



# Request for Proposals

EIT Urban Mobility – Competence Hub Consulting Services (E-Learning and LMS)

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

EIT Urban Mobility KIC LE (“Contracting Authority” or “CA”)

Av. Diagonal 211, Torre Glòries

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Spain

29<sup>th</sup> April 2024

[eiturbanmobility.eu](http://eiturbanmobility.eu)

Co-funded by the  
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# Contents

<b>1. Overview of EIT Urban Mobility .....</b>	<b>3</b>
<b>2. General objectives and scope of work .....</b>	<b>4</b>
2.1. General objectives .....	4
2.2 Detailed scope of work .....	4
2.3. Location, timing, planning and reporting.....	5
2.3.1 Start date & period of implementation .....	5
2.3.2 Location .....	6
2.3.3 Payment terms .....	6
2.4. Methodology of work.....	6
2.5. Deliverables .....	6
<b>3. Proposal Process.....</b>	<b>7</b>
3.1. Proposal Schedule .....	7
3.2. Participation .....	7
3.3. Submission of proposal.....	7
3.4. Minimum requirements.....	8
3.5. Validity of the proposal.....	9
3.6. Additional information before the deadline for submitting proposals .....	9
3.7. Cost for preparing proposals .....	9
3.8. Ownership and confidentiality of proposals .....	9
3.9. Clarification related proposals.....	10
3.10. Negotiation about the submitted proposal .....	10
<b>4. Evaluation of proposals.....</b>	<b>10</b>
4.1. Exclusion criteria .....	10
4.2. Award criteria .....	11
4.3. Selection of the suppliers.....	13
4.4. Signature of contract(s) .....	14
4.5. Cancellation of the proposal procedure .....	14
4.6. Appeals / Complains.....	14
4.7. Ethics clauses / Corruptive practices.....	14
4.8. Safeguarding of EU’s financial interest .....	15
<b>Annexes .....</b>	<b>16</b>

1.1. Annex 1 – Service Agreement .....16  
Annex 1.1 Tenders submission form .....32  
Annex 1.2 Tenders declaration form .....34

# 1. Overview of EIT Urban Mobility

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of more than 50 top European corporations, SMEs, start-ups, universities, and research institutes constituted into the EIT Urban Mobility Association.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research, and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands, and Spain.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

## 2. General objectives and scope of work

### 2.1. General objectives

By the present procurement procedure, EIT Urban Mobility (hereinafter being referred to as “EIT UM”) is aiming to identify a supplier that can offer consultancy for overseeing projects related to the technical management and the stabilisation/development of Competence Hub’s e-learning platform, aligned with the EIT Urban Mobility’s mission of generating positive environmental and social impacts.

It is expected that the selected supplier achieves so by securing a dedicated Project Manager with the necessary technical expertise, project management skills, and collaborative capabilities to support us in:

- Development of Wordpress based e-learning solutions, including its technical aspects, such as: LMS platform management, e-learning content management, database management and web development.
- Sourcing, managing, and coordinating external subcontractors involved in the improvement and development our LMSs’ capabilities and features.

The selection of the suppliers will be based on their highest score.

Awarded bidders will have a fixed price per order, which does not guarantee a minimum order per bidder.

All orders will be conducted on demand by the assigned contact in EIT UM.

### 2.2 Detailed scope of work

EIT UM Competence Hub is currently hosting around 50 courses in a proprietary platform based on Wordpress ([urbanmobilitycourses.eu](http://urbanmobilitycourses.eu)). As the platform grew and with it the complexity raised, EITUM identified the need to work on different projects aiming the stabilization, improvement, features development and data management connected to this platform and its e-learning content. It is expected that the supplier provides a Project Manager to be fully dedicated to EITUM during a period of 6 months, extendable for up to 9 months, specifically focusing on the development and integration of Competence

Hub's digital learning capabilities in the projects mentioned. The scope of work to be undertaken by the supplier's consultant will comprise:

#### **Technical Deliveries:**

- Manage the Academy Competence Hub's WordPress LMS stabilisation (hosting, security, add-ons, etc.) and its integration within other platforms (other LMS, SSO integrations, etc.).
- Ensure seamless integration with the EIT Virtual Campus framework.
- Handle minor HTML5 code changes on these LMSs, with the support of external subcontractors when necessary.
- Support the sourcing and managing of the external subcontractors working on the platform improvements.
- Support the development of the Academy Master Data Base (Azure).

#### **Content & Project Management:**

- Identify opportunities to enhance existing and new Academy initiatives, leveraging best practices from the EIT Virtual Campus and other Cross KIC education projects.
- Support the production of high-quality digital content (text, video, audio, interactive) for online courses, ensuring adherence to UX/UI standards and quality guidelines.
- Oversee daily project administrative and monitoring and management, including KPI and milestone tracking, progress reports, and deliverables issuance (currently on Asana), as well as handling hardware/software/plugin purchases or support other members of the team or projects in technical aspects, when necessary.

#### **Collaboration & Administration:**

- Facilitate communication and collaboration with providers (people with technical/IT backgrounds), and EIT Urban Mobility's internal staff (rest of the Academy team, Finance and Legal departments, Management Team), most of whom don't have technical backgrounds, regarding project needs, contracts, call frameworks, and invoices.
- Manage the administration of online courses, including blended learning formats.

## **2.3. Location, timing, planning and reporting**

### **2.3.1 Start date & period of implementation**

The intended start date is, at the latest, 17th May 2024 and the services will last, at the latest, until 31st November 2024.

### 2.3.2 Location

This project doesn't have a specific office location during the implementation – the provider should mainly provide assistance from his/her home base of operation. We intend to work under a virtual environment as an organisation. Video conferences and telephone conferences are preferred options for team meetings.

On a needed basis, the provider can be called for specific assignments either to EIT Urban Mobility or its Innovation Hubs or to its partners or any other project site designated by EIT Urban Mobility. All costs borne for such travels shall be subject to reimbursement detailed later by EIT Urban Mobility if justified.

### 2.3.3 Payment terms

Available maximum fund for the requested services is 44,000 EUR (VAT excluded) to cover for 6 months of project management as per described in the scope of this RFP (section 2.2) the period of May 2024 to November 2024.

