Interreg NEXT MED

Co-funded by the European Union

YIELD

Academy of Scientific Research And Technology
اديمية البحث العلمي والتكنولوجيا

TERMS OF REFERENCE

External Expertise and Services for YIELD WP4

Entrepreneurship Acceleration, Pitching and Storytelling

Project	Youth Innovators Entrepreneurship Launchpad for Deep Tech (YIELD)
Project code	A_Y_1.2_0618
Programme	Interreg NEXT MED Programme 2021-2027
Contracting authority	Academy of Scientific Research & Technology (ASRT), Egypt - Project Partner 4
Procurement type	External expertise and services contract
Publication	First week of Sep 2026
Indicative implementation	From contract signature for up to 14 weeks, with final completion no later than 30 Nov 2026
Working language	English

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1. Procurement Information

Item	Requirement
Contracting authority	Academy of Scientific Research & Technology (ASRT), Egypt, acting as Project Partner 4 under YIELD.
Subject	External expertise and services for WP4 entrepreneurship acceleration, pitch development, and regional pitching and storytelling webinars.
Applicable procedure	Simplified service procurement under Annex II to the Financing Agreement, together with applicable Egyptian rules and ASRT procedures.
Target beneficiaries	10 Egyptian YIELD teams for tailored mentoring and pitch development; 50 YIELD teams across 10 challenge networks for regional webinars.
Tender preparation period	At least 30 calendar days from dispatch of the invitation to tender.
Commencement	Only after completion of the procurement process, any applicable standstill period, and signature of the service contract.
Contract duration	Up to 14 weeks from the commencement date, with final completion no later than 30 Nov 2026, unless a duly approved written amendment is issued within the applicable project and procurement rules.
Maximum budget	The financial ceiling, where applicable, is stated in the procurement notice issued with this ToR. A tender exceeding a published ceiling will be rejected.
Tender validity	At least 90 calendar days from the submission deadline.
Language	Tender documents, delivery and reporting: English.
Price currency	EGP, contract currency. VAT and other taxes must be identified separately.

This ToR forms part of the procurement dossier and shall be read together with invitation to tender ,FAQ, instructions to tenderers, financial offer form, declarations and draft contract. In case of an administrative inconsistency, the formally issued procurement notice or invitation prevails for submission logistics; the signed contract prevails for contract performance.

2. Project Background and Contract Context

Youth Innovators Entrepreneurship Launchpad for Deep Tech (YIELD) is a