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REQUEST FOR QUOTATIONS

Master School 2026 - Kick-off: Travel management

28DIGITAL IVZW

Brussels, June 10th, 2026



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.

Offer – The complete offer of the Supplier including all documents with which 28DIGITAL 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 28DIGITAL 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.

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/Vendor - 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 with 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 28DIGITAL

28DIGITAL is Europe’s digital innovation engine, a multi-stakeholder platform, rooted in European values and open to the world, we turn knowledge into innovation, scale startups into global ventures, and build the next generation of digital talent to shape a fair, competitive, and human-centric digital future.

28DIGITAL invests in strategic areas to accelerate the market uptake and scaling of research-based digital technologies (deep tech) focusing on Europe’s key societal challenges: Digital Tech, Digital Cities, Digital Industry, Digital Wellbeing, and Digital Finance.

Since its launch, 28DIGITAL has equipped more than 3,500 students with the skills to innovate and become entrepreneurs; 28DIGITAL has supported more than 780 start-ups and scaleups to grow internationally, created more than 250 ventures and launched more than 540 products and services commercially.

28DIGITAL reflects a new European ambition, the “28th regime”: a borderless, European framework where digital innovation, talent and entrepreneurship can thrive across the Single Market. 28DIGITAL is aligned with the European Commission’s priorities for competitiveness, sovereignty, and sustainability. We reflect the urgency highlighted in the Draghi Competitiveness Report and Letta’s Single Market Report : Europe must invest in talent, innovation, and scale-ups to remain a global leader; we also recognize the call from the Union of Skills to invest in future-oriented education, lifelong upskilling, and mobility as a precondition for competitiveness. We see our transition as a true European spin-off: independent yet faithful to our mission, working in close alignment with the European Commission.

28DIGITAL was founded upon the initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union. 28DIGITAL received €1.1B funding and strategic guidance from the EIT over 15 years as an EIT Knowledge and Innovation Community (KIC). Following the successful signature of a Memorandum of Cooperation, the EIT and 28DIGITAL collaborate to further boost innovation in digital transformation across Europe and beyond.

3. General information

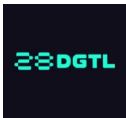
28DIGITAL has voluntarily decided, in accordance with the EU “Financial Regulation” (EU no 966/2012), to set up a strong management and control procurement system. In addition to the principles as contained in the Financial Regulation, 28DIGITAL has sought guidance in the European procurement directives 2014/24/EU and 2007/66/EG. These Directives include provisions and principles like transparency, equal treatment, non-discrimination, proportionality, and lack of conflict of interest, which are equally respected throughout 28DIGITAL and this procurement procedure.

This RFQ is therefore a result of the choices 28DIGITAL made in its Procurement Manual. In accordance with the 28DIGITAL Procurement Policy and the European procurement Directive, the estimated contract value of EUR 140.000,00, therefore, we have invited several suppliers to submit a quote, and, for greater visibility, we have announced this Assignment on the 28DIGITAL website.

4. Scope of the RFQ

With this Request for Quotation (RfQ), 28DIGITAL IVZW is seeking detailed quotations from qualified vendors to manage the associated travel related to the 2026 edition of the EIT Digital Master School Kick-Off set to take place in Tallinn, Estonia.

Due to current geopolitical situation, the location may be changed and therefore the ticket purchase can be performed only after formal written authorization from 28DIGITAL.



The estimated number of students travelling to attend the Kick-Off is between **250-280 people**. Some persons based in the nearby territories may not require flights and may potentially be served by alternative means (e.g. trains or ferry from Helsinki to Tallinn) provided this is a cheaper or more convenient alternative.

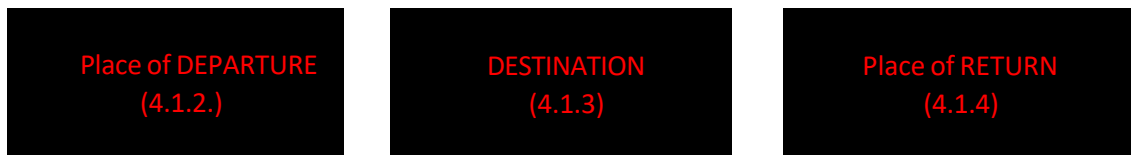
Travelers are required to be in Tallinn Tal Tech University on October 8th by 12pm. If travel options don't allow to meet this requirement, option could be to travel on October 7th.

