

Request for Proposal

For: CATAL1.5°T West Africa – Climathon Organizers

Date: 18th March 2024

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC International Foundation’s requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Organisation of Climathons in one or more of the CATAL1.5°T West Africa participating countries: Benin, Burkina Faso, Cote d’Ivoire, Guinea, Niger, Senegal, Togo, and Mauritania.
The legal entity requesting these goods and/or services	Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Some onsite services may be required at least in one or more of the following locations. Bidders must add which city(ies) they plan to organize the Climathons to their proposal: <ul style="list-style-type: none"> • Benin • Burkina Faso • Cote d’Ivoire • Guinea • Niger • Senegal • Togo • Mauritania. <p>Per each country, selected partners are expected to host 1 Climathon in 2024 (Sept-Oct) and 2 Climathon in 2025 (Q2 and Q4) – <i>please note that all 2025 dates shown in the RFP are indicative and potentially subject to changes.</i></p>
Climate-KIC International Foundation Contract Manager for submitting proposals and inquiries	Silvia Doglioni WA Climathon Manager catalist@climate-kic.org
Proposed contract term for successful candidates	12 months with the possibility of an extension. Please note that EIT Climate-KIC will review, on a discretionary basis, the contract renewal until max. of 36 months.

1.2 Timelines

Climate-KIC International Foundation has set the following indicative timelines for this RFP:

Planned Date*	Milestones
18 th March 2024	Request for Proposal Advertisement
2 nd April 2024, 12:00 CET	Info session in French (Register here)
23 rd April 2024	Submission Deadline / Bidders submit proposals Proposals must be valid for 12 months
23 rd April – 17 th May 2024	Climate-KIC International Foundation team to review proposals Climate-KIC International Foundation to gain clarification from bidders, including potential interviews
Expected 20 th May 2024	Notification of contract award
Expected 1 st June 2024	Proposed contract start date

* Climate-KIC International Foundation reserves the right to amend this timetable during the RFP.

1.3 How you can participate

1. Review the RFP documents provided by Climate-KIC International Foundation.
2. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
3. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
4. Climate-KIC International Foundation will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About Climate-KIC International Foundation

Climate-KIC International Foundation is the parent company of Climate-KIC Holding B.V. an organisation initially supported by EIT, the European Institute of Innovation and Technology. Climate-KIC Holding B.V. is the executive arm of Climate-KIC International Foundation and provides its services to the Foundation in order to deliver and implement the projects. As the owner of 90% of assets of Climate-KIC Holding B.V., Climate-KIC International Foundation relies on its track record and capacity to develop and implement non-profit generating activities.

EIT Climate-KIC is the EU's climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation. Headquartered in Amsterdam, it operates from 13 hubs across Europe and is active in 39 countries. EIT Climate-KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (EIT), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. See <https://www.climate-kic.org/> for more information.

2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence and negotiations is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC International Foundation or relevant subsidiary (hereinafter “EIT Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way EIT Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT Climate-KIC may require the execution of Non Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

3 Introduction and Background

3.1 Context

The CATAL1.5°T Initiative, funded jointly by BMZ and the Green Climate Fund (GCF) intends to support small enterprises with strong climate mitigation potential, called ‘climate ventures’. The initiative offers regional support programmes for businesses at pre-acceleration stage and at acceleration stage, in two regions: Latin America and West Africa, where barriers to technical assistance and early finance are high for starting businesses.

The CATAL1.5°T Initiative will build a portfolio of micro and small enterprises, offering solutions to reduce GHG emissions in the following areas:

- Energy access & power generation
- Low-emission transport
- Buildings, cities, industries and appliances
- Forestry & land use

The objective of each regional CATAL1.5°T Initiative will be to trigger venture capital investments in start-ups and young businesses with the highest climate mitigation impact and business growth potential. Each regional CATAL1.5°T Initiative will provide support for: (i) climate ventures; (ii) pre-accelerators, accelerators, and entrepreneur support organisations (ESOs); and (iii) VC firms and other venture investors.

To support and encourage entrepreneurs and potential entrepreneurs to develop early ideas for climate businesses and to ensure a large number of high-quality applications to the pre-acceleration programme

EIT Climate-KIC will run “**Climathons**” – unique community-building and ideation events – through a network of local delivery partners in the participating countries. Climathons will be promoted within each country through the local delivery partner’s existing stakeholder network. Calls for participation in local Climathons will be actively promoted in women’s networks and among entrepreneurs with backgrounds usually under-represented in start-up and innovation programmes. All community-building and ideation activities will be conducted in a gender-sensitive way.

What is Climathon?