The services should be invoiced on a monthly basis, in arrears including specific timesheets.

## 2.4. Methodology of work

The supplier is requested to present the best operational structure for the management of the services described, as well as the relevant staff/expert(s) that need to be involved for the successful completion of all deliverables and actions required.

The proposal should also include:

- A presentation of the organisation's experience and qualifications to meet the requirements detailed above in chapters 2.1, 2.2. and 2.3.
- Any other relevant information relative to the supplier's ability to perform the requirements detailed above in chapters 2.1, 2.2. and 2.3. cheaper or more efficiently.

## 2.5. Deliverables

Based on the scope of work to be undertaken by the provider's consultant, EITUM expects the following main deliverables within the timeframe outlined in 2.3.1 above:

- **Managed Wordpress LMS:** Continuous management of the Academy Competence Hub's WordPress LMS, including updates on hosting, security, plugins, and add-ons.
- **Documentation:** Periodic updates documenting LMS functional/technical changes undertaken either by the consultant or by external subcontractors.
- **External subcontractors' management:** the effective management of external subcontractors for LMS development, following up on projects and tasks, documenting progress.

- **Database updates and integrations:** Regular maintenance and updates to Database hosted on Azure, all identified valuable integrations are established.
- **Project Management:** Effective conduction of project administrative activities, KPI tracking, milestone progress, and deliverables issuance using Asana, documenting project progress and optimizations.
- **Communication and Collaboration:** Effective collaboration within EITUM’s team and external providers, facilitating technical discussions and documenting them as well as the different agreements reached.

## 3. Proposal Process

### 3.1. Proposal Schedule

	DATE
Publish request for proposal on website	29th April, 2024
Deadline for submitting proposal	7th May, 2024
Intended date of notification of award	13th May, 2024
Stand still period	3 days
Intended date of contract signature	17th May, 2024
Intended start date of the contract implementation	17th May, 2024

### 3.2. Participation

Participation in this procedure is open to all interested applicants.

### 3.3. Submission of proposal

Proposals are requested to be emailed in written form, in **English** to the following address until **the deadline of 7<sup>th</sup> May 2024, 16:00 Central European Time**, to:



**Contact name:** For the attention of Ms. Blanca Fondevila, (E-learning Manager) at EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

**The proposal shall contain:**

- a. The technical response to the services requested (see Section 2.2: 'Detailed scope of work')
- b. The financial offer (the price for the service.) The financial offer must be presented in **EUR**. The price must be indicated as net amount, excl. VAT)

**The email including the proposal from the bidder should be sent and delivered by 7<sup>th</sup> May 2024, 16:00 Central European Time.**

- Proposal must be submitted in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password.
- Proposal must be signed by the tenderer.
- Proposal will be deemed timely submitted, if it is received by EIT Urban Mobility by the submission deadline. All risks associated with the delay or loss of the proposal shall be borne by the Tenderer only. EIT Urban Mobility will deem proposal received after the submission deadline invalid.
- Proposal should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderer is, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals, if applicable, shall 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 request for proposals and has the experience, skills, and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

### 3.4. Minimum requirements

The following documents and declarations are to be submitted together with the tender by the tenderer (in case of a group of tenderers, this applies to each member). In order to be considered valid, proposals must include:

- Tender Submission form and Tender declaration form (Annex 1.2 and 1.3) together with supporting documents evidencing the legal name of the Tenderer (copy of the official documents showing the name of the natural person or legal person, the address of its head office, and the registration number given to it by the national authorities);
- An administrative part including all the information and documents required by the EIT UM for the evaluation of the tender on the basis of the exclusion and selection criteria set out below;
- Bidders must provide their comments in writing to the contract agreement terms of EIT UM (Annex 1) and in case they are proposing any amendments to the terms and conditions, they have

to submit their proposal in their offer. Any amendment requests after the tender submission deadline and the notification of award shall not be accepted or discussed. EIT UM is not obliged to accept any amendment requests, proposed modifications nor contract templates.

### 3.5. Validity of the proposal

Tenderers are bound by its proposal 30 days after the deadline for submitting the proposal or until they have been notified of non-award.

The winners must maintain its proposal for a further 30 days to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by EIT Urban Mobility.

### 3.6. Additional information before the deadline for submitting proposals

The instructions to the tenderers should be clear enough to avoid the tenderers having to request additional information during the procedure. In case the tenderer is in need of additional information, please address it to the address below.

**Contact name:** for the attention of Ms. Blanca Fondevila, (E-learning Manager) at EIT URBAN MOBILITY.

**E-mail:** [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

EIT Urban Mobility has no obligation to provide clarification if decides.

### 3.7. Cost for preparing proposals

No costs incurred by the tenderers in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

### 3.8. Ownership and confidentiality of proposals

EIT Urban Mobility retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connections 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, the CA has the right for the purposes of safeguarding its financial interests that the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

### 3.9. Clarification related proposals

After submission of the proposal, it shall be checked if it satisfies all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderer is or appears to be incomplete or erroneous or where specific documents are missing, the CA may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.

### 3.10. Negotiation about the submitted proposal

After checking the administrative compliance of the tenderer, EIT Urban Mobility can negotiate the contract terms and conditions with the tenderer. In this negotiation, EIT Urban Mobility will ask the tenderer to adjust the proposal or specific sections of the proposal within an appropriate time limit.

## 4. Evaluation of proposals

### 4.1. Exclusion criteria

The Tenderers will be excluded from participation in the current procedure, if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b) it has been established by a final judgment or a final administrative decision that the Tenderer is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgment or a final administrative decision that the Tenderer is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Tenderer belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
  - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

- ii. entering into agreement with other Tenderers with the aim of distorting competition;
  - iii. violating intellectual property rights;
  - iv. attempting to influence the decision-making process of the contracting authority during the procurement procedure;
  - v. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) it has been established by a final judgment that the Tenderer is guilty of fraud, corruption, or money laundering.

## 4.2. Award criteria

The EIT UM will award the contract to the tenderer who submitted the most advantageous technical and financial proposal based on best value for money based on the following criteria (including the weighting assigned to them). The quality of each proposal will be evaluated in accordance with the below mentioned award criteria.

