



INVITATION TO QUOTE (ITQ):

Consultancy support for Low Carbon Innovation
and business development
Ref: ECCI/CK/2020/01

KEY MILESTONES/DEADLINES:

29 April 2020	Issue of ITQ
5pm, 15 May 2020	Deadline for submission of quotes
18 – 22 May 2020	Review of quotes*
22 May 2020	Orders placed*
1 June 2020 – 15 December 2020	Contract period

*Please note the above dates are given as guidelines only and are subject to change

29 April 2020

Dear Supplier

INVITATION TO QUOTE FOR

“Consultancy Support for Low Carbon Innovation and Business Development”

You are invited by the University of Edinburgh to quote for the provision of services coordinated by ECCI on behalf of the University of Edinburgh as detailed below. Your quotation must be received by **the time and date specified on the front page of this document**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

If you cannot supply the exact service the University needs, you may suggest alternatives that meet the specification, whilst complying with any minimum standards and the primary outputs expected from equipment of this nature. Please clearly show the benefits of any such alternatives.

By providing us with a quotation you agree to be bound by the University of Edinburgh’s [Terms and Conditions](#) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation to Quote should be addressed to Kristin Hopfe (kristin.hopfe@ed.ac.uk).

Yours faithfully

Jamie Brogan
Head of Innovation and Skills
Edinburgh Centre for Carbon Innovation
On behalf of the University of Edinburgh and ECCI

ITQ Schedule 1: Statement of Requirements

Introduction

The Edinburgh Centre for Carbon Innovation (ECCI) www.edinburghcentre.org has a successful track record in supporting low carbon businesses and providing expertise to accelerate the development of new low carbon products and services. ECCI will be building on the third year of EIT Climate-KIC delivery and will be delivering number of existing and new start up and business development support services for Scotland funded by EIT Climate-KIC (EIT funded), the largest entrepreneur network in Europe. www.climate-kic.org

ECCI is a partner of EIT Climate-KIC and will be providing the sourcing, selection of participants and the support mechanisms for delivering a number of competitions and accelerator programmes (mentoring and workshops) as well as ClimateLaunchpad. ECCI require consultants with experience of working with early stage and developing businesses, entrepreneurs and climate change stakeholders in a number of key markets to support and widen ECCI's current low carbon innovation work through providing suitable support to start ups, developing and commercial stage companies. These services will be based on the following directives:

- Innovative start-up businesses are a key ingredient of dynamic innovation clusters.
- ECCI wants to ensure a lively start-up community in both Scotland and Edinburgh's city-region cluster, with a focus on innovation for tackling climate change.
- Our accelerator model has proven results, and involves a hands-on support model with a series of stages and reviews to ensure new climate-positive businesses are well equipped for growth. This includes training and workshops as well as industry advice and contacts.
- Sustainable business Training & Skills are essential to successful low carbon start-ups.
- The model offers an opportunity for other parties to invest – both locally and nationally – to grow the number of businesses receiving accelerator support and increasing the chances of forging a new climate economy.
- We need to learn from our international partners and EIT Climate-KIC offers many opportunities through both existing and new networks.

ECCI requires suitable consultants to support a range of new and existing low carbon entrepreneurs and enterprises involved in the key programmes. Please select the programmes you are applying for and provide evidence of relevant experience within your application.

ENTREPRENEURSHIP PROGRAMMES

- Accelerator covering business model development, and planning, product testing/feasibility through to investment, market testing, exporting and commercial viability. <http://www.climate-kic.org/for-entrepreneurs/accelerator/>
- ClimateLaunchpad – an annual nationwide competition requiring SME training in business planning, pitching skills, market research and investment/commercialisation. <http://climatelaunchpad.org/>

EIT CLIMATE-KIC PROJECTS

- Project delivery and management (including bid writing) within EIT Climate-KIC thematic areas – this includes urban sustainability, sustainable land use, sustainable production systems and decision metrics and finance as well as local themes: data driven innovation and rural and water based innovations.

KEY AREAS OF EXPERTISE

Key areas of expertise are required in 2020 in the following areas:

- Proven Business Model development and validation.
- Experience of successfully developing a new business/or businesses.
- Product Testing, Funding and Investment – advising, sourcing, preparing and linking suitable entrepreneurs with investment, grants and expertise.
- Training and Leadership – providing skills training, market awareness and knowledge exchange to support business development. Topic include: sales & marketing, investment, teams & people, market review, financial planning, etc.
- Knowledge in key areas of climate impact reduction and key market opportunities in the low carbon economy, e.g. energy efficiency, waste reduction, resource optimisation, circular economy, sequestration.
- Knowledge of areas supporting technology and process change, e.g. product development, intellectual property and systems innovation,
- Market Development and Networking – using business insights and contacts to facilitate new market opportunities for Accelerator companies.
- KPI and milestone support, in particular setting and supporting early stage companies to set and achieve business goals and deadlines.