Climathon is a global community of proactive people working together to accelerate the transition to a net zero-carbon, climate-resilient society.

Climathon events bring citizens together to:

- raise awareness about local climate challenges and share climate-relevant learnings
- build or strengthen local ecosystems
- inspire projects and climate action that address systemic problems leading to climate change locally

Since 2015, Climathon has been organised in collaboration with about 600 organisers, engaging around 1,000 events and over 30,000 participants worldwide!

CATAL1.5°T Climathon’s basics:

- A Climathon event is organized by independent organisations (such as NGOs, municipalities, universities, businesses and citizen collectives) in hundreds of cities across the globe. For the CATAL1.5°T in West Africa, in 2024 we are organizing Climathons in Benin, Burkina Faso, Cote d’Ivoire, Guinea, Niger, Senegal, Togo, and Mauritania.
- CATAL1.5°T Climathons should have a strong connection within the city and should engage a diverse group of local stakeholders (such as citizens, youth, city representatives, experts and businesses).
- Each CATAL1.5°T Climathon should be named after its host city, e.g. “CATAL1.5°T Climathon Niamey” or “CATAL1.5°T Climathon Lomé”.
- For the CATAL1.5°T series, we are focusing on in-person events of 2 days.
- [EIT Climate-KIC](#), the orchestrator of the global Climathon, supports the organisers by offering training on the Climathon methodology, visual identity and branding, social media promotion, and the Climathon Playbook.
- Climathon organisers must adhere to the [organiser responsibilities](#) and [EIT Climate-KICs terms and conditions](#). CATAL1.5°T Climathon organizers will have access to additional resources and support and must comply with additional requirements (see Section 4).
- Although the dates of Climathons are flexible, you should organise your event during the following period (more details about the date will be provided within the contract):
 - 1st Climathon: September/October 2024
 - 2nd Climathon: March/May 2025
 - 3rd Climathon: September/October 2025

4 Specification

4.1 Scope

EIT Climate-KIC is requesting proposals of potential local organisers for CATAL1.5°T Climathons (in one or more participating countries) in West Africa. CATAL1.5°T West Africa participating countries are: Benin, Burkina Faso, Cote d’Ivoire, Guinea, Niger, Senegal, Togo, and Mauritania.

The supplier will ensure sufficient financial, economic, technical, and professional capacity to deliver the services in an efficient and effective manner.

EIT Climate-KIC reserves the right to award the contract to more than one third-party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services. They can also list the countries they are applying for in order of preference.

Please note that all activities related to the implementation of the Climathons shall be coordinated with Climate-KIC and GIZ, to ensure full alignment with overarching technical and political objectives of the CATAL1.5°T initiative.

The Supplier has to meet the following project milestones:

Milestone	First Round	Second Round*	Third Round*
Alignment phase: Onboarding calls with the Climathon Manager to confirm Climathon cities and kick off the activities	June 2024	NA	NA
Climathon city pages are launched	July 2024	February 2024	July 2025
Promotion activities and webinars are held, in alignment with all participating cities and branding guidelines	August/September 2024	February/March 2024	August 2025
Climathon participants are selected and engaged in preparatory activities	September 2024	March 2024	September 2025
Climathons are organised	October 2024	April 2024	October 2025
1:1 Mentorship with winners (2 sessions): EIT Climate-KIC and CATAL1.5°T partners will support the process	November 2024 to January 2025	TBD	November to December 2025
Final report output	January 2025	December 2025	December 2025
Participants are encouraged to apply for the CATAL1.5°T pre-Accelerator programme	January to February 2025 (TBC)	TBD	TBD

***The timeline for the second and third rounds will be confirmed and agreed upon the renewal of the contract after the first 7 months of implementation.**

4.2 Methodology

The Supplier is asked to use the CATAL1.5°T Climathon methodology and format for the delivery of the service. This should include the following activities (please note that dates/months refer to Round 1):

1. Preparatory Phase (June-September)

- Design of the CATAL1.5°T Climathon Challenge
- Design and publish the CATAL1.5°T Climathon city online page
- Actively promote the Climathon to local audiences
- Design of the CATAL1.5°T Climathon Agenda
- Participants selection (expected 30 participants per Climathon)
- Deliver a kick-off webinar with participants to present the Climathon agenda and Launch the Climathon Challenge

2. Delivery Phase (September-October)

- Deliver of 2-day Climathon(s) in the country(ies) you have been selected to
- Use the following methodology based on design thinking (please note that templates will be shared, and successful bidders will have access to training and mentorship):