The award criteria will be examined in accordance with the requested service/support indicated in Section 2 of the document, and ensure best value for money by applying the below equation:

The technical score is calculated based on the assessment rating below:

DESCRIPTION	SCORE
<p><b>Proposal &amp; Methodology:</b></p> <p>Presentation of the offer, outlining the approach to the task described in the scope of work (Section 2.2).</p> <ul style="list-style-type: none"> <li>➤ Highest ranking will receive 20 points</li> <li>➤ 2nd receives 10 points</li> <li>➤ 3rd receives 5 points</li> <li>➤ 4th receives 1 point</li> </ul>	<p>Max 20 points</p>
<p><b>QUALIFICATIONS AND EXPERIENCE OF THE PROPOSED CONSULTANT</b></p> <p>As evidence, please provide CV, LinkedIn profile, portfolio and active developments that exemplify former experience that includes.</p>	

<p>Based on this evidence the tender will be evaluated and scored as follows</p> <ul style="list-style-type: none"> <li>a) Experience managing WordPress. <ul style="list-style-type: none"> <li>➤ 5+ years: <b>20 points</b></li> <li>➤ 3-4 years: <b>10 points</b></li> <li>➤ 1-2 years: <b>1 point</b></li> </ul> </li> <li>b) Experience managing other tools used by EITUM, either as part of the LMS (for example LearnDash, WooCommerce, other plugins and add-ons) or in other processes related to e-learning (for example Mailchimp for retention etc). <ul style="list-style-type: none"> <li>➤ 5+ tools: <b>20 points</b></li> <li>➤ 3 - 4 tools: <b>15 points</b></li> <li>➤ 1 – 2 tools: <b>1 point</b></li> </ul> </li> <li>c) Degree or Certification in IT, or equivalent working experience with web developing and testing will receive <b>5 points</b>.</li> <li>d) Experience managing Databases and/or databases tools will receive <b>5 points</b>.</li> </ul>	<p>Max. 50 points</p>
<p><b>SUPPLIER’S EXPERIENCE AND TRACK RECORD</b></p> <p>As evidence, please provide Case studies, clients’ testimonials, list of past clients or portfolio of past works that highlight supplier’s experience on.</p> <p>Based on this evidence the tender will be evaluated and scored as follows</p> <ul style="list-style-type: none"> <li>a) Previously working with either educational technologies and e-learning solutions, companies in the education sector, or with companies on the Urban Mobility sector. <ul style="list-style-type: none"> <li>➤ A minimum of 5 years of experience with companies as described above: <b>20 points</b></li> <li>➤ Less than 5 years of experience with companies as described above: <b>10 points</b></li> </ul> </li> </ul>	<p>Max. 50 points</p>

<ul style="list-style-type: none"> <li>➤ No experience to highlight: <b>0 points</b></li>   <li>b) Proven experience through certifications or experts CVs/ project portfolios of Project Management skills:             <ul style="list-style-type: none"> <li>➤ Specific project management methodologies such as SCRUM, Agile etc: <b>20 points</b></li> <li>➤ Project management experience with no specific methodology provided: <b>5 points</b></li> <li>➤ No project management expertise highlighted: <b>0 points</b></li> </ul> </li>   <li>c) Proven track record of working with latest technologies:             <ul style="list-style-type: none"> <li>➤ Portfolio of work highlighting use of 3 or more up to date platforms, software or technologies: <b>10 points</b></li> <li>➤ Up to 2 updated/recent technologies used: <b>5 points</b></li> <li>➤ No updated/recent technologies used or exemplified: <b>0 points</b></li> </ul> </li> </ul>	
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The applicable award criteria will be weighted as follows:

- A. Technical content: 70%
- B. Financial offer: 30%

Aggregate evaluation and scoring:

- A. Technical content (maximum weighted score: 70%)
  - Evaluation of the technical content will be carried out following the below sub-criteria:
    - I. Technical capacity of the Tenderer (maximum score: 120)
  
- B. Financial offer (maximum weighted score: 30%)
  - The financial offer must be presented in EUR. Prices must be indicated as net amount, excl. VAT.
  - The lowest offered price shall receive the highest score (55), others shall be calculated in relation to that in linear equation.

### 4.3. Selection of the suppliers

The final selection of the supplier will be based on the best price-quality ratio principle. The best price-quality ratio is established by weighing technical quality against price on an 70%/30% basis, i.e.

*Total technical score: max. 120 (weight: 70%)*

*Total financial score: max. 55 (weight: 30%)*

*Total score: max 100.5 (total technical score x 0,7 + total financial score x 0,3)*

The winners shall be the one with the highest total score summed from technical and financial scores, and that tenderer shall be proposed for the contract.

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

#### **4.4. Signature of contract(s)**

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

For the contract, the template in Annex 1 shall apply.

Within 3 days of receipt of the contract from EIT Urban Mobility, the selected tenderer shall sign and date the contract and return it to EIT Urban Mobility.

#### **4.5. Cancellation of the proposal procedure**

In the event of cancellation of the proposal procedure, EIT Urban Mobility will notify the tenderers of the cancellation. In no event shall EIT Urban Mobility be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT Urban Mobility has been advised of the possibility of damages.

#### **4.6. Appeals / Complains**

Tenderers believing that it has been harmed by an error or irregularity during the award process may file a complaint. Appeal should be addressed to EIT Urban Mobility. The tenderer has 3 days to file their complaint from the receipt of the letter of notification of award.

#### **4.7. Ethics clauses / Corruptive practices**

EIT Urban Mobility reserves the right to suspend or cancel the procedure, where the award 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 Urban Mobility may refrain from concluding the Contract.

The suppliers 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 Urban Mobility immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

#### **4.8. Safeguarding of EU's financial interest**

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, EIT Urban Mobility has the right for the purposes of safeguarding the EU's financial interests, the proposal and the contract of the supplier may be transferred to internal audit services, EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.