Background

Introducing EIT Climate-KIC (Climate Knowledge and Innovation Community) operating since 2010, EIT Climate-KIC is Europe's largest public-private partnership focused on innovation for tackling climate change. The mission is to bring together, inspire and empower a dynamic innovation community to build a net-zero carbon economy and climate resilient society. By 2021 EIT Climate-KIC aim to be:

- A global leader in climate and sustainable innovation, recognised for delivering impact
- The trusted partner for all climate innovation actors, supply-side, demand-side and enablers
- Provide centres of excellence with the very best people to inspire and support climate leaders and innovators
- Provide a compelling choice for funders looking to support climate innovation.

EIT Climate-KIC works across Europe through a series of geographical units, each delivering interconnected innovation programming that includes education and training, start-up business support and larger scale demonstration trials. The UK and Ireland is one such unit and is responsible for fostering a dynamic climate innovation ecosystem to **create jobs, reduce emissions and strengthen resilience**. In the UK and Ireland our approach is to:

- Accelerate the evolution of climate innovation clusters based on local competitive advantages
- Support game changing innovation ideas and projects aligned to EIT Climate-KIC's thematic focus (Urban Transitions, Land-use, Sustainable Production Systems and Decision Metrics and Finance) and in a way that maximises the added value of EIT Climate-KIC's pan-European innovation network.
- Demonstrate leadership in the role as a climate innovation catalyst.

Approach

Evidence shows that radical and fast-paced innovation is most likely achieved through dense, geographically-concentrated clusters of companies, start-ups, researchers and financiers, backed by supportive public bodies and policies. Such innovation clusters can become engines of local economic growth and have profound impacts nationally, regionally and globally.

In Scotland ECCI will:

- Identify innovation clusters with relevance to climate change that already exist, create new ones as required and work with strong political leaders and strategic partners to add a focus on climate-positive innovation.
- Seek to involve a wide-variety of different actors in a cluster ecosystem, recalling that innovation can come from many different quarters and involves changing approaches and behaviours as well as technology.
- Recognise that successful innovation clusters tend to have a mix of ingredients, and while some of those ingredients can be strengthened in the short-to-medium term, others will take much longer (e.g. low quality of life, poor infrastructure). Some missing ingredients could be major obstacles to rapid cluster development, whereas others like connections between actors, start-up finance and tailored skills development can be more readily strengthened.

Focus

In addition to the following background information on Climate-KIC themes, it is important to note that Climate-KIC has made a conscious and strategic shift in portfolio investment towards the ambition to deliver innovation at scale.

Innovation-as-usual, which is typically siloed and focused on ‘supplying’ the market with technology-led solutions – is not delivering a 1.5 degree world. Innovation is essential, but not as we have been doing it. We need innovation to catalyse systemic change.

In 2019, EIT Climate-KIC launched eight ‘Deep Demonstrations’ as a test bed environment for the 1.5-consistent systems transitions called for by the IPCC, European policymakers and our own strategy and Theory of Change.

<https://www.climate-kic.org/programmes/deep-demonstrations/>

ECCI currently runs two Deep Demonstrator projects which Accelerator companies can connect to:

- Healthy Clean Cities: a partnership with the City of Edinburgh Council on the delivery of Net Zero by 2030 for Edinburgh
- Landscapes as Carbon Sinks: a partnership across the landscapes and land use sector to support this sector in its essential contribution to a Net Zero uk by 2045

EIT Climate-KIC has four key thematic areas which ECCI anticipates supporting businesses in through this contract: <http://www.climate-kic.org/themes>

1. Urban Transitions

Climate change and the demands of booming urban populations pose a major challenge for infrastructure, buildings, energy supply, water systems and drainage, sanitation, waste management, housing and mobility. Cities need to be able to deal with climate risks and impacts (flooding, temperature rise, urban heat islands) and move to more sustainable, zero-carbon and resilient ‘circular’ pathways. The onus is on cities to improve air quality, reduce emissions, waste and resource use, and at the same time promote wellbeing, public health and social balance resulting in ‘restorative’ cities. Meeting these ambitions will demand trillions of investment, and innovation in systemic thinking, governance and financing. This is a major opportunity for a new, sustainable market to emerge harnessing the creativity, skills and economies of scale that exist within urban environments to produce new systemic solutions. EIT Climate-KIC’s Urban Transitions catalyses urban transformation through collaboration and systemic innovation across infrastructure, governance and investment (in collaboration with EIT Climate-KICs Decision Metrics and Finance theme).