Phase	Mandatory Activities	Optional/Flexible activities
Promotion		Webinars, lives session and presentation during events to raise awareness about the Climathon
	Promotion of the Climathon via social media channels and in loco	
Application	Application open for participants: Option 1 – Bring your idea: participants can bring their idea and need to register ad a group (not as individual) Option 2 – Bring your expertise: participants register as individual and groups are created during the Climathon	
Preparation		Kick-off webinar – Climathon agenda is presented to participants in a kick-off webinar happening before the day of the Climathon. The Climathon Challenge is launched.
	Share resources with participants (e.g.: info about the location, the agenda details, info about the Climathon Challenge)	
		Immersive pre-Climathon experience
Climathon Delivery	Deliver a 2 days event with all participants (minimum requirement in a Climathon agenda: Climathon Challenge introduction and presentation; group formation; group working time and mentorship; pitch preparation; final competition in front of a jury of expert)	
Post Climathon	Evaluation survey for participants (template will be provided)	
	Provide 1:1 mentorship to Climathon winners (2 sessions)	
	Final Report for local organiser (template will be provided)	

Participants should also receive additional materials opportunities offered by EIT Climate-KIC, such as access to a platform for community engagement. The Supplier will be required to promote other CATAL1.5°T events with their Climathon participants.

4.3 Objectives

- Build a sustainable model to continue with the program in the participating city(ies) after the 3rd year.
- Provide connections for the best ideas/ entrepreneurs to further sources of support within or outside of the CATAL1.5°T initiative (e.g. Pre-Accelerator program, or the connections via the global Climathon Network).
- As part of the program's Monitoring, Evaluation and Learning framework,
 - (a) progress of ideas and entrepreneurs, disaggregated between male and female participants, will be tracked,
 - (b) satisfaction surveys will be conducted with participants,
 - (c) learning sessions will be conducted with the local delivery partners,
 - (d) a year-end report documentation will be consolidated to improve upcoming year editions.

4.4 Deliverables

The following deliverables are requested:

Deliverable 1: Registration page for each Climathon hosted

Requirements:

- Create a registration page using the template and guidelines shared by EIT Climate-KIC, including a registration form for participants and contact information from your organization
- Promotion of the page and Climathon(s) in the local ecosystem

Deliverable 2: Host a 2-day Climathon event

Requirements:

- Follow the Methodology detailed in section 4.2
- Collect data from participants and onboard them on Climathon resources and platforms

Deliverable 3: Report of Climathon(s) hosted

Requirements:

- EIT Climate-KIC will provide a specific template for the final report
- Report should include photos, list of participants, list of ideas, and the deliverables produced by each Climathon team.
- Reports will be requested to be written in English at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. The reports are to be provided for unrestricted use by EIT Climate-KIC and free from all third party copyright restrictions. EIT Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.
- The provider should allow for rounds of review by EIT Climate-KIC and subsequent edits to ensure acceptable quality of the completed report.

The EIT Climate-KIC brand guidelines provide the requirements for use of our logo. Branding guideline will be provided. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager, which will also share additional guidelines that might be required by the CATAL1.5°T initiative.

4.5 Service Level Requirements

In providing goods and/or services to EIT Climate-KIC, the following service levels are requested:

- Flexible working arrangements will be made to accommodate different time zones, but EIT Climate-KIC staff is usually available during business hours 9am to 6pm CET, excluding public holidays.
- Services may be required outside general business days/hours and flexible working arrangements are requested.
- The service provider should be generally contactable and responsive during business hours of their country by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.6 Sustainability

In order to uphold our commitment to sustainability, EIT Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- The services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of paper and plastic waste and consider vegetarian catering options. Please discuss the use of brochures, paper agendas, and poster boards with EIT Climate-KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4.7 Eligibility

- Bidders must be located or have an office or team members in the countries they are applying to host a Climathon.
- Bidders must be a registered organisation (not individuals) or a consortium of partners.

Please note that EIT Climate-KIC will perform a due diligence check on the highest scored bidder – see section 6.1.

4.8 Required Experience and Capabilities

The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- Experience in organising Hackathons/Climathons and other innovation challenges and events.
- Strong networks in the innovation ecosystem(s) of the country(is) they are applying to organize Climathons.
- Experience working with cities and partners from the public sector.
- Working knowledge of climate change, decarbonization strategies, innovation processes, and support of entrepreneurs.
- Developing and delivering analytical and audience-friendly reports.
- Project and financial management showcasing on time and on budget delivery.
- Written and spoken language competency in English and French.