# Annexes

## 1.1. Annex 1 – Service Agreement

### SERVICE AGREEMENT

This Service Agreement (“Agreement”) is hereby made by and between:

EIT KIC URBAN MOBILITY S.L.U, a private limited company, having its registered office and place of business at Avinguda Diagonal, 211, 08018, Barcelona, Spain, with VAT number B67513630, legally represented herein by Francisco Ibáñez, acting as CFO of the company (hereinafter referred to as “EIT UM”)

and

[.] a private limited company, having its registered office and place of business at [.] with company registration number [.] and VAT number [.] legally represented herein by [.] acting as legal representative (hereinafter referred to as the “Provider”).

Hereinafter jointly referred to as the “Parties” or individually as a “Party”.

#### WHEREAS:

- I. EIT UM is an entity that aims to encourage positive changes in the way people move around cities in order to make them more liveable places by creating systemic solutions that will move more people around the city more efficiently and free up public space, ringing all key players in urban mobility together to avoid fragmentation, and engaging cities and citizens from the beginning, giving them the opportunity to become true agents of change.

- II. EIT UM has launched a tender for the provision of [...] (the "Tender").
- III. Provider is a company specialized in [·].
- IV. Provider has been awarded the Tender and therefore Provider is willing and able to provide the services specified in Annex 1 to EIT UM, under the terms and conditions set forth in this Agreement.

## NOW, THEREFORE, THE PARTIES HAVE AGREED AS FOLLOWS:

### Structure of the Agreement and precedence

This Agreement consists of the body of this Agreement and Annex 1 attached to this Agreement, as well as the Tender.

The body contains standard general provisions applicable to all services purchased by EIT UM from Provider under this Agreement.

Annex 1 contains the description of the Services and the time schedule for the delivery of such Services (extracted from Provider's Offer), as well as additional specific conditions and details adapted to the type of Services purchased by EIT UM from Provider under this Agreement.

In case of discrepancy between the description of Services and time schedule in the EIT UM Tender and the description of Services and time schedule in Annex 1, the EIT UM Tender shall prevail. In case of discrepancy between a provision in the body and a provision in Annex 1, the provision in the body shall prevail unless the deviating provision in Annex 1 states expressly that it is specifically agreed by both Parties as being in deviation of a specific provision of the body and refers clearly to the provision of the body concerned.

### Ordering of Services, non-applicability of Provider's (standard) terms and conditions

Provider does not commit to provide the Services exclusively to EIT UM, unless and to the extent provided in Annex 1 for certain specific types of Services.

The contractual relationship between EIT UM and Provider shall solely be governed by the terms and conditions of this Agreement. EIT UM is therefore not bound by and expressly rejects Provider's general conditions of services and any additional or different terms or provisions that may appear on any proposal, quotation, price list, acknowledgment, invoice, packing slip or the like used by Provider.

## Performance of the Services, organization, quality, timely delivery, subcontracting, reporting of progress, acceptance, changes

With due observance of the other provisions of the Agreement, Provider shall perform the Services specified under Annex 1 for EIT UM under this Agreement, within the time schedule specified under Annex 1.

Provider agrees to perform the Services by exercising due skill, speed, and care, at a level generally required of well-reputed Providers in the same field as the one covered by this Agreement and shall make every effort to the best of Provider's abilities to serve the interests of EIT UM as much as possible.

Provider is free to organise the way it provides the Services and the timing thereof autonomously and at its own discretion without supervision or authority of EIT UM, (i) provided the Services are performed accurately and diligently and in accordance with the requirements of this Agreement, including the timely delivery of the Services as specified under Annex 1, and (ii) subject to specific requirements as may be stated in Annex 1 regarding the way the Services shall be provided. Provider may conduct its business activities from its own premises but may be requested to operate from EIT UM's premises whenever it is necessary for the performance of the Services. Provider shall arrange their own travel, should they need to travel in order to perform the Services. When performing the Services, Service Provider shall use its own tools and materials, work forces. Provider shall be fully responsible for the proper execution of this Agreement in all respects.

Provider shall use personnel who possess the qualifications and experience necessary for the performance of the Services. Additional requirements relating to personnel may be provided in Annex 1, as the case may be.

Unless otherwise specifically provided under Annex 1, Provider may subcontract part of the provision of the Services to subcontractors, provided such subcontractors are contractually bound by similar obligations as under this Agreement, and provided Provider has disclosed the elements of the Agreement to be subcontracted and the identity of the relevant subcontractor to the subcontracting. Provider remains at all times responsible for the work performed by its subcontractors and for the acts, defaults and negligence of such subcontractors, and no subcontract shall create any contractual relationship between any subcontractor and EIT UM. Additional requirements relating to subcontracting may be provided in Annex 1, as the case may be.

In order for EIT UM and Provider to monitor the proper performance of the Services throughout the Term of the Agreement (as described in Article 10.1 below), Provider shall report to EIT

UM progress of the performance of the Services, in writing, at intervals and under conditions specified under Annex 1. Provider shall provide EIT UM with time sheets describing the tasks performed by Provider and the time spent on each task, pursuant to the regularity provided under Annex 1 and pursuant to the time sheet template provided by EIT UM separately.

If, for whatever reason, Provider is not able to perform the agreed Services, or is not able to meet the deadlines agreed in Annex 1, Provider shall notify EIT UM hereof promptly in writing, and shall take any reasonable measure to mitigate the consequences of such situation, in agreement with EIT UM.

Services delivered are subject to the acceptance of EIT UM. EIT UM shall issue a performance certificate after completion of Services. Should EIT UM fail to reject part, or all of the Services provided within fifteen (15) (or other deadline set forth in Annex 1) calendar days as from such delivery, on the grounds of a lack of quality or compliance, or because of late delivery, Services shall be considered as accepted. Should EIT UM reject a Service (within the above deadline) because of lack of quality or compliance, and such failure is capable of remedy, Provider shall re-perform the rejected (part of the) Service promptly (but no later than five (5) calendar days in absence of any further instructions) at no additional charge for EIT UM. Should such failure be not capable of remedy (given the type of Service and/or the extent of the failure) or should the delivery have occurred after an essential delivery deadline which renders the Service irrelevant or useless, the Services at stake shall be considered as rescinded, and EIT UM is not obliged to provide any compensation to Provider for such Services.

