

Call for Proposals

Background

This call serves to select the one or more commercial companies to act as a so-called SEP (Single Entry Point) for the Flex Function 2 Sustain (FF2S) Open Innovation Testbed (OITB). The OITB is a consortium of research and industry partners in the field of nano-functionalization technologies that enable sustainable and smart plastics and paper-based products. The partners are from all over Europe, in particular Austria, Czech Republic, France, Germany, Greece, Italy, Portugal and United Kingdom. The OITB is currently financed by the European Union Horizon 2020 project grant agreement No 862156. In the future, many of the OITB partners will continue to coordinate their activity through the European Sustainable Nanotechnology solutions Association (ESNA). The ESNA is a non-profit Association founded by members of the FF2S OITB. The SEP is expected to maintain a close relationship with the ESNA and its members which shall be governed through a framework contract. The draft framework contract will be provided to the applicant at a later stage of the tender process.

As many companies are trying to increase the sustainability of their products and reduce their impact on the planet, the products and the services proposed by this OITB will be of interest for a wide range of businesses.

The selected SEPs will provide an easy access point to the services of the OITB partners for the customers worldwide, with a main focus on the European Union market.

Multiple SEPs may be selected. However, the funds that the Flex Function 2 Sustain Project provides for the SEPs are limited to a maximum of 250,000 EUR of initial funding in total for all SEPs. It is expected that the SEPs will be generating revenue thereafter. In the case of multiple SEPs, it is expected that the respective SEPs have a regional focus and do not compete with the other SEPs. To the contrary, it is expected that any Know-How which originates from the ESNA and its members and which is disclosed to one of the SEPs is to be shared with the other SEPs if it is potentially relevant for the other SEPs. Only Know-How that is necessary for the SEP to provide its services will be shared with the SEPs.

The SEPs will be free to subcontract other companies that provide an even more regional focus with the tasks of the SEP. The SEPs will be liable that any subcontractors fulfill the SEP's obligations under the framework contract.

The selection of the SEP shall not be liable to result in a conflict of interests. Conflict of interests shall at least cover any situation where any partner or member of the FF2S OITB, that may influence the outcome of this Call for Proposals procedure has, directly or indirectly, a financial, personal or professional interest which might be perceived to compromise their impartiality and independence in the context of this procedure. Partners and members of the FF2S OITB, who have a financial, personal, or professional interest in an applicant of the Call for Proposals are prohibited from involvement in the selection procedures involving such applicants.

Term of the Contract

The relation between the SEP and the ESNA will be set out in a Framework contract. The initial term of the contract should be 2 years. The contract shall be renewed for another two years unless ESNA terminates the contract at least three months before the end of the initial term of the contract. The contract shall be governed by French law.

Expected Tasks of the SEP:

The SEP(s) should be the authorized Dealer and Sales Offices of the OITB and should use the OITB branding as a co-branding to provide its services. They should promote and sell the FlexFunction2Sustain Services & Products and provide the Members of the OITB with direct and efficient access to interested parties and the project management capacity for the orders. Expected tasks of the SEP(s) include:

- Acquisition of new customers: Customer relations will be handled by the SEP. The SEP should be responsible for marketing the products of the project partners. The ESNA will assist the SEP by providing and maintaining a CRM system which can be accessed by the SEP.
- Project Management and Coordination: Design and Coordinate Innovation Projects for Customers (based on OITB services). The general negotiation of concrete projects will be handled by the SEP.
- Feedback on the association marketing strategy: The SEP is expected to advise the project partners on the market-oriented set-up of the service portfolio.

Expected Profile of the SEP:

- Fully independent company with at least one General Manager, and one person working in administration.
- The General Manager and the Sales Manager need to have an appropriate university degree relating to their functions.
- At least five years of experience by the General Manager in industry or in a technical organization.
- At least five years of active networking by the General Manager so that the personal and professional reputation and visibility of the managing directors open doors and potentials that are closed to the competition at the beginning of customer acquisition. Relevant database skills with specialists so that a database can be adapted, that actively networks all information from the laboratory to feedback from the end customer and actively shows sales and decision-making issues.

Financials of the SEP:

The initial funding budget will depend on the number of SEPs. It is expected that the SEP will have sufficient financial capacity that would allow business to be conducted even without the funding provided in this tender. The SEP will enter into direct contracts with the customers and shall be liable towards the customers.

Parameters for selection (maximum of 45 points):

- Professional experience in a technical field, preferably in the field of nano-technology and sustainable packaging (**10 points; 0 points = 0 professional experience in a technical field; 10 points = expert in the field of nano-technology**)
- Quality of existing business network (**10 points; 0 points = no existing business network; 10 points = established business network with contacts in all EU countries in the relevant technical field**)
- Relevant skillset (especially database, advertising, networking and sales skills) (**15 points; 0 points = 0 relevant skills; 15 points = up to 5 points for existing sales skills; up to 4 points for database skills; up to 4 points for advertising skills; up to 2 points for networking skills**)

- Financial profile of potential SEP (**10 points; 0 points = SEP is completely reliable on external investment; 10 points = SEP is financially independent and has net assets of at least 1,000,000 EUR**)

Submission of offers:

Offers of Proposal to become SEPs must be submitted by 31 May 2023 in electronic form to Robert.Harrison@shp.law with a copy to office@shp.law. Any questions relating to this call for proposals should be sent to Robert.Harrison@shp.law by 21 May 2023 and will be answered to everybody on 22 May 2023.

