



Expression of Interest to establish EIT Culture & Creativity Office in Malta

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1. About EIT Culture & Creativity

EIT Culture & Creativity is an EU-supported partnership dedicated to transforming Europe's cultural and creative sectors and industries (CCSIs) into a competitive, prosperous, and resilient economic force.

Founded in 2023, we are part of the Knowledge and Innovation Communities (KICs) powered by the European Institute of Innovation and Technology, a body of the European Union. Operating across 30 countries, we have teams on the ground in eight locations: our headquarters in Cologne, and offices in Amsterdam, Barcelona, Bologna, Brussels, Helsinki, Košice, and Vienna.

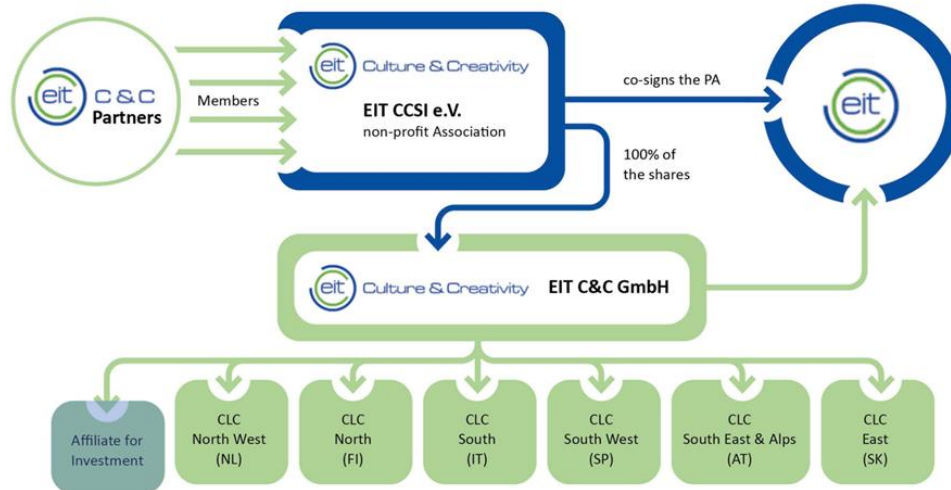
With a community of over 60 partners, we forge lasting connections throughout the CCSIs: linking startups with corporates, entrepreneurs with investors, consumers with industry, research with impact, and ideas with reality.

Our mission is to drive sustainable and inclusive innovation in five key areas: fashion, media, gaming, architecture, and cultural heritage. Through education, business creation, innovation, and social transformation, we support CCSIs in creating meaningful jobs, reducing environmental impact, and fostering social cohesion.

Find out more: www.eit-culture-creativity.eu.



2. The organisation



The EIT Culture & Creativity organisation is made of the KIC LE, EIT Culture & Creativity GmbH, based in Cologne and of 6 co-location centers, branches in charge of the operationalisation of the business plan in 6 different locations across Europe.

The EIT Culture & Creativity GmbH (KIC LE) receives funding from the EIT and is the legal entity driving the ecosystem. A non-profit association is also operating from Cologne (EIT CCSI e.V.) where specific activities are conducted.

All needed information to understand the framework of EIT Culture & Creativity is available on the website, where you can read the [key documents of EIT Culture & Creativity](#). In order to better understand the synergies expected, the applicant can review the [Strategic Agenda](#), the long term strategy of EIT Culture & Creativity.



3. The profile

In cooperation with the EIT Community Hub Malta, EIT Culture & Creativity is looking for the support of a local organisation based in Malta to host an **office of EIT Culture & Creativity**.

The host will offer EIT Culture & Creativity a minimum of 15 sqm of office space to allow the business developers, the Regional Hub Director and other staff from EIT Culture & Creativity to visit the facility and organise meetings with officials and cultural organisations.

The offices will not be used on a daily basis, nevertheless the option to access the offices should remain available all year long (week days only).

EIT Culture & Creativity will need to host at least 2 meetings there, for which the host organisation will provide at least one meeting room and the technical equipment required to facilitate a panel or a discussion with different stakeholders of the region. The host organisation should offer the option to access a large room such as a conference room to organise larger events.

When EIT Culture & Creativity organises an event at the host facility, third party costs will be covered by EIT Culture & Creativity.

The duration of the agreement is expected to be 24 months with an option to be renewed once for a maximum duration of 48 months under the conditions initially agreed upon.

The office will be guided by and will report to the Director of the Regional Hub South in coordination with the EIT Community Hub Malta.

The Ask: The organisation hosting the EIT Culture & Creativity office in Malta should provide in-kind without payment

- Networking competence and facilitation capacity for CCSI players in Malta through an office manager with capacity of at least 0,5 FTE,
- Coordinating of the requests of the EIT Culture & Creativity team and EIT Community Hub Malta,
- Support the organisation of events,
- Close coordination when holding activities and drafting workplans with the EIT Community Officer in Malta,
- An office with a minimum of 15 sqm for up to 2 workstations, including a desk and a chair,
- Meeting rooms, including at least one room where at least 25 people can join,
- A WIFI connection as well as printing and scanning,
- A cleaning service of the offices to guarantee a clean working space where EIT Culture & Creativity can invite other cultural professionals,
- Easy accessibility to the office, by car and public transportation.



4. The expression of interest

All applications must be submitted through [this form](#).