Modifications to the Services and/or other provisions of this Agreement may only be agreed by the Parties as per the EIT UM procurement rules, i.e., if:

- a. mutually agreed in writing, and
- b. the need for modification has been brought about by circumstances which a diligent contracting entity could not foresee; and
- c. the modification does not alter the overall nature of the contract; and
- d. any increase in price is not higher than 25 % of the original value of the Agreement. In addition, if several successive increases in price would be agreed, the total cumulating of such successive increases shall not exceed 25% of the original value of the Agreement; and
- e. modifications above 10% of the original value of the Agreement should only amend specific conditions of the Agreement and be made by way of an amendment to this Agreement signed by both Parties.

The Parties designate the following contact persons for communication with respect to this Contract:

For EIT UM	For Provider
Name:	Name:
Phone:	Phone:
E-mail:	E-mail:

### Compensation, invoicing and payment, expenses

Provider is entitled to charge, in respect of Provider’s Services as described under Annex 1, the compensation specified in Annex 1 per Service.

Provider may only charge the amounts under Article 4.1 corresponding to the delivered Services, after acceptance of such Services by EIT UM.

Further, Provider may only charge the amounts under Article 4.1 subject to (i) EIT UM having received a correct invoice bearing the essential elements below, (ii) all relevant progress reports relating to the delivered Services so invoiced having been properly delivered to EIT UM in a timely manner and accepted by EIT UM in writing (as the case may be).

An invoice shall be considered as correct when containing the following essential elements:

- a. the name and address of Provider
- b. the VAT identification number of Provider
- c. the VAT identification number of EIT UM
- d. the name and address of EIT UM
- e. the invoice number
- f. the invoice date
- g. the date on which the Services were supplied (provided EIT UM has accepted them pursuant to this Agreement)
- h. the quantity and type of goods supplied (if applicable)
- i. the nature and type of Services supplied
- j. the following data for every VAT tariff or exemption:
  - the price per piece or unit, excluding VAT
  - any reductions that are not included in the price
  - the VAT tariff that has been applied
  - the cost (the price excluding VAT)
  - in case of advance payment: the date of payment, if this is different from the invoice date
  - the amount of VAT

By deviation to Article 4.2, Provider may charge the amounts under Article 4.1, at the beginning of each (quarterly, monthly, or other) period specified in Annex 1, if such alternative is specifically agreed by EIT UM in Annex 1. In such a case, requirements of Article 4.3 shall apply to each regular invoice.

The payment term applying to Provider invoices fulfilling the requirements of this Article 4: is fixed in Annex 1.

All amounts corresponding to the compensation per Service, as fixed in Annex 1, shall be fixed tariffs, which may not be revised during the Term of this Agreement (as described in Article 10.1 below), unless specifically provided otherwise in Annex 1 (and within the limits of the price revision mechanisms authorised under the procurement procedure).

Provider may charge expenses to EIT UM, to the extent Annex 1 provides for such possibility. Expenses shall only be paid if EIT UM has given its written approval prior to Provider incurring said costs.

If Provider fails to fulfil any of its obligations under the Agreement, EIT UM may suspend payment to Provider, upon notice to Provider.

Provider hereby unconditionally accepts that EIT UM has the right to set off any amount that EIT UM owes to Provider under this Agreement, with any amount Provider owes to EIT UM under this Agreement or any other agreement.

### **Taxes, other contributions, no employment agreement and related indemnification**

All tariffs are gross amounts but exclusive of any value added tax (VAT), sales tax, GST, consumption tax or any other similar tax (“**Taxes**”).

If the Services under this Agreement are subject to any other Taxes, Provider may charge such Taxes to EIT UM, which taxes shall be paid by EIT UM in addition to the compensation for Provider. Provider is responsible for paying any applicable Taxes to the appropriate (tax) authorities.

In addition to Articles 5.1 and 5.2, all social security, fiscal charges or taxation of any kind and contributions of any kind including but not limited to value added, levies, withholdings, unemployment, medical insurance and insurance of any kind, pensions, national insurance contributions and social security benefits, as imposed by any law, accommodation and travel costs, living expenses, or other expenses and charges arising from this Agreement, will be the exclusive responsibility of Provider, who must pay such taxes, charges, any kind

of expenses and contributions directly to the competent authorities or employees (as the case may be) (altogether called “**Contributions**”).

Provider shall perform the Services hereunder as an independent contractor and not as an agent of EIT UM and nothing contained in the Agreement is intended to create a partnership, joint venture or employment relationship between the Parties irrespective of the extent of economic dependency of Provider on EIT UM.

Provider shall indemnify and keep EIT UM harmless from any claims from any authority for payment of any Contributions, including all interest charged in respect thereof, surcharges and possible administrative fines in connection with the Services performed by Provider on the basis of the Agreement.

### Intellectual property, ownership and licensing, IP infringement indemnification

“**Intellectual Property Rights**” or “**IP**” shall mean patents, utility certificates, utility models, (industrial) design rights, copyrights, database rights, trademarks, trade names and trade secrets, including moral rights and any applications, renewals, extensions, combinations, divisions, discontinuations, or re-issues of the foregoing.

Unless expressly specified otherwise in Annex 1, should the performance of the Services entail the delivery of (written) advice, reports or any other materials or results (“**Deliverables**”), the ownership of any Intellectual Property Rights in such Deliverables shall be vested in EIT UM.

In addition to Article 6.1, any item provided by EIT UM (or by a third party designated by EIT UM on behalf of EIT UM) and used to perform the Services and/or embedded in the delivered Services, shall at all times remain the ownership of EIT UM. Provider shall have no right, title or interest in any of these items nor any trademark or trade name from EIT UM.

By exception to Article 6.1, Intellectual Property Rights owned or controlled by Provider before the start of the performance of the Services shall remain the ownership of Provider (“**Background IP**”).

Provider hereby grant a non-exclusive, royalty-free, and fully paid-up, worldwide, irrevocable and perpetual license under its Background IP used for the performance of the Services, to EIT UM, with the right to sublicense, for the use, make, have made, build-in, market, sell, lease, license distribute and/or otherwise dispose of the Services and/or Deliverables.

Provider shall not, without EIT UM' prior written consent, publicly make any reference to EIT UM, whether in press releases, advertisements, sales literature or otherwise.