2. Sustainable Production Systems

The dominant take-make-dispose model of production and consumption represents a high level of inefficiency in resource use. In the face of climate change and

increasing vulnerability in supply chains, there is a need to design out emissions and waste, optimize and share resources, develop synergies between industrial systems and build resilience. EIT Climate-KIC's Sustainable Production Systems theme is building a new foundation for industry in Europe, fostering innovation that decouples economic growth from unsustainable resource use and greenhouse gas emissions. We develop and champion climate-friendly and economically viable circular models of manufacturing that will deliver a carbon-neutral European economy

3. Sustainable Land Use

The extensive demands on natural resources, and the interactions between land use and ecosystems services make the agriculture, food and natural resources sector complex in terms of sustainability. With the impact of climate change, there is a need to build resilience into food and forest supply chains, and, at the same time, drive transparency and traceability. There is a need for a coordinated approach that addresses externalities and efficiency across the value chain.

EIT Climate-KIC's Sustainable Land Use theme supports approaches that decarbonize agriculture, making it more efficient and productive. We foster innovation in the bio-economy that builds resilience into global food and forest value chains. We promote integrated, sustainable land use, coalescing production and sequestration.

4. Decision Metrics and Finance

The Paris Agreement has united the globe in its fight against global climate change and has set ambitious targets. While it is clear that many solutions already exist, there still remains a big challenge: scaling up the innovative solutions quickly enough to a level consistent with the targets set. The fact that even current targets are not sufficient to stay on track is exemplified by the fact that countries will examine in 2019 whether and how to tighten targets. With respect to mobilizing the required finance, in infrastructure alone for example roughly \$93 trillion of infrastructure designed to be low-emission and climate-resilient will need to be built globally in the next 15 years.

Coverage

Based on research about the current status of clusters around the UK, the existing connections of EIT Climate-KIC and our desire to generate greater programming coverage across the UK, focus is on the cities London, **Edinburgh** and Dublin. ECCI is the delivery vehicle for Edinburgh & Scotland.

Key areas of delivery for The University of Edinburgh, EIT Climate-KIC and the Scottish Government

Within the UK & Ireland 'node' of EIT Climate-KIC, and connected to our current deep demonstrator projects, ECCI and Edinburgh have been asked to identify and support

ideas, individuals and enterprises with a particular focus on opportunities from within the following areas of added value;

1. Data Driven Innovation
2. Rural and Water based innovations
3. City change enablers
4. Land use optimisation for carbon sequestration

Hard Project Outcomes

This project has some key indicators and targets, e.g. number of start-ups supported, number of products/services launched on the market, investment attracted, and climate impact forecasts/projections of all supported start-ups.

Reporting and collection of KPI's are an essential part of the framework tasks for ECCI and EIT Climate-KIC. We require companies to deliver efficient and organised paperwork submitted to set deadlines along with regular reporting as requested by ECCI.

It is anticipated that a number of consultants are appointed to this framework depending on experience and areas of expertise. Please indicate which service and/or thematic areas are most applicable to your application.

Consultants on this framework **will not be allowed** to deliver private financial contracts or partnerships for any of the businesses supported in any of the current programmes without prior written consent from ECCI. Failure to ask for consent could affect the awarded contract.

Soft Project Outcomes

ECCI will require interested consultants to provide innovative ways of supporting and training/mentoring businesses and entrepreneurs across Scotland, some in remote regions. It is not expected that all supported organisations will be based in Edinburgh. Limited Travel expenses and materials may be provided (in addition to day rates) with prior written agreement from ECCI and a case must be provided as to why the travel costs are necessary. Suppliers may be required to attend 'coaches' meetings to update ECCI on the businesses progress.

ECCI would like to evaluate the softer outcomes of project and the services provided and what has been achieved. We would like the successful consultant/s to provide a view of the outcomes we may wish to consider and how they could be measured e.g. carbon emissions, economic impact.

It is envisaged that significant stakeholder engagement will be required with the SMEs, Networks, support agencies and low carbon stakeholders including finance/investment. ECCI is very interested to adopt the most appropriate approach to this to gather and record the maximum amount of information on appropriate contacts and market information to support the project.

