



THE UNIVERSITY *of* EDINBURGH

INVITATION TO QUOTE (ITQ):

GreenQ Workshop Development & SME Conference

Ref: ECCI/GREENQ/2

KEY MILESTONES/DEADLINES:

21 October 2020	Issue of ITQ
3 November 2020, 5pm	<u>Deadline for submission of quotes</u>
3 day period thereafter	Evaluation and assessment
6 November 2020	Award notification*
By 20 December 2020	Delivery

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



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21 October 2020

Dear Supplier,

INVITATION TO QUOTE FOR: Workshop Development & SME Conference

You are invited by the University of Edinburgh's Edinburgh Centre for Carbon Innovation (ECCI) to quote for the provision of *the GreenQ support service* 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. The total including VAT must not exceed €20,000 (Euros).

The location where services will be performed are in Shanghai, China, at the Edinburgh Centre for Carbon Innovation, High School Yards, Infirmary Street, Edinburgh EH1 1LZ and flexibility using online technologies.

If you cannot supply the exact services 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 Ed Craig at ed.craig@ed.ac.uk.

Yours faithfully

Ed Craig

Director Innovation, ECCI



Appendix 1: Specification

Quantity: 1

Description/Brief:

ECCI is one of the University of Edinburgh's impact and innovation centres, with a successful track record in supporting low carbon businesses and providing expertise to aid the development of new low carbon products and services.

ECCI has partnered with **Climate-KIC**, the largest climate entrepreneurship network in Europe to provide support to low carbon start-ups. ECCI executes programmes that provide a hands-on support model with training and skills workshops, mentoring with experts, funding, industry advice and contacts in the low carbon sector.

The **Green Q** Programme is unique programme focusing specifically on Sino-European **Green** Innovation and Entrepreneurship cooperation to enable the adoption and adaption of world class green solutions into the Chinese market to accelerate the decarbonisation of the world's second largest and fastest growing economy and representing over 30% of the world's carbon emissions.

The programme's purpose is;

- To rigorously and effectively support a selected number of the best EIT Cross-KIC Accelerator Stage-3 or later start-ups to become familiar, informed and actively engaged and impactful with Chinese partners in the Chinese, Asian & Global market.
- To identify, enable and accelerate the formation of partnerships, opportunities and business engagement between Europe and Chinese organisations and their innovation and entrepreneurship ecosystems.

Green Q has been structured to provide support and guidance in advance to selected motivated high growth start-ups attempting to scale their business through partnerships in China. A tailored programme, matched with intensive support and world class facilities and logistics support will enable entrepreneurs to identify, develop and secure strategic partnerships that enable manufacturing and production, market access or technology enhancements vital to grow their core business.

Over an 8 week period, selected start-ups will receive cultural, sector-specific, legal and financial seminars, access to senior government, business and financial figures and secure three corporate placements with suitable potential partners in the greater Shanghai region.



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ECCI require consultants with experience and relationships with;

- A) Workshop design, development and execution in an online format
- B) Support to shape and enable the content and delivery of the GreenQ China Conference in December

This tender is specifically for providing:

A consultant who can design and execute one or two effective 2-3 hour online workshops on behalf of our 13 start-up businesses. The themes of these workshops have been established and we are seeking a workshop focusing on;

- a) Legal advice and guidance regarding engaging in partnership activities and registering and developing a business in China
- b) Accessing finance and investment in China

These workshops should be tailored towards small start-up businesses with a strong interest and limited track record in working in China. The workshops should be interactive, facilitate and encourage tailoring of knowledge delivery to the participants and feature a small number of recognised and reputable experts able to deliver clear, experience based information.

We would also anticipate that following each workshop, the consultant would arrange a one-to-one meeting for 1 hour with each of the 13 start-up SMEs to provide an aftercare service and answer further questions.

We anticipate the consultant must take logistical control regarding the arrangements and meetings between the experts, start-ups and other actors engaged in the process and ensure an effective online communication is established and the meeting is administered.

In addition, we are seeking our consultant to provide input to enable the content and delivery of the GreenQ China Conference in December, especially accessing Chinese key note speakers and organisations to present and attend to listen to the start-up SME presentations. Essentially these will be organisations interested in the services of these start-up SMEs and the winning consultant will support positive referrals and communications between Chinese attendees and the presenting start-ups.

Core deliverables required:

Number	Indicator
1	Two, 2-3 hour online workshops for 13 start-up organisations featuring high quality and reputable speakers, tailored to the audience needs
2	26, one hour follow up conversations (2 per start-up) in the week following the workshop to discuss and deal with further questions and challenges.



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2	Identification of 1 or 2 individuals / organisations willing and relevant to speak at the GreenQ China Conference in December
3	Identification and registration of a minimum of 10 individuals / organisations to attend and engage at the GreenQ China conference in December

Fees and costs:

The total fee payable (including expenses, including VAT) is €20,000. The University of Edinburgh would welcome quotations for less than this maximum amount.



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To apply:

1. Illustrate the knowledge, experience and capability of the tendering organisation and/or individuals in relation to the achievement of the outcomes sought and illustrated above.
2. Be no more than 2-3 pages outlining your approach to the work (how you will deliver the interactive workshop for low carbon start-ups, topics covered, activities, any handouts and take away information provided) and considering the key award criteria noted below.

Award criteria:

The following criteria will be utilised to assess all quotations received:

- Value for money (20%)
- Methodology and approach (30%)
- Demonstration of ability to support low carbon start-ups (30%)
- Outcomes proposed (20%)

All information created for the conference (e.g., PPT slides, hand-outs) must be provided to ECCI for our records and contacts provided in spreadsheet form of organisations engaged in the programme.