Travelers are required to leave Tallinn Tal Tech University on October 10th from 4pm. If travel options don't allow to meet this requirement, option could be to travel on October 11th.

Travel shall be airport to airport only or train station to train station or by ferry from Helsinki. 28DIGITAL IVZW will provide a detailed itinerary of student data by end July to facilitate the booking.

Onward and return tickets are to be booked by Supplier with electronic tickets to be provided to the students.

Travels are from and to one specific European city, while the place of departure may not necessarily coincide with the place of return.



Supplier is expected to provide an option to permit 28DIGITAL IVZW to recoup maximum funds should the event be cancelled or an attendee opt not to attend it. This decision to cancel the event in Tallinn shall be taken by end of August. 28DIGITAL IVZW will inform the Supplier of any change at the earliest opportunity.

The 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. Supplier will economize the overall price per booking, whenever possible.

Additionally, the Supplier is expected to provide a general report to 28DIGITAL IVZW including passenger details, associated costs and itinerary for potential audit purposes.

4.1 Assignment and objectives

We are seeking a high-quality, reputed, reliable vendor who can manage the travel of students attending the Master School Kick-Off.

4.1.1 Travel Timeline

- June 15th - July 15th, 2026: Students will be asked to formally enroll through a web form.
- July 7th, 2026: The contracted agency will be provided with a detailed list of dates and data of passengers, to be managed according to GDPR regulations. A short call will also be arranged during this time to go through the assigned tasks and avoid possible misunderstandings.
- August 15th, 2026: Once official written authorization of 28DIGITAL, tickets will be issued and sent by the contracted agency to passengers via email.
- October 15th– November 1st, 2026: A final report must be sent to 28DIGITAL IVZW.



4.1.2 Departure and return Locations

The following table outlines the departure cities for the students.

Departure City	Country
Tallinn <i>N/A</i>	<i>Estonia</i>
Helsinki	Finland
Turku	Finland
Nice	France
Rennes	France
Toulon	France
Budapest	Hungary
Bologna	Italy
Milano	Italy
Trento	Italy
Riga	Latvia
Twente	The Netherlands
Cluj-Napoca	Romania
Madrid	Spain
Stockholm	Sweden
Ankara	Turkye

Assuming a cost of 150€/night for a twin room in Helsinki, a combination of different travel means (eg Budapest to Tallin vs Budapest to Helsinki + ferry + hotel night) from any of the above cities, whenever cheaper.

4.1.3 Destination Locations

The following table outlines the destination city for the students.

Destination City	Country
Tallinn	Estonia

4.1.4 Project Reporting

Supplier is expected to provide 28DIGITAL IVZW 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 First and Last Name and relevant **program enrolled**
- Departure Location
- Departure Date
- Destination Location
- Return Location
- Return Date
- Associated costs



- Commission fees

4.1.5 Additional Assignment Constraints

The 28DIGITAL Travel policy must be taken as reference (Appendix 4). Furthermore, the following additional constraints are applicable:

COST OF TICKETS

- Only one carry-on bag/approx. 10kg (depending on the company) per student.
- A one-way ticket should not be more expensive than 250 EUR.
- Total travel expenses per student are expected to be on average 400 EUR.
- Costs exceeding these boundaries must be approved by 28DIGITAL IVZW in advance.
- If confirmation is required due to higher travel cost than outlined above, 28DIGITAL IVZW is expected to respond to query within 12 hours. If no response, proposed booking may be permitted to lapse.
- Tickets shall be preferably 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.

DEPARTURE/RETURN TIME

- Departure of flights cannot be booked before 7:30 a.m.
- Arrival at Tallinn is scheduled before 12 p.m. on October 8th

4.2 Eligibility Criteria and qualitative requirements

To be eligible, organizations must:

- Be legally registered and based in the EU.
- Be General Data Protection Regulation (GDPR) compliant and secure.

4.3 Key dates and deliverables:

Timeline Deliverable

June 10 th , 2026	Publication date and/or invite RfQ to potential suppliers to bid
June 17 th , 2026	Deadline for requesting clarifications
June 19 th , 2026	Last date to 28DIGITAL to issue clarifications*
June 26th, 2026, 5 PM CET	Deadline for vendors to submit their proposals to the RfQ
June 30 th , 2026	Deadline for evaluation and vendor selection



July 1 st , 2026	Intended date of notification of award
July 3 rd , 2026	End of standstill period
July 6 th , 2026	Intended date of contract signature
July 7 th , 2026	Intended starting date

*Tentative

5. Budget and Procurement

The total budget for the delivery of managed travel is up to €140,000 (VAT excluded).