ITQ Schedule 2: Specifications

Information to be provided in the tender response:

- Name of Contact for this Tender
- Position
- Company Name
- Address
- Telephone number
- E-mail
- Website address (if applicable)
- Address of Registered Office (if applicable)
- Company Registration Number (if applicable)
- VAT registration number (or: alternative EU registration number)
- A copy of Public liability, professional indemnity and/or employer's liability insurance certificates as appropriate.
- Completed Form of Tender (Schedule 3)
- Completed Pricing Schedule (Schedule 4)
- Confirmation that no conflict of interest would arise if you were successful in being awarded the Contract

Any tender that does not accord with all the requirements herein and in the covering letter may not be considered.

Key points for tender response completion

- The tender and all requested enclosures must be submitted in the English language
- The tender response should be NO MORE than 5 pages long. The tender response MUST specify which programmes the consultant can deliver and illustrate the approach, knowledge, experience and capability of the tendering organisation and/or individuals in relation to the achievement of the outcomes sought and illustrated above.
- The tender must include a risk matrix.

Fees and Costs

- All Charges must be shown in Pounds Sterling and entered exclusive of VAT. The Contractor(s) will be paid in Pounds Sterling
- The response to the Pricing Schedule (Schedule 5) will be used to commercially evaluate the cost element of your response.
- The contract value available is based on an hourly rate of £55. This is exclusive of VAT and the University would welcome quotations for less than this maximum amount. It is anticipated that multiple contractors will be awarded and each successful candidate would receive between 10 to 20 days (equivalent) per year

across all EIT Climate-KIC service areas. (However this an estimate and there may be more or less days available). There will be no guarantee of work/hours.

- Quotations should include the hourly rates of all named individuals and roles to be completed within the contract.

Tender Evaluation Criteria:

The quotation will be evaluated using the following criteria and weightings:

- | | |
|---|-----|
| • Value for money | 20% |
| • Mentoring approach | 20% |
| • Demonstration of previous relevant experience and added value | 50% |
| • Outcomes and reporting approach | 10% |

Variations to the Contract

Any variations required must follow the Change Control Procedures detailed in the Terms and Conditions.

ITQ Schedule 3: Form of Tender

*I/We the undersigned do hereby contract and agree on the acceptance of the tender by The University of Edinburgh, to provide the Statement of Requirements in accordance with the Schedules, and, where ordered by the Contract, delivery of the Contract and at the Charges entered in the Pricing Schedule and in accordance with the Terms & Conditions which appear in this set of documents.

*I/We the undersigned undertake that we have submitted a tender in accordance with the following documents:

This Invitation to Tender Letter;

Schedule 1	Statement of Requirements
Schedule 2	Specifications
Schedule 3	Form of Tender
Schedule 4	Pricing Schedule

*I/We agree to abide by this tender from **5PM on 15 May 2020**, the date fixed for receiving tenders, until the award of the Contract.

*I/We understand that The University of Edinburgh is not bound to accept the lowest or any tender and shall not be bound to use the Contractor as a sole supplier.

*I/We understand that the Contract will be awarded in late May 2020 unless The University of Edinburgh or the Contract is terminated in accordance with the provision of the Terms and Conditions.

Signature and date:	
Name (Block Capitals):	
Designation:	

Duly authorised to sign Tenders for and on behalf of:

Name of Tenderer	
Nature of Firm/Individual(s) ¹	
Key Contact Address:	
Telephone number:	
E-mail	

¹ It must be clearly shown whether the Tenderer is a limited liability company, statutory corporation, partnership, or single individual trading under his own name.

ITQ Schedule 4: Pricing Schedule

The contract value available is based on an hourly rate of £55. This is exclusive of VAT and the University would welcome quotations for less than this maximum amount.

Staff / Consultant name and role	Hourly Rate
Other Costs	
Total Net Cost	
VAT (if appropriate)	
Total Submitted Cost	

Completed by:	Position in Company:
Signature:	Date:

Please provide additional price detail within attached documents if necessary and make a clear note of what these documents are called when making your submission.

1. Tenderers must note that:

- 1.1 All costs should be inserted into the relevant column of the pricing schedule above.
- 1.2 All Charges must be shown exclusive of VAT but be inclusive of materials, overheads and profit

2 Invoicing & Payment

- 2.1 The Contractor will be required to submit invoices (including timesheets) on a monthly basis at the end of the calendar month. Work must be to the satisfaction of ECCi and the University of Edinburgh in accordance with the Terms & Conditions. Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge.
- 2.2 Payment will be made to the Contractor within 30 days of receipt of a valid invoice. Subject to University of Edinburgh processes.