The applicant should provide a proposal including **at least** the following:

- The location of the facility
- A floor plan with photos of the offices in their current condition
- The list of equipment available for the use of EIT Culture & Creativity
- The contact person to support and coordinate the needs of the EIT Culture & Creativity team
- The proposal should only include the in-kind contribution, any services that will be at cost for EIT Culture & Creativity should be clearly identified in the proposal.

No costs incurred by the applicant in preparing and submitting the proposal are reimbursable. All such costs must be absorbed by the applicant.

5. Timeline

Opening of the procedure - publication	13/06
Closing of the procedure	25/07
Award of the procedure	30/07
Signature of the contract	12/08
Start of the service	30/08

6. The evaluation

The proposals **received by the 25/07/2025 5pm CET** will be evaluated internally by EIT Culture & Creativity.

Every criterion will be scored individually by every member of the evaluation committee.

The criteria are scored between 1 and 3 (1 being the lowest and 3 the highest score):

Criteria #	Description	Weight
Criteria 1	Location of the offices	35%
Criteria 2	Equipment and services available	30%
Criteria 3	Dissemination and visibility potential	35%

The proposal(s) received after the set deadline will not be evaluated.

The proposal with the highest score will be selected.



7. General terms and conditions

- All proposals will be treated in confidence. Personal data is treated in accordance with applicable GDPR rules.
- The information that EIT Culture & Creativity will provide in the context of this procurement procedure in writing or verbally are considered confidential and should not be disclosed to any other external parties without prior written approval from EIT Culture & Creativity.
- Final Framework Agreement may be subject to further negotiation if so required.
- It is expected that the relationship between EIT Culture & Creativity and the selected applicant will respect the principle of fairness and loyalty in the execution of the procurement procedure and during the lifetime of the contract.

8. Appeal procedure

1. Submission of appeal:
 - (a) Interested parties who wish to lodge an appeal must do so in writing within three business days from the date of 30st of July 2025.
 - (b) Appeals must be submitted to the designated contact person specified in the RFP documentation.
2. Content of appeal:
 - (a) Detailed description of the grounds for appeal.
 - (b) Supporting evidence and documentation.
 - (c) Contact information of the appellant for communication purposes.
3. Review committee:
 - (a) A review committee will be appointed to oversee the appeal process.
 - (b) The review committee will be comprised of 3 members not involved in the evaluation committee to ensure impartiality in evaluating the appeal.
4. Review procedure:

Upon receipt of an appeal, the review committee will promptly acknowledge its receipt and commence the review process.

The review committee will conduct a thorough examination of the appeal, including:

- (a) Assessing compliance with EIT Culture & Creativity procurement rules and relevant national legislation.
- (b) Evaluating the merits of the grounds for appeal and supporting evidence provided.
- (c) The review committee may request additional information or clarification from the appellant or the contracting authority, if necessary.



5. Decision making:
 - (a) The review committee will render a decision on the appeal within 7 calendar days from the date of receipt.
 - (b) The decision will be communicated in writing to the appellant and the contracting authority.
 - (c) If the appeal is upheld, the review committee may recommend appropriate remedial actions, which may include re-evaluation of bids, correction of errors, or other measures to address the concerns raised in the appeal.
6. Confidentiality and transparency:
 - (a) The appeal process will be conducted with utmost confidentiality to protect sensitive information and ensure fairness to all parties involved.
 - (b) However, to promote transparency and accountability, the review committee can decide to publish it in anonymized form, excluding any confidential information. The appellant has no right to demand such a public publication.
7. Finality of decisions:
 - (a) The decisions rendered by the review committee shall be final and binding on all parties involved.
 - (b) There shall be no further recourse or appeal against the decisions of the review committee, except as provided for by applicable law.
8. Costs and expenses:
 - (a) Each party shall bear its own costs and expenses incurred in relation to the appeal procedure, unless otherwise determined by the review body.
9. Continuation of procurement procedure:
 - (a) The procurement process may continue during the pendency of any appeal, unless otherwise decided by the review committee or required by applicable law.

9. Conflict of Interests

The conflict of interest is defined as *all measures to prevent any situation where the impartial and objective implementation of the service could be compromised for reasons involving family, emotional life, political or national affinity, personal economic interest or any other direct or indirect interest ('conflict of interests'). They must formally notify EIT Culture & Creativity without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.*



The applicant and EIT Culture & Creativity must ensure to collaborate and exchange information respecting fairness, transparency and equal treatment for all parties engaged. It is expected that:

1. The applicant ensures to EIT Culture & Creativity that it is not engaged in a EIT Culture & Creativity funded project, nor engaged in the preparation of an EIT Culture & Creativity proposal;
2. The applicant has no link with any of the person within the EIT Culture & Creativity organisation and cannot access material or information on an exclusive basis;
3. The applicant has no unfair advantage given by a current employee of EIT Culture & Creativity;
4. The applicant will not contact, nor approach any member of the selection committee, nor employee of EIT Culture & Creativity to obtain additional information and/or exclusive information;
5. The applicant will answer the Expression of Interest with fairness.

The applicant acknowledges the code of conduct of EIT Culture & Creativity, publicly available on the website : <https://eit-culture-creativity.eu/about-us/the-library/>

10. Cooperation Contract

The final award does not yet constitute the Cooperation Contract. The Cooperation Contract will be concluded at the time of signature by the applicant and EIT Culture & Creativity. The winning applicant will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Culture & Creativity). The contract has a duration of one year; it can be extended upon joint decision of both parties.

The awarded applicant will ensure to provide its services always being GDPR compliant and will guarantee to EIT Culture & Creativity, even at this stage, that there are the needed safeguards.