Unless expressly specified otherwise in [Annex 1](#),

Provider shall indemnify and hold harmless EIT UM, its Affiliates, partners, contractors and employees in respect of any and all claims, damages, costs and expenses (including but not limited to loss of profit and reasonable attorneys' fees) in connection with any third party claim that any of the Services alone or in any combination or their use infringes any third party IPRs, or, if so directed by EIT UM, shall defend any such claim at Provider's own expense. By "**Affiliates**" is meant any and all companies, firms and legal entities with respect to which now or hereafter EIT UM, directly or indirectly holds 50% or more of the nominal value of the issued share capital or 50% or more of the voting power at general meetings or has the power to appoint a majority of directors or otherwise to direct the activities of such company, firm or legal entity, including but not limitedly through a domination agreement.

EIT UM shall give Provider prompt written notice of any such claim, provided, however, any delay in notice shall not relieve Provider of its obligations hereunder except to the extent it is prejudiced by such delay. Provider shall provide all assistance in connection with any such claim as EIT UM may reasonably require.

If any Services alone or in any combination, provided under the Agreement are held to constitute an infringement or if their use is enjoined, Provider shall, as directed by EIT UM, but at its own expense: either 1) procure for EIT UM or its users the right to continue using the Services alone or in any combination; or 2) replace or modify the Services alone or in any combination with a functional, non- infringing equivalent.

If Provider is unable either to procure for EIT UM the right to continue to use the Services alone or in any combination or to replace or modify the Services alone or in any combination in accordance with the above, EIT UM may terminate the Agreement and upon such termination, Provider shall reimburse to EIT UM the price paid, without prejudice to Provider's obligation to indemnify EIT UM as set forth herein.

### Confidentiality, documents

"**Confidential Information**" means any and all proprietary and/or confidential data and information, such as but not limited to commercial and/or technical information, that EIT UM, its Affiliates or representatives may disclose directly or indirectly, whether in writing or any other form, to Provider that is related to the Service, which (a) is marked as



“confidential” or “proprietary” or words of similar import when disclosed, and (b) is orally disclosed and is summarized and described as confidential in a writing that is delivered to Provider within fifteen (15) days of disclosure.

During the period beginning on the Effective Date (as specified in Annex I) and continuing for a period of five (5) years thereafter (the “**Confidentiality Period**”), Provider agrees not to: (i) use EIT UM’ Confidential Information for any purpose other than for the Service; and (ii) disclose EIT UM Confidential Information to any third party, except to its employees and other persons under its supervision that are operating within its organization, including without limitation, its Partners’ employees who (A) have a legitimate “need to know” to accomplish the Service, and (B) are obligated to protect such Confidential Information pursuant to terms and conditions not less restrictive than those contained in this Agreement. Provider shall protect EIT UM’ Confidential Information as required hereunder using the same degree of care, but no less than a reasonable degree of care, as Provider uses to protect its own confidential information of a like nature.

Provider’s obligations above shall not apply to any data or information that it can prove: (a) is lawfully available to EIT UM, prior to the time of receipt from EIT UM as verified by written records; (b) is or becomes publicly available without violation of this Agreement or any other obligation of confidentiality and through no act or omission of Provider; (c) is lawfully furnished to Provider by a third party without use or disclosure restrictions; or (d) is developed by Provider without use of or reference to any of EIT UM’ Confidential Information. Furthermore, a disclosure by Provider that is required pursuant to any judicial or governmental proceeding shall not be considered a breach of this Agreement, provided that Provider promptly after learning of such action shall notify, to the extent permitted by applicable law, EIT UM thereof to give Provider the opportunity to contest disclosure or to seek any available legal remedies to maintain such information in confidence.

Provider is not permitted - alone or with or through others – to remove, dispatch, transmit or allow any third parties to inspect, use or otherwise have access to any property belonging to EIT UM or any of its Affiliates, including but not limited to any notes, drawings, letters, formulas, recipes, other documents and/or any copies thereof, tools, designs, products manufactured or (copies of) computer files or other data carriers, unless EIT UM has given its prior written permission to any such action.

EIT UM shall remain the owner of all property it has made available to Provider in connection with this Agreement.

Provider shall make all property belonging to EIT UM (or its Affiliates) such as, but not limited to any notes, drawings, letters, formulas, recipes, other documents and/or copies of such

matters, tools, models, finished products, (copies of) automated files or other data carriers, which come into its possession during the term of this Agreement, available to EIT UM in good condition immediately upon initial request, but in any case on the day on which the Agreement ends.

## Personal data

For the purpose of this Agreement,

- **“Personal Data”** shall mean any and all information relating to an identified or identifiable individual, including but not limited to EIT UM current or former employees, employee family members, dependents or beneficiaries, customers, consumers, providers, business partners or contractors;
- **“Processing”** shall mean any operation or set of operations performed or to be performed upon Personal Data, whether or not by automatic means, such as creation, access, collection, recording, organization, storage, loading, employing, adaptation or alteration, retrieval, consultation, displaying, use, disclosure, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction (hereinafter also referred to as a verb **“Process”**).

Where Provider in the performance of the Agreement Processes Personal Data, then Provider agrees and warrants that Provider shall:

- a. comply with all privacy and data protection law and regulations applicable to its Services;
- b. Process Personal Data only (i) on behalf of and for the benefit of EIT UM, (ii) in accordance with EIT UM’ instructions, and (iii) for the purposes authorized by this Agreement or otherwise by EIT UM, and (iv) insofar necessary for the Services rendered to EIT UM and as permitted or required by law;
- c. maintain the security, confidentiality, integrity and availability of the Personal Data;
- d. implement and maintain appropriate technical, physical, organisational and administrative security measures, procedures, practices and other safeguards to protect the Personal Data against (i) anticipatable threats or hazards to its security and integrity; and (ii) loss, unauthorized access to, or acquisition or use of or unlawful Processing; and
- e. promptly inform EIT UM of any actual or suspected security incident involving the Personal Data.

To the extent that Provider allows a (sub)contractor to process the Personal Data, Provider shall ensure that it binds such (sub)contractor to obligations which provide a similar level of protection, but in no way less restrictive, as this [Article 8](#).

Provider shall, upon the termination of the Agreement, securely erase or destroy all records or documents containing the Personal Data. Provider accepts and confirms that it is solely liable for any unauthorized or illegal processing or loss of the Personal Data if Provider fails to erase or destroy the Personal Data upon termination of the Agreement.

