

## **REQUEST FOR QUOTATIONS**

### **Title: Calling2Scale -ScaleSmart program | EIT Hub SV**

EIT DIGITAL IVZW

Brussels, 25th June 2025

# 1. Definitions

Agreement – The framework agreement, service agreement and/or agreement to delivery on which the Assignment is executed in accordance with the Tender.

Assignment – The services and/or products that Supplier will deliver in accordance with the Tender and the Agreement. The Assignment is explicitly described in Section 3.

BVFM – (Best Value for Money) The Tender which provides the most advantageous combination of costs, quality and/or sustainability

KIC – The EIT's Knowledge and Innovation Communities are partnerships that bring together businesses, research centers and universities.

Offer – The complete offer of the Supplier including all documents with which EIT Digital IVZW can determine if the Supplier and its Offer meet the minimum requirements and to what extent the offer qualifies as BVFM (Best Value For Money).

Qualitative Criteria - Qualitative criteria are intended to provide EIT Digital IVZW with certainty about the quality of the Offer to complete the Assignment as desired and within the timeframe.

Minimum Requirements - Minimum criteria that a company as a whole or any proposed individual must possess to be considered for award of the Agreement.

RFP (Request for Proposal) – Underlying document with which the Supplier is asked to submit its Offer provided that it is fulfilling the minimum requirements.

RFQ (Request for Quotation) – Underlying document with which the Supplier is asked to submit its quotation for the services specified.

Service(s) and/or Products - Requested services and/or products as defined in this document.

Supplier - The legal entity (or combination of legal entities) that is requested to submit an offer in accordance with the Assignment and corresponding requirements as formulated in this Tender.

Tender - refers to the contract opportunities published by public sector organizations for goods, services, works, and utilities. Tenderer - A legal entity (or combination of legal entities) that is willing to submit and/or has submitted a Tender in accordance to the Assignment and corresponding requirements as formulated in this RFP.

Third parties – All parties except: Client, the Tenderers and all their legally related parties.

Qualitative selection criteria – Qualitative criteria are intended to provide Client with certainty on the quality of the Tenderer to complete the Assignment as desired and within the timeframe.

Working day – A calendar day, not the Saturday or Sunday, not an internationally respected holiday and/or the equivalent of such a day as respected by Client

## 2. About EIT Digital

EIT Digital is a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), co-funded by EU. EIT Digital believes in making and shaping a competitive digital Europe that is inclusive, fair and sustainable, and it aims at global impact through European innovation fueled by entrepreneurial talent and digital technology.

EIT Digital embodies the future of innovation by mobilizing a pan-European multi-stakeholder, open innovation ecosystem of top European corporations, SMEs, start-ups, universities, and research institutes, where students, researchers, engineers, business developers and investors address the technology, talent, skills, business, and capital needs of digital entrepreneurship. EIT Digital builds the next generation of digital ventures, digital products and services, and breeds digital entrepreneurial talent, helping business and entrepreneurs to be at the frontier of digital innovation by providing them with technology, talent, and growth support.

## 3. Scope of the RFQ

With this Request for Quotation (RfQ), EIT Digital IVZW & EIT Digital Silicon Valley Foundation | EIT Hub SV (EIT Digital) is seeking detailed quotations from qualified vendors for the delivery of a US Landing Program for Startups | Calling2Scale-ScaleSmart. In line with the Cross KIC Global Outreach (ID: 101113201) this program will support European scaleups by combining online training sessions with an onsite investors & key stakeholders' event in Silicon Valley.

EIT Digital and the Hub given the promising results of 2024 program and the EIT KPIs & Goals - aims to continue the development of the Calling2Scale - ScaleSmart program providing promising EU companies mentorship & training to allow them to better understand the dynamics of the ecosystem so they can prepare for their US Landing.

### 3.1 Objectives

Design and implementation of high-quality program that allows approximately 10 high potential EIT portfolio companies and other EU companies to access the US market and in particular SV as it is the biggest ecosystem in the world. European startups with ~\$1-2M in sales/ Series A to expand their operations and sales in the United States.

The program should be online program, serving as a preparation for a landing week - featuring expert-led sessions with industry speakers to provide critical insights and hands-on exercises and strategies for successful market entry. The participants should gain, knowledge on Silicon Valley's mindset and ecosystem, clearly defined ideal consumer for laser-focused success, sharpened pitching skills, and insights and strategies based on real-world case of companies that have thrived in the US, in order to achieve their first sale in US.

**Key activities and pricing items:****1. Training - Workshop Sessions (6 sessions as described) ( \$/hour):**

- Comprehensive online training sessions covering:
- Silicon Valley Ecosystem Overview
- Refining ICPs and Sales Strategies
- Case Studies of European Startups in the U.S.
- Pitching training
- Optional: Ecosystem Platform and Market Access

**2. Investors Networking Event and In person pitching U.S. Investors training (\$):**

- Organizing a pitching training
- Support in identifying and engaging suitable VCs, and CVCs and for the event.

