

## REQUEST FOR QUOTATION

# Master School Kick-Off in Bari Travel Management

EIT DIGITAL IVZW

# 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 centres 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 organisations 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. EIT Digital Master School

Education is one of the pillars of EIT Digital. The EIT Digital Master School aims at delivering T-shaped innovators with an entrepreneurial mindset delivering talent to the digital labor market that either will be co-creators of ventures or will enter industry. In 2025, a Master School kick-off event will be held at Bari, Italy. During this event, around 250-300 students are required to attend the kick-off event.

## 4. Scope of the RFQ

EIT Digital seeks a service provider to manage the associated travel arrangements related to the EIT Digital Master School for the kick-off event in Bari on the 2nd and 3rd October 2025. The number of passengers is estimated to be 250-300 persons, although a quantity of persons in nearby territories may not require flights and may potentially be serviced by alternate means (trains / coaches).

Travels are expected to occur over a one-week period during October, with tickets to be booked by the service provider by mid-September to avoid any last-minute fee increases or unnecessary expenses. Travel shall be airport to airport only (or train station). EIT Digital will provide a detailed itinerary of student data end of August (tentative) or September (TBC) to facilitate the booking. Onward and return flights are to be booked by Supplier with electronic tickets to be provided to the students. Travels are from and to one specific European city, with the place of departure coinciding with the place of return.

Supplier is expected to provide an option to permit EIT Digital to recoup maximum funds should an attendee opt to cancel. EIT Digital will inform Supplier of any change at the earliest opportunity.

Supplier is requested to outline their proposal to provide the bookings with a best value for money proposition outlining their estimate including any additional service costs and commission fees.

Additionally, Supplier is expected to provide a general report (ref. 4.4) to EIT Digital including passenger details, associated costs and itinerary for potential audit purposes.

#### 4.1. Master School 2025 – Tentative Travel Timeline

14th August 2025 - Students will be asked to formally enrol through a web form and to specify their travel itinerary.

01st September 2025 - The contracted agency will be provided with a detailed list of itineraries, dates, and data of passengers, to be managed according to GDPR regulations.

31st October 2025 - A final report must be sent to EIT Digital.

#### 4.2. Departure and Return Locations:

For the purpose of this Agreement, all participants involved in this Master Schools event shall depart from a location within the territories of the European Union (EU).

Unless explicitly specified, the return location shall be identical as the point of departure.

#### 4.3. Destination:

The following table outlines the arrival city and territory in scope. It is estimated that 250-300 students shall arrive at this destination.

City	Country
Bari	Italy

#### 4.4. Project Reporting:

Supplier is expected to provide EIT Digital a report outlining each passenger's itinerary and details, including associated costs as component of the project deliverables.

Passengers' itinerary and details have to be provided in Excel format and should contain at least the following info:

- Passenger Name
- Departure Location
- Departure Date
- Departure Time
- Destination Location
- Arrival time at destination
- Onward Flight Number
- Return Location
- Return Date
- Departure time of the Return flight
- Return Flight Number
- Associated costs
- Commission fees

## 4.5. Additional Assignment Constraints

The following additional constraints are applicable to each student:

### COST OF TICKETS

- Total travel expenses per student are expected to be on average 350 EUR.
- Costs exceeding these boundaries must be approved by EIT Digital in advance.
- If confirmation is required due to higher travel cost than outlined above, EIT Digital is expected to respond to query within 12 hours. If no response, proposed booking may be permitted to lapse.
- Travel options selected should be best value option. The success of the engagement will be partly determined by ability of the supplier to remain within cost boundaries.
- Tickets should preferably be refundable.

### VARIATIONS

- If confirmation is required due to significant variation (+/- 1 day or alternate airport / station) in the travel option from the requested travel schema, student is expected to respond to Supplier query within 12 hours. If no response, proposed booking may be permitted to lapse.
- Options such as rail travel are permitted where air travel is not sufficiently available.

### DEPARTURE/RETURN TIME RESTRICTIONS

- Departure of flights or any other means of transportation cannot be booked before 6:00 a.m.
- Arrival at destination is scheduled before 22:00 p.m.

## 4.6. Eligibility Criteria

The selected company must demonstrate the following experience and capabilities:

- Excellent command of the English language (minimum level C1).
- Strong ability to find out the best combination of travel means to reach the destination with the best combination of cost and time.
- Expertise in elaborate high number of booking/travel group.
- Experience economizing the overall price per booking, whenever possible.

# 5. Duration of Assignment

The Agreement is estimated to start on August 1st, 2025 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.

## 6. Key Selection Criteria

The following elements will be considered in the selection of any potential Supplier:

- Demonstrable capability of delivering the assignment services with professional and appropriate manners and timing, with the maximum adherence to instructions for submission - Ref. Section 7 (max. 30 points)
- Appropriate travel flexibility options to suit changing health restrictions or any other last minute inconvenient may happen (max. 20 points)
- Appropriate customer references (10 points)

**Total Technical score: 60 points**

- Best value for money proposal in accordance with EU procurement principles (max. 20 points)
- Complete transparency on offering and commission fees with no hidden / variable costs (max. 20 points)

**Total Financial score: 40 points**

**Total maximum score: 100 points**

## 7. RFQ Procedure

### 7.1. RFQ Timeframe

The indicative timeframe of this selection procedure is:

Publication / Invitation Date;	30 <sup>th</sup> June 2025
End Date Question Period;	15 <sup>th</sup> July 2025
Offer Submission Date;	10 <sup>th</sup> August 2025
Award Date;	20 <sup>th</sup> August 2025 (Tentative)

Questions will be addressed on 17<sup>th</sup> July 2025.

### 7.2. Submission of offers

The Offer must be e-mailed in English to the following address before the deadline expires on 10th August 2025, to the attention of:

Contact Name: Riccardo Cunico  
E-mail: tenders@eitdigital.eu

The proposal shall contain the following documents:

1. Qualitative offer (outline of methodology / process and how services will be delivered)
2. Profile of company / team member(s)
3. Price list (PDF or Excel) expressed in EUR, VAT shall be indicated separately
  - i. Fee may be per ticket or volume based. If the latter, a sliding scale approach per student volume can be submitted – this is at the discretion of the participant supplier.
4. Associated data and links to at least two examples of similar engagements conducted by Supplier.
5. References to minimum two international clients with comparable projects.

Any supplemental travel or expenses incurred by Supplier to complete this engagement shall comply with the EIT Digital Travel policy (Annex A).

## 8. General Provisions

### 8.1. Tender Participation

Participation in this Tender is only open to that Supplier demonstrates proven capability to meet the requirements of Section 4.0, 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 is not obligated to award the Assignment. EIT Digital IVZW 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 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 may refrain from concluding the Agreement. In the event of cancellation of the proposal procedure, EIT Digital IVZW 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 immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

EIT Digital IVZW will not compensate any costs incurred by Supplier relating to this procurement procedure. EIT Digital IVZW 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 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 has been advised of the possibility of damages.

### 8.2. Communication During Procedure

During this proposal request it is prohibited to communicate with any other employee or otherwise to EIT Digital IVZW 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.

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.

### 8.3. Ownership and Confidentiality

Supplier may use the information that EIT Digital IVZW 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 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 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 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 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.

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 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 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

EIT Digital IVZW