The selected organization will be remunerated primarily upon successful completion of all agreed tasks, as approved by 28DIGITAL IVZW, and following the submission of a valid invoice.
A deposit can be paid in advance, if needed.

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 expected to commence upon completion of the supplier selection process and will be considered complete upon the acceptance of all commissioned deliverables, but not before the contractual end date.

6. Key Selection Criteria

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

- Complete transparency on offering and commission fees with no hidden / variable costs
- Quality and feasibility of the proposal
- Cost-effectiveness and best value for money
- Ability to manage high number of booking/travel group

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.

6.1 Submission of offers:

The offer must be e-mailed in English to the following addresses before the deadline expires on **26th June 2026** (5 PM CET) to: tenders@28digital.eu at the attention of Riccardo Cunico. The proposal shall contain the following documents:

- Company information (Appendix 1).
- Information on Subcontractors (Appendix 2)



- Declaration of Honour (Appendix 3), including the extract from the Trade Register of the member State in which the Tenderer is legally registered and based.
- Price sheet (Use your own format): the 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 Tenderer).
- Technical and Functional presentation of the proposed solution (use your own format to a maximum of 5 pages A4), outlining the methodology/process and how services will be delivered. Please include at least 2 references of international clients with comparable projects and be aware of the prescriptions in Section 4 and 28DIGITAL Travel Policy (see Appendix 4).

All Tenders, supporting documents and correspondence must be submitted in English language. Where any original document which forms part of the Proposal is not in English, Tenderers must provide an accurate English translation together with a copy of the original document. In the event of any discrepancy or difference between various languages, the version in the English language shall prevail.

Candidates must send their Tender application documents through email as per the timeline defined in Section 4.

Tenders must be received before the Tender Submission Date by the time stated in the timetable set out in Section 4.3 (Timetable). It is the responsibility of Tenderers to ensure tenders are submitted by the tender deadline. Late Tenders shall not be accepted.

E-mailed copies of the Tender submission will not be accepted. Electronic files will be accepted in MS Word, Excel and Adobe PDF formats.

28DIGITAL is not responsible for corruption in electronic documents. Tenderers must ensure that electronic documents are not corrupted.

6.2 Proposal evaluation Details:

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

- Demonstratable capability of delivering the assignment services (20 points)
- Best value for money proposal in accordance with EU procurement principles (40 points)
- Complete transparency on offering and commission fees with no hidden / variable costs (20 points)
- Appropriate travel flexibility options to suit changing health restrictions (10 points)
- Appropriate customer references (10 points)

Total: 100 points

Scoring Method: The top-ranked applicant in each category will receive the maximum points, others shall be calculated in relation to that in linear equation based on the evaluation.



7. General Provisions

7.1 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 3.2. If Supplier calls upon resources and/or experiences of Third parties, they 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.

28DIGITAL IVZW is not obligated to award the Assignment. 28DIGITAL 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, 28DIGITAL 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, 28DIGITAL IVZW may refrain from concluding the Agreement. In the event of cancellation of the proposal procedure, 28DIGITAL IVZW will notify Supplier of the cancellation.

Tenderer 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 28DIGITAL IVZW immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

28DIGITAL IVZW will not compensate any costs incurred by Supplier relating to this procurement procedure. 28DIGITAL 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 28DIGITAL 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 28DIGITAL IVZW has been advised of the possibility of damages.

7.2 Communication During Procedure

During the proposal request it is prohibited to communicate with any other employee or otherwise to 28DIGITAL IVZW related person regarding this opportunity other than:

28DIGITAL: for the attention of Mr. Riccardo Cunico, per **E-mail: tenders@28DIGITAL.eu**

Whenever Tenderer 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 28DIGITAL 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 must sign the legally signed Offer letter, that should be added as part of the Offer.



7.3 Process for Questions and Answers

28DIGITAL invites Tenderers to ask questions. However, the following requirements must be observed:

- In case of obvious or perceived errors or omissions, including contradictions in the RFQ and/or Appendices, Tenderers are obligated to notify 28DIGITAL by the latest at the closing date for questioning as set out in the timeframe (Section 4.3). The moment of receipt of the questions is the measure. 28DIGITAL will not provide answers on questions received after the deadline. There will not be a second questioning period. Therefore, Tenderers are strongly advised to ask their questions as soon as possible to be able to formulate additional, in-depth questions upon receipt of the first answer(s).
- To enable proper processing by 28DIGITAL, each question must be formulated separately, with a clear reference to the part of the Tender document to which the question relates and without mentioning any company data. Please use the specific Appendix - questioning format - for that.