Provider shall indemnify and hold harmless EIT UM, their officers, agents and personnel from any damages, fines, losses and claims arising out of a breach of this [Article 8](#).

### **Liability, indemnification, insurance**

Provider shall indemnify and hold harmless EIT UM, its Affiliates, agents and employees, from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, judgments, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature (including but not limited to special, indirect, incidental, consequential damages), whether arising before or after completion of the performance of the Services covered by the Agreement, in any manner caused or claimed to be caused by the acts, omissions, faults, breach of express or implied warranty, breach of any of the provisions of this Agreement, or negligence of Provider, or of anyone acting under its direction or control or on its behalf, in connection with Services or any other information furnished by Provider to EIT UM under the Agreement.

Provider warrants that it has taken out sufficient insurance against the aforementioned damage, costs and interest, or has made a sufficient provision for this purpose and is obliged to fully disclose to EIT UM immediately upon initial request all the (policy conditions of the) aforementioned insurance(s) and/or provisions. Provider shall indemnify EIT UM and shall pay its insurance proceeds to EIT UM and furthermore indemnify for the excess amount of the total claim of damages that is not covered by the insurance of Provider or any other insurance. EIT UM shall be entitled to take legal action against Provider.

Neither Party excludes or limits its liability for death or personal injury arising from its own negligence, fraud, breach of confidentiality or for any liability that cannot by law be excluded or limited.

Subject to [Article 9.3](#), in no event shall EIT UM be liable under any theory of liability, for indirect, incidental, special, consequential or punitive damages, which includes without limitation damages for lost profits or revenues, lost business opportunities, loss of image or lost data,

even if EIT UM has been advised of the possibility of such damages and in no event shall EIT UM be liable to Provider, its successors or assigns for damages in excess of the amount due to Provider for complete performance under the Agreement, less any amounts already paid to Provider by EIT UM.

Subject always to Article 9.3, depending on the nature of the Services and the liability risk associated therewith, a cap to the liability of Provider under this Agreement may apply only if expressly mutually agreed in writing in Annex 1.

### Suspension, termination of the Agreement

The Agreement is entered into as from the Effective Date (as specified in Annex 1) and shall end by operation of law, without the requirement of prior notice of termination, on the date the last of the Services have been delivered by Provider, accepted, and paid by EIT UM (the “Term”).

As an exception to the above, EIT UM may suspend, withdraw, dissolve, or terminate this Agreement fully or partially with immediate effect without incurring any penalty or compensation if and as soon as:

- a. Provider breaches any of its material obligations under this Agreement and, notwithstanding a written request from EIT UM to repair the current breach and to take appropriate measures to prevent such a breach in the future, fails to comply with such a request within a reasonable deadline fixed by EIT UM in the notice; or
- b. EIT UM, in its reasonable discretion, determines that Provider is not able to perform the Services as required; or
- c. Provider fails to provide EIT UM with adequate assurance of performance following request by EIT UM; or
- d. Provider files a petition for bankruptcy or is declared bankrupt; or
- e. Provider has become unable to pay its debts as they fall due or make any special arrangement(s) or composition with its creditors;
- f. Provider enters into voluntary or judicial liquidation;
- g. the business of Provider ceases to exist or control or ownership is taken over by a third party;
- h. as a result of the termination of the European programme(s) which requested EIT UM to enter into this Agreement (as the case may be).
- i.

As from receipt of a termination notice from EIT UM (under any legal ground), Provider shall take immediate steps to bring the terminated Services to a closure in a prompt and orderly manner and to reduce expenditure to a minimum.

Provider may, after giving fourteen (14) calendar days written notice to EIT UM, terminate the Agreement if EIT UM:

- a. Fails for more than one hundred twenty (120) calendar days to pay Provider the amounts due after the expiration of the payment term stated in Article 4; or
- b. Consistently fails to meet its material obligations after repeated reminders; or
- c. Suspends the progress of the Services or any part thereof for more than ninety (90) calendar days for reasons not specified in the Agreement, or not attributable to Provider's breach or default.

### Safeguarding of EU's financial interest and conflict of interest

Provider accepts without reservation that during the implementation of the Agreement and for four (4) years after the completion of the Agreement, EIT UM has the right to transfer the tender proposal and the Agreement with Provider to: (i) internal audit services; (ii) the EIT; (iii) the European Court of Auditors; (iv) the Financial Irregularities Panel or; (v) the European Anti-Fraud Office, for the purposes of safeguarding the EU's financial interests ("**Safeguarding the EU's financial interests**").

Provider confirms that it shall take all measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). The contractor is obliged to inform EIT UM immediately if there is any change in the above circumstances at any stage during the implementation of the tasks under the Agreement.

### Miscellaneous

All notices given under this Agreement shall be given in writing. Any subsequent change of address shall be promptly notified by the Party concerned to the other Party and embodied in an amendment to the preamble of this Agreement.

In the event that Provider is prevented from performing any of its obligations under the Agreement for reason of force majeure (being an event unforeseeable and beyond the control of Provider) and Provider has provided sufficient proof for the existence of the force majeure, the performance of the obligation concerned shall be suspended for the duration of the force majeure. EIT UM shall be entitled to immediately terminate the Agreement by written notice to Provider if the context of the non-performance justifies immediate termination, and in any event if the circumstance constituting force majeure endures for more than thirty (30) days and, upon such notice, Provider shall not be entitled to any form of compensation in relation to the termination. Force majeure on the part of Provider shall in any event not include shortage of personnel or production materials or resources, strikes, not officially declared epidemic or pandemic, breach of contract by third parties contracted by Provider, financial problems of Provider, nor the inability of Provider to secure the necessary licenses in respect of software to be supplied or the necessary legal or administrative permits or authorizations in relation to the Services to be supplied.

Provider shall not transfer, pledge, or assign any of its rights or obligations under the Agreement without the prior written consent of EIT UM. Any such pre-approved, transfer, pledge or assignment shall be null and void and have no effect vis-à-vis such third party.

The rights and remedies reserved to EIT UM are cumulative and are in addition to any other or future rights and remedies available under the Agreement, at law or in equity.