The board of the ESNA will review the offers and enter into negotiations with the most promising offer.

The offer should be at most of ten pages (DIN A4) submitted in PDF format. The document may be encrypted if wished.

The offer should include:

- An outline of the company
- The proposed team (description of the relevant skills and experience of the team in the context outlined above, including their role in the team, their full CV's and a summary statement of their capacity and experience).
- Any potential partners
- Detailed information about the existing business network
- An outline business plan for the SEP activities, including a brief financial statement
- Company registration document (e.g., Kbis from France)
- Equity statement
- Description of staff with résumé.
- Solemn Declaration (Attached as Annex 2)
- List of expected subcontractors

Annex 1 – Detailed expectation of the SEP

The SEP is expected to fulfill the following tasks and requirements:

1. Interacting with customers, drafting the specifications of the whole service project and portfolio, price negotiations on behalf of each ESNA partner, implementing the sales general conditions according to the framework contract with ESNA.
2. Reporting to ESNA the number of signed orders and total amounts, name and tasks of ESNA members with amounts ordered to each of them, etc.
3. Providing highest standardization of all processes, documents, and contracts with members of the ESNA and Customers, so that the advantage gained through the networks can be realized in contracts.
4. The "OITB Express Project Management" should enable the SEP team to activate and manage the highest variety of working partners, reducing the process time and reduce the “time-to-market”.
5. Providing for an organization that enables maximum agility in the daily implementation through stability in the alignment, in the set of rules and in the provision of internal administrative services. In this way, the executing parties can achieve the required success with the customer in deepest trust and confidence.
6. The employees of the SEP that are in direct contact with the ESNA should be duly authorized in decision making and signing at all levels, so that the customer can experience the feeling of being at an eye-to-eye level and partnership to support the decision in favor of the ESNA.
7. Short decision-making processes and timelines (48 h) should be established.
8. At least 5 years of technical and sales experience of the managing directors are expected.
9. At least 5 years of active networking of the managing directors are expected.
10. Customer access data that is personally linked to the managing director, so that a new customer base can be built up quicker through the existing trust than through the competition.
11. Relevant database skills with specialists so that a database can be adapted, that actively networks all information from the laboratory to feedback from the end customer and actively shows sales and decision-making issues. The database system is provided by ESNA, so the usual time span for implementing the database is reduced.
12. Relevant data equipment should already be possessed by the SEP so that the time to feed the database with work-related data of 1 to 2 years can be reduced.
12. Sufficient financial capacity of the SEP for a period of 3 years so that the expenses of the first three years to build up the core competencies of the OITB association can be realized with guaranteed results (database generation, acquisition of the first customer base, creation of express project management, creation of visibility in the market, build-up Sales structure, participation in critical pilot projects, co-financing of financially weak partners). The

consequences of lacking the necessary financial resources in the critical starting phase, can be seen in plenty weak (not market relevant) transfer companies around the world.

14. Consistency in the lived values, to assure a high level of reliability in the cooperation with the ESNA.

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Annex 2 – Solemn Declaration

We declare that

(1) our company has the full capacity to act and is not subject to any of the grounds of prohibition against making contracts listed in the Call.

(2) our company

- has fulfilled its tax obligations;
- has fulfilled its social security obligations;
- has no conflict of interest in connection when entering into a contract with ESNA;
- will inform the ESNA, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest.

We acknowledge the following:

We have the full capacity to make contracts meaning that natural and legal persons, whatever their nationality, shall be empowered to make contracts if they have full capacity to act and have not been the subject of a conviction by final judgment for one or more of the reasons listed below:

- Participation in a criminal activity
- Corruption
- Fraud
- Money laundering

Similarly, any applicant to whom one or more of the following circumstances apply shall be excluded at any time from the tendering procedure where the applicant:

- is bankrupt or is being wound up, where his/her affairs are being administered by the court, where he/she has entered into an arrangement with creditors, where he/she has suspended business activities or is in any analogous situation arising from a similar procedure under the national laws and regulations of the bidder's country of origin;
- is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under the national laws and regulations of the bidder's country of origin;
- has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of origin of any offence concerning his professional conduct;

- has been guilty of grave professional misconduct proven by any means which can demonstrated;
- has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he/she is established;
- has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he/she is established;
- is guilty of serious misrepresentation in supplying the information required or has not supplied such information;
- their management, members of the personnel or agents are subject to a Conflict of Interest;

Signature

Date

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