the required experience and expertise:

Lot 1 – Commercial Copywriter

Lot 2 – Social Media & Editorial Writer

Please clearly indicate in your proposal which Lot you are applying for. Applicants may apply for one or both Lots, provided they can demonstrate the relevant experience and expertise for each.

1 Lot: Commercial Copywriter

- Marketing and campaign copy
- Website and landing-page content
- Event and campaign messaging
- Corporate and promotional materials
- Thought-leadership content
- Audience-focused copy for different stakeholder groups

2 Lot: Social Media & Editorial Writer

- Press releases
- LinkedIn and social media content
- Articles and editorial pieces
- Interviews and profiles
- Executive communications
- Event-related content
- Editing and proofreading

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 and 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 the EIT RawMaterials website	Monday 07.09.2026, 9 AM CET
Deadline for requesting clarification from EIT RawMaterials	Friday 18.09.2026 9 AM
Deadline for submitting proposals	Friday 25.09.2026 9 AM, CET
Intended date of notification of award	Monday 12.10.2026
Intended date of contract signature	Thursday 15.10.2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of Elisabeth Ippel

E-mail: elisabethippel@eitrawmaterials.eu and/or communications@eitrawmaterials.eu

The proposal shall contain:

- technical response to the services requested (section 2).
 - Including CV and/or professional profile
 - Portfolio or examples of relevant work
 - Short description of relevant experience and suitability for the selected lot
 - Availability and typical turnaround time
- Confirmation of independent freelancer status
- Financial offer as hourly rate in EUR (the price for the services). The financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.
- Indication of the supplier's insurance coverage. The proposal must specify whether the supplier has taken out company liability insurance and/or professional liability insurance, including the maximum coverage amount in Euro per event per insurance.
- Signed Tenderers' declaration form (as attachment)

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 they are not prepared to commit to in a contract. 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 their 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 the conditions set forth in this proposal and the tenderer's proposal.

3.3. Requests for additional information or clarification

If the tenderers need 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. Send all questions before the deadline for requesting clarification, as specified in section 2.2.

Contact name: for the attention of Elisabeth Ippel

E-mail: elisabeth.ippel@eitrawmaterials.eu

3.4. Validity of the proposals

Tenderers are bound by their proposals for 90 days after the proposal submission deadline.

3.5. Costs for preparing proposals

The tenderer may not recover costs incurred in preparing and submitting the proposal. 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, EIT RawMaterials shall review proposals for compliance with the formal requirements set forth in this RfP document. Where information or documentation submitted by the 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 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 award criteria below. The award criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document.

Technical criteria	Points
- Relevant professional experience	20
- Quality of portfolio/writing samples	20
- Understanding of raw materials and related sectors	10
- Writing, research and communication skills	20
<i>Total score for technical criteria</i>	70
Financial criterion	
Lowest offered price shall receive the highest score; others shall be calculated in relation to that in a linear equation	30

<i>Total score for financial criterion</i>	30
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.

For the contract, the Service Agreement (Annex 2) shall apply. Any change the tenderer wants to make to the provisions of this Service Agreement must be communicated to EIT RawMaterials as part of the proposal. Significant changes are likely to lengthen the tender procedure, making it less likely that the Service Agreement can be signed in time.

Signing the Service Agreement after the award of the contract is for declaratory and documentation purposes only.

3.11. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. Address appeals to EIT RawMaterials. EIT RawMaterials can address complaints only 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 anything 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). They should inform EIT RawMaterials immediately if any of the above circumstances change 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

Annexes

Annex 1: Tenderers' Declaration form

Annex 2: Framework for Professional Writing Services agreement