Neither the failure nor the delay of EIT UM to enforce any provision of the Agreement shall constitute a waiver of such provision or of the right of EIT UM to enforce each and every provision of the Agreement.

No course or prior dealings between the Parties, no course of performance, and no usage of the trade shall be relevant to determine the meaning of the Agreement and to modify the provisions of this Agreement.

No waiver, consent, modification, or amendment of the terms of the Agreement shall be binding unless made in a writing specifically referring to the Agreement signed by EIT UM and Provider.

In the event that any provision(s) of this Agreement shall be held invalid, unlawful or unenforceable by a court of competent jurisdiction or by any future legislative or

administrative action, such holding, or action shall not negate the validity or enforceability of any other provisions of the Agreement. Any such provision held invalid, unlawful, or unenforceable, shall be substituted by a provision of similar import reflecting the original intent of the clause to the extent permissible under applicable law.

All terms and conditions of the Agreement which are destined, whether express or implied, to survive the termination or the expiration of the Agreement, including but not limited to Intellectual Property, Confidentiality and Personal Data, shall survive.

The Agreement shall be governed by and construed in accordance with the laws of the country or state in which the EIT UM ordering entity is located, as applicable.

Provider and EIT UM each consent to the exclusive jurisdiction of the competent courts in (i) the country or state in which the EIT UM ordering entity is located; or (ii), at the option of EIT UM, the jurisdiction of the entity of Provider to which the order was placed, or (iii), at the option of EIT UM, for arbitration in which case Article 12.12 applies. Provider hereby waives all defences of lack of personal jurisdiction and forum non-convenience.

If so chosen by EIT UM in accordance with Article 12.11, any dispute, controversy or claim arising out of or in connection with this Agreement, or their breach, termination or invalidity shall be finally settled solely under the International Chamber of Commerce Rules of arbitration (ICC), which Provider and EIT UM declare to be known to them. Provider and EIT UM agree that: (i) the appointing authority shall be the ICC-International Chamber of Commerce of Paris, France; (ii) there shall be three (3) arbitrators; (iii) arbitration shall take place in the jurisdiction of the EIT UM entity mentioned in the recitals or, at the option of EIT UM, the jurisdiction of Provider's entity mentioned in the recitals; (iv) the language to be used in the arbitration proceedings shall be English; and (v) the material laws to be applied by the arbitrators shall be the laws as determined under Article 12.10.

The United Nations Convention on International Sale of Goods shall not apply to the Agreement.

Drawn up on [DATE].

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EIT KIC URBAN MOBILITY, S.L.  
Francisco Ibáñez  
CFO

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[company name]  
[name of representative]  
[position of representative]

### Annex 1 to the Services Agreement

In addition to the general terms and conditions specified in the body of the Service Agreement, the Parties hereby agree on the following specific conditions and details:

Description and timing of the Services subject to the procurement procedure (as per Article 3.1 of the Agreement) and detailed description of the types of Services and Deliverables (as per Article 6.2 of the Agreement) covered by the Agreement:

- Task 1
- Task 2

Price of the Services (as per Article 4 of the Agreement):

In application of Article 4.1 of the Agreement, the following Services shall be remunerated on the fixed rate, per type of Services, as follows:

Services	Price
[subject of the services]	[(unit) price of the services]

Charging the compensation to EIT UM (as per Article 4 of the Agreement)

Provider may charge the amounts of the Agreement at the end of the following period:

Payment 1 – [description]	[date]
Payment 2 - [description]	[date]
Payment 3 - [description]	[date]

Payment term applying to Provider invoices (as per Article 4 of the Agreement):

Payment term (expressed in calendar days)	30 days
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Term of the Agreement (as per Article 10 of the Agreement):

In application of Article 10.1 of the Agreement, the Effective Date on which the Agreement starts and the Termination Date on which the Agreement shall terminate automatically are set forth below:

Effective Date (start of the Agreement)	Termination Date (i.e. date on which the last Service is expected to be delivered and paid)
[starting date of the contract]	[end date of the contract]



## Annex 1.1 Tenders submission form

### Tender Submission Form for the procedure of “.....[title of the procurement procedure]”

#### 1. Tender submitted by

Name of legal entity	
Registered address	
Tax registration number	

#### 2. Contact person

Name	
Address	
Telephone	
E-mail address	

#### 3. Statement

I, <name>, the undersigned, being the authorised signatory of the above tenderer [for consortiums, this must include all consortium members], hereby declare that we have examined and accept without reserve or restriction the entire content of the tender documentation for the above procurement procedure. We offer to provide the services requested in the tender documentation on the basis of the following, which comprise our financial offer and our technical offer [if applicable]:

Award criteria	Tenderer’s Offer
<b>Financial offer:</b> <presented in EUR (net amount, excl. VAT)>	net X EUR
<b>&lt;Technical offer: (if applicable) &gt;</b>  <e.g. presented in number of years of experience>  <b>e.g.:</b>	<b>e.g.:</b> <ul style="list-style-type: none"> <li>• <b>Expert 1:</b> • <b>XY – X years of experience</b></li>   <li>• <b>Expert N:</b> • <b>XY – X years of experience</b></li> </ul>

<ul style="list-style-type: none"><li>• <b>name and professional capacity of Expert</b> <b>1</b> <b>(according to RFP 4.2 a) ii)</b></li><li>• <b>name and professional capacity of Expert</b> <b>N</b> <b>(according to RFP 4.2 a) ii)</b></li></ul>	
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Signed:

[Signature of representative]

[Position of representative]

## Annex 1.2 Tenders declaration form

<Date>

<Name and address of Contracting Authority >

**Subject:** <Please include here the title of the procurement procedure>

### TENDERER'S DECLARATION

Dear Sir/Madam,

In response to your letter of invitation for the above contract I, < Name and position of authorised representative of the firm>, hereby declare that we:

are submitting this tender for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as in a consortium or as an individual candidate);

we also confirm that we 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'). We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

we accept that during the implementation of the contract and for four years after the completion of the contract, the provider must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed ('confidential information').

we accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding its financial interests, the proposal and the contract of the provider may be transferred to internal as well as external audit services.

We understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>