7.4 Clarifications of Tenders

28DIGITAL will reject any Tender that doesn't follow the instructions of this RFP. After submission of the Tenders, 28DIGITAL checks whether the Tender satisfies all the formal requirements set out in the Tender documents. Where information or documentation submitted by the Tenderers are or appears to be incomplete and/or erroneous and/or otherwise unclear and/or prices seem to be at an abnormal low subscription, 28DIGITAL is allowed to ask for a simple clarification. Tenderer is, however, not allowed to make substantive changes in the offer (like a different price or description of services).

On first request, the Tenderer concerned must submit, supplement, clarify or complete the relevant information or documentation within 2 working days after receiving the request. Whenever the Tenderer fails to give the requested supplement, clarification or relevant information, or these are unsatisfying and/or leading towards a different Tender, 28DIGITAL will exclude the Tenderer for this selection procedure.

7.5 Award Notification

The successful and unsuccessful Tenderers will be informed as soon as possible by the Award Notification (via email). 28DIGITAL will provide a brief explanation on the score and ranking of each individual Tender in comparison with the winning Tenderers. 28DIGITAL will not provide complete Tenders of other Tenderers. In addition, information that could harm public interests and/or the commercial interest of one of the Tenderers and/or that could harm fair competition will not be shared.

7.6 Appeals/complaints

Complaints regarding the procedure must be sent to: tenders@28digital.eu

Please note that filing a complaint does not automatically suspend the tender procedure. 28DIGITAL isn't obligated to suspend the procedure after receipt of questions and/or complaints. If the complaint procedure is not satisfactory to the complaining party, Tenderer has the right to address the (remaining) complaints to the competent court seated in Brussels (Belgium). Belgian law applies to this procurement procedure and the Agreement.

Tenderers convinced that they have been harmed by an error or irregularity during the award process can ask for clarification and/or file a complaint in order to prevent 28DIGITAL from signing the Agreement. 28DIGITAL will, with this regard, respect a "standstill period" of 3 calendar days starting from the day the Award notification was sent by e-mail to the Tenderers, during which Tenderer can address its complaints to the court seated in Brussels (Belgium). 28DIGITAL will not conclude the Agreement following the decision to



award the Agreement before the expiry of the “Standstill period”. Please ensure to notify 28DIGITAL in the event of a lawsuit.

7.7 Signature of the Agreement

The final award does not yet constitute the Agreement. The Framework agreements will be concluded at the time of signature by each Tenderer individually and 28DIGITAL.

Within 5 days of receipt of the Agreement from 28DIGITAL, the selected Tenderer shall sign and date the Agreement and return it to 28DIGITAL by using E-Signing. In the event that the winning Tenderer is unable to enter into contact within the above-mentioned period, 28DIGITAL may decide to conclude the Agreement with the second-best Tenderer.

8. Exclusion Criteria

The Tenderer 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 its 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.
- e. there is a conflict of interest with 28DIGITAL or with 28DIGITAL Staff performing the tasks of this Tender.

8.1 Ownership and Confidentiality

Supplier may use the information that 28DIGITAL 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 28DIGITAL 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.

28DIGITAL 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 28DIGITAL and are to be delivered to 28DIGITAL within the agreed timeframe after the Full Assignment sign-off.

28DIGITAL 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 Antifraud Office. This right remains in effect during the implementation of the Agreement and for four years after the completion of the Assignment. 28DIGITAL 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 28DIGITAL IVZW.

Oral notices, commitments or agreements have no legal power. All relevant information will be digitally provided in the documents. For transparency purposes, all the communications during the Tender procedure shall be in written.

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 28DIGITAL 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.

28DIGITAL 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,

28DIGITAL IVZW

Riccardo Cunico



Appendices

- Company information (Appendix 1)
- Information on Subcontractors (Appendix 2)
- Declaration of Honour (Appendix 3)
- 28DIGITAL Travel Policy (Appendix 4)
- Questioning format (Appendix 5)
- Draft agreement and detailed contracts terms and conditions (Appendix 6)
- General purchase terms and conditions (Appendix 7)