

## REQUEST FOR PROPOSALS

### HOTEL ACCOMMODATION SERVICES IN BERLIN (GERMANY)

Procedure timeline	Type of procedure	Maximum budget up to
25 August 2025 - Go live 9 September - Deadline 12 September - Results	Open	€30,000

**All answers must be sent via this Contact Form**

**<https://eit-culture-creativity.eu/>**





## Summary

1. About EIT Culture & Creativity .....	3
2. The objectives.....	4
3. The services .....	5
4. Timeline .....	6
5. The evaluation .....	7
6. The offer from the tenderer .....	8
7. General terms and conditions .....	9
8. Appeal procedure .....	9
9. Conflict of Interests .....	10
10. Contract .....	11



## 1. About EIT Culture & Creativity

EIT Culture & Creativity is an initiative of the European Institute of Innovation and Technology (EIT). As a Knowledge & Innovation Community (KIC), EIT Culture & Creativity has been designed to strengthen and transform Europe's Cultural and Creative Sectors and Industries (CCSI) by connecting creatives and organisations to Europe's largest innovation network. During the 2023-2027 period, EIT Culture & Creativity will:

- Empower and connect creatives and innovators across Europe and contribute to a more resilient, more sustainable, and transformational sector.
- Unlock value from a multitude of stakeholders through technology transfer, improved cross-sectoral collaboration and their effective integration in production value networks.
- Strengthen artistic driven innovation as an indispensable part of the European Innovation Ecosystem.
- Reinforce the appreciation and anchoring of European values, and identities.
- Harness the unique position of the CCSI to facilitate Europe's Green, Digital and Social transitions.

EIT Culture & Creativity is the EIT's newest Knowledge & Innovation Community (KIC), bringing together 50 partners from 20 countries across Europe, enhancing the 'Knowledge Triangle' of research, education and business with civil society, to create a sustainable ecosystem for European Cultural and Creative Sectors and Industries (CCSI). Leveraging the sectors' diversity as a European way of innovation, the KIC will turn diversity into a strategy to strengthen CCSI's innovation transfer capabilities, simultaneously creating space to become more competitive and attractive globally.

Driving systemic changes, across and within key sectors, EIT Culture & Creativity focuses on CCSI's role as an enabler of delivery to cornerstone EU objectives set out in the Triple Transitions. While the KIC will support cross-sectoral innovations, it focuses on catalysing the transformative power of specific sub sectors with the highest impact for the Green Transition: Architecture; Culture Heritage and Crafts; Product, Process and Service Design; Fashion; Media, Audio-visual and Gaming.

By enhancing the 'knowledge triangle' of research, education and business creation, EIT Culture & Creativity connects leading organisations along the entire value chain from individual artist and designers to SMEs (small-to-medium enterprise) to established industry, academic and research institutions, as well as the public sector to promote entrepreneurship, innovation, education and cooperation in Cultural & Creative Sectors & Industries across Europe.





## 2. The objectives

EIT Culture & Creativity is planning to organise a Kick off event for its Incubaton programme in Berlin in September 2025 (tentative dates: 22-24 September).

Through this RFP, EIT Culture & Creativity aims to achieve the following:

1. **Secure high-quality hotel accommodation** for up to 30 participants in single rooms attending a multi-day event in Berlin, ensuring convenience and comfort.
2. **Ensure proximity and logistical simplicity**, with all accommodation located at a reasonable distance from Berlin's Friedrichshain (near Warschauer Straße / East Side Gallery) area to allow for easy and quick access.
3. **Establish a cost-effective agreement** with clear pricing, flexible booking terms, and direct communication with the hotel, excluding any third-party intermediaries.



### 3. The services

All tenderers must meet the following minimum requirements:

- **Eligibility:** Only proposals submitted **directly by hotels** will be accepted. Offers from intermediaries or booking platforms will not be considered.
- **Location:** The hotel must be situated **at a reasonable distance** from to Friedrichshain (near Warschauer Straße / East Side Gallery) Berlin Amsterdam, either within walking distance or accessible by direct public transportation within 20 minutes.
- **Availability:** Accommodation on individual rooms for up to 30 guests for **three nights** (September 21, 22, 23 2025), with check-out on September 24, 2025.
- **Room Features:** Each room must include Wi-Fi, private bathroom, and daily cleaning.
- **Experience:** Demonstrated ability to manage medium-sized group bookings for events or conferences.
- **Financial Terms:** The offer should include clear pricing per room, per night, with options both with and without breakfast. All applicable taxes and fees must be included. Flexible booking terms and transparent cancellation policies should also be clearly stated.
- **Language:** All proposals must be submitted in **English**.



## 4. Timeline

Opening of the procedure	25 August 2025
Closing of the procedure	9 September 2025
Communication of the results	12 September 2025
Appeal period	15 September 2025
Final negotiations and confirmation of booking	17 September 2025
<b>Signature of the contract</b>	18 September 2025

During the time of the procedure, the EIT Culture & Creativity team will receive questions via email and provide an answer within 24 hours.



## 5. The evaluation

The proposals **received by the 9 September 2025, 17:00 CET** will be evaluated by 3 people (the evaluation committee).

**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
Location & Accessibility	Ease of access to to Friedrichshain (near Warschauer Straße / East Side Gallery) for participants. Proposals closer to the venue and offering simple logistics for group check-in will score higher.	40%
Cost of the service	Overall cost per room, including taxes and services (Wi-Fi, breakfast, etc.) in relation to the quality of the offer. Proposals with clear, competitive pricing and flexible terms will score higher.	35%
Quality & Group Experience	Quality of accommodation and amenities, experience hosting group bookings, and ability to meet group needs. Hotels demonstrating prior experience with similar events or conferences will be rated higher.	25%

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

The tenderer with the higher score will be awarded.



## 6. The offer from the tenderer

Each proposal should include:

- Hotel name, address, contact person (name, phone, and email).
- Number and type of rooms available for the specified dates.
- Price per room, per night, including VAT and all applicable taxes/fees.
- Logistics option(s) to Friedrichshain (near Warschauer Straße / East Side Gallery)
- Description of included services and amenities.
- Terms for booking, modification, and cancellation.
- Experience with hosting similar groups, if applicable.
- Any additional benefits offered for group stays.

The offer must be submitted to the dedicated link:

<https://forms.monday.com/forms/ab8549860c287e672473b2fe5a45f7c9?r=euc1>

*No costs incurred by the tenderers in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.*

*EIT Culture & Creativity may request clarifications or additional information from tenderers during the evaluation process.*

*EIT Culture & Creativity reserves the right to negotiate with shortlisted providers before final selection.*





## 7. General terms and conditions

- All proposals will be treated in confidence. And any personal data, and data generally, 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.
- Data protection rules are followed according to GDPR.
- 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 [3] from the date of 10<sup>th</sup> of September 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's decisions may be published in anonymized form, excluding any confidential information.
- 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 tenderers 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 tenderer 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 tenderer 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 tenderer has no unfair advantage given by a current employee of EIT Culture & Creativity;
4. The tenderer 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 tenderer will answer the RFP with fairness and will not

The tenderer, or employee of EIT Culture & Creativity must informed immediately the contact person of the RFP if any irregularity is identified.

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

## 10. Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the tenderer and EIT Culture & Creativity. The winning tenderer will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Culture & Creativity).

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract will be awarded for the execution of the proposed services.

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