**3. Experts Mentorship Hours ( \$/hour):**

- Additional mentorship from industry experts. Max 50 hours

**Additional optional Items (Please price separately / indicate if they are included):**

- Industry Connections: Facilitating guest speakers during sessions.
- Platform Education/Ecosystem Integration: Using the platform for networking, education platform / market access.
- 1:1 Meetings with Instructors: Additional mentorship hours for personalized guidance with participating startups.

**The full details and the proposal template are provided in the ANNEX 1**

**3.2 Eligibility Criteria: requirements and capabilities**

To be eligible, organizations must:

- Be legally registered and based in the EU, or US or EU.
- Have proven experience in supporting international business expansion, especially into the U.S. market.
- Demonstrate expertise in delivering entrepreneurship education, training, or acceleration programs.
- Have the capacity to implement the full program scope, including mentoring, workshops, and local support.
- Offer access to a strong U.S. network (e.g., investors, partners, advisors).
- Ensure availability of experienced staff for the full program duration.
- Be fully operational in English and able to work across time zones.

**3.2 Key dates and deliverables:****Timeline Deliverable – proposal**

Late October 2025	Kick-off of the program
Late November 2025	End of the program
December 2025	Support of the mission in SV

## 4. Budget and Procurement

The total budget for the delivery of 2025 program is up to €30,000 (VAT excluded).

The selected organization will be remunerated primarily upon successful completion of all agreed tasks, as approved by EIT Digital, and following the submission of a valid invoice. A minor portion of the budget may be allocated as a start-up or mid-term payment, based on progress and subject to agreement.

All costs related to the preparation and submission of the offer shall be borne solely by the bidder. No reimbursement will be provided for any expenses incurred during the application process.

Contract modification is possible under the conditions laid down in Article 172 of EU Financial Regulation. The Agreement is estimated to start once the supplier selection procedure is completed and shall be deemed completed upon acceptance of delivery of all commissioned deliverables, or end of contractual term on December 31st, 2025, whichever occurs first.

### Proposal Schedule

#### Timeline of RFQ

- 25 June 2025 Publication and sending of invitation to proposal to the potential suppliers
- 15 July 2025 (5 PM CET) Bidders' deadline to submit proposals
- 20 July 2025 Supplier selection by EIT Digital
- 30 July 2025 Expected date of contract signature

\*Questions will be addressed on 04 July 2025

## 5. Key Selection Criteria

Tenderers and interest organization are invited to submit a detailed proposal, having in mind the following principles:

- Clarity and completeness of the price breakdown.
- Relevance of experience and qualifications.
- Quality and feasibility of the proposed program.
- Cost-effectiveness and value for money.

The tenderer confirms 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 confirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

### 5.1 Submission of offers:

The offer must be e-mailed in English to the following addresses before the deadline expires on July 15th, 2025 (5 PM CET) to:

[tenders@eitdigital.eu](mailto:tenders@eitdigital.eu) at the attention of Riccardo Cunico

The proposal shall contain the following documents:

1. Itemized Pricing: Detailed Cost breakdown for each component following the form of ANNEX 1.
2. Program Details: Brief outline of the proposed sessions and onsite support.
3. Facilitators and Speakers: Bios of proposed trainers, mentors, and guest speakers.
4. Timeline: The proposed schedule should align with the general timeline outlined in section 3.2.

In case the tenderer does not submit a revised offer by the deadline, the latest offer submitted during the first round will be taken into account for evaluation purposes.

### 5.2 Proposal evaluation Details:

The following elements will be considered in the selection of any potential Supplier: applications will be evaluated across four criteria:

- **Proposed Approach – 30 points**  
Clarity, feasibility, and relevance of the U.S. market entry plan.
- **Experience – 30 points**  
Track record in international expansion and sector relevance.
- **Availability & Timeline – 10 points**  
Capacity to engage during key program phases and respond promptly.
- **Financial Offer – 20 points**  
Clarity of cost breakdown and overall value for money.  
Note: Financials carry lower weight.

- **Bonus: Additional Support – 10 points**

Extra support offered (e.g., mentoring, network access, promotion).

**Total: 100 points**

- **Scoring Method:**

The top-ranked applicant in each category will receive the maximum points.

All other eligible applicants will receive 10 points fewer than the top scorer in that category.

## 6. General Provisions

### a. Tender Participation

Participation in this Tender is only open to the invited Supplier, provided that Supplier demonstrates proven capability to meet the requirements of Section 3.0, and through provision of data and / or online links to at least two examples of similar types of engagement. If Supplier calls upon resources and/or experiences of Third parties, he must (within 5 working days upon request) submit a legally signed declaration of the Third party in which the Third party declares to apply the necessary resources whenever the Supplier requests.

EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION is not obligated to award the Assignment. EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION is at all times permitted to end this procurement procedure and to start a new process whenever and however desired. In addition to this, EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION reserves the right to suspend or cancel the Agreement, where the procurement 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 Agreement, EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION may refrain from concluding the Agreement. In the event of cancellation of the proposal procedure, EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION will notify Supplier of the cancellation.

Supplier 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').

Supplier should inform EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION will not compensate any costs incurred by Supplier relating to this procurement procedure. EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION has no intention of completing this procedure unsuccessfully. However, if situations arise that result in the decision to terminate the procurement procedure in whole or in part, temporarily or completely, and / or not to award the Assignment before or after receiving the Offer, Supplier is not entitled to compensation of any kind whatsoever. In no event shall EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION be liable for any damages or whatsoever including, without limitation, damages for loss of profits, in any way connected with this procurement procedure, even if EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION has been advised of the possibility of damages.



## 6.1. Communication During Procedure

During this proposal request it is prohibited to communicate with any other employee or otherwise to EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION related person regarding this opportunity other than the EIT Digital Procurement Manager.

Whenever Supplier thinks the pricelist and/or this Tender misses any components that would be considered vital to fulfil any potential Assignment, we expect Supplier to inform EIT Digital IVZW. & EIT DIGITAL SILICON VALLEY FOUNDATION

Responses should be concise and clear. The Offer will be incorporated into any Agreement that results from this procedure. Supplier is cautioned not to make claims or statements that it is not prepared to commit to contractually.

Supplier represents that the individual submitting the Legal entities proposal, is duly authorized to bind its entity to the Offer as submitted. Supplier also affirms that it has read the Tender and has the experience, skills and resources to perform, according to conditions set forth in this Tender and the Offer. Supplier must be represented by its Legal representative who has to sign the legally signed Offer letter, that should be added as part of the Offer.

### b. Ownership and Confidentiality

Supplier may use the information that EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION provides regarding this Tender only for the purpose for which it was provided: (possible) participation in the Tender.

Supplier is obligated to treat the information EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION provides with regard to this Tender in a confidential matter. Supplier will also impose this obligation upon Third parties with whom the Supplier wishes to fulfil the requirements and / or the Assignment. This confidentiality will remain in effect during four years after the procurement procedure has ended.

EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION retains ownership of all Offers received under this procurement procedure. Offers will not be returned nor deleted at the end of the procurement procedure. Proprietary information identified as such, which is submitted by Supplier with regards to this procurement, will be kept confidential.

All material and content created or procured during the assignment are property of EIT Digital and are to be delivered to EIT Digital within the agreed timeframe after the Full Assignment sign-off. The sign-off will be confirmed to the Supplier by an email from EIT Digital Procurement Manager. EIT Digital has the full copyright to all videos created in the Assignment.

EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION has the right - without

notification - to share the Offer and the Agreement to internal audit services from EIT, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office. This right remains in effect during the implementation of the Agreement and for four years after the completion of the Assignment. EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION is allowed to do so for the purposes of safeguarding the EU's financial interests.

Publicity or advertising relating to, following, or by reference to this Assignment by or on behalf of the Supplier, on or after the procurement procedure is only permitted upon prior written consent of EIT DIGITAL IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION.

Oral notices, commitments or agreements have no legal power. All relevant information will be digitally provided in the documents.

All data exchange, work and correspondence during the procurement procedure and the performance of the Assignment will be in English or another language, the supplier and EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION choose to use for communication.

By submitting the Offer, Supplier fully and unconditionally agrees with the requirements and terms set out in the Tender document. Submitting the Offer differently than described in this section will not be accepted.

The Offer needs to be submitted before the closing date and time specified in the Timeframe.

EIT Digital IVZW & EIT DIGITAL SILICON VALLEY FOUNDATION reserves the right to check all submitted data without further permission of the Supplier and if necessary, by accessing the specified reference persons.

Kindest regards,

Riccardo Cunico

# ANNEX 1

A/A	Service / Products Description				
		Price	Unit	Total	Comments
1	Training - Workshop Sessions ( \$/hour)				Comprehensive online training sessions covering : 1. Silicon Valley Ecosystem Overview 2. Refining ICPs and Sales Strategies 3. Case Studies of European Startups in the U.S. 4. Pitching training 5. Optional: Ecosystem Platform and Market Access
2	Investors Dinner and In person pitching U.S. Investors training (\$):				<ul style="list-style-type: none"> <li>Organizing a pitching training</li> <li>Support in identifying and engaging suitable VCs, and CVCs and for the event.</li> </ul>
3	Experts Mentorship Hours( \$/hour)				Additional mentorship from industry experts. Max 60 hours
4	Optional				Please price separately / indicate if they are included
4.1	Industry Connections				Facilitating guest speakers during sessions.
4.2	Platform Education/Ecosystem Integration				Using the ecosystem platform for networking and market access.
4.3	1:1 Meetings with Instructors				Additional mentorship hours for personalized guidance with participating startups.
4.4	Other				Please indicate if you offer any extra service
	Total	\$0,00			