4.9 Payment & Invoicing

- Payments will be made following provision of a correctly rendered **undisputed digital (via email) invoice to EIT Climate-KIC. The EIT Climate-KIC contract manager will inform the successful bidder where to submit invoices.**
- Payments will be made in two instalments, and the dates will be coordinated upon signing the contract.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- EIT Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where EIT Climate-KIC is requesting services over longer periods of time, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with EIT Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.10 Contract Management

A framework agreement is proposed for the award of work.

EIT Climate-KIC can share their standard terms and conditions but will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third-party intellectual property rights;
- In addition, EIT Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with EIT Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to EIT Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;

- No indemnities extended by EIT Climate-KIC to service providers.
- We will award contacts of 12 months with the possibility of an extension. Please note that EIT Climate-KIC will review, on a discretionary basis, the contract renewal until max. of 36 months.

4.11 Account Management

The provision of services associated with this RFP will be subject to the following account management requirements

- A dedicated account manager is required
- At least two account management meeting scheduled for each year
- The service provider can discuss and agree on the frequency and scope of periodic account management meetings with the EIT Climate-KIC Contract Manager
- Progress shall be reported monthly by email or call upon request
- KPI's to any Service Level Agreement are to be reported quarterly or as otherwise agreed

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

Component	Weighting
Value for money: Activities to be organized within the lump-sum award of EUR 7,500 per Climathon (including taxes) Ability of bidder to fulfil the scope of services, in a manner consistent with EIT Climate-KIC's objectives and those of this project, as evidenced by its proposal	40%
Methodology and approach – meeting the requirements at Section 4.2 as evidenced by its proposal	25%
Experience and Capabilities – ability to meet the requirements at Section 4.9 as evidenced by its proposal	25%
Sustainability – ability to meet the requirements at Section 4.6 as evidenced by its proposal	10%
Total	100%
We value organizations that actively promote Diversity, equity and inclusion (DEI). Please share with us what initiatives your organization is doing in this regard.	<i>Bonus</i>

Disclaimer: EIT Climate-KIC reserves the right to award a contract only after a satisfactory due diligence check of the highest scored bidder(s) is completed.

6 Instruction to Bidders

6.1 Responding with your proposal

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** (3-5 pages) that sufficiently details the bidder’s solution and responds to the requests contained in this document.
 - o The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address.
 - o **[optional]** Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - o **[optional]** Professional references that can be reached by EIT Climate-KIC to verify previous services delivery
2. **A Budget** that meets the requirements described at Section 6.2
3. Fill in the **Due Diligence questionnaire** ([the questionnaire is available at this link](#))
4. Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

6.2 Quotation requirements

EIT Climate-KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Please provide itemised quotations in Euros.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.

Table 1: Example resource-based quotation

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR)	Subtotal cost (EUR)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator’s assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

Purpose of the financial support/ grant

Available funding can be used by the Supplier to cover the following eligible costs:

- Venue
- Catering
- Event facilitator
- Local promotional material (print/online)
- Others Climathon related costs

The Supplier:

- Will receive a lump-sum payment of **EUR 7.500** (including taxes) per each CATAL1.5°T Climathon organised, so the budget should be aligned with this
- Can apply to deliver the CATAL1.5°T Climathon in more than one country receiving no more than EUR 180,000 in two years.
Examples of possible proposals that fit the criteria:
 - Climathons delivered in Benin (one in 2024, and two in 2025) and in Senegal (one in 2024, and two in 2025) = EUR 45.000 (EUR 15.000 in 2024 and EUR 30.000 in 2025)
 - Climathons delivered in all 8 countries (one per country in 2024, and two per country in 2025) = EUR 180.000 (EUR 60.000 in 2024 and EUR 120.000 in 2025)
- Have to commit to delivering all CATAL1.5°T Climathons assigned to the selected country(ies) for the entire duration of the initiative (2024-2025)
- Can propose the location/city for the CATAL1.5°T Climathons; however, please note in line with the requirement of the CATAL1.5°T initiative, capitals and main cities will be prioritised during the selection process.

6.3 Subcontracting guidance

It is acceptable for bidders to sub-contract parts of the service but EIT Climate-KIC is keen to understand which elements of the service this would apply to. In your response, state which sections are proposed to be subcontracted and advise EIT Climate-KIC of the sub-contractor name and address (address is not required for an individual).

If the proposal is part of a consortium, it should be sent by the leading organization, mentioning this and detailing each organizations' role in the proposal.

EIT Climate-KIC require at least one relevant reference including the name and phone number of a current contact within that organisation.

6.4 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with EIT Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT Climate-KIC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between an EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between EIT Climate-KIC and the supplier.

9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.2.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any EIT Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of EIT Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to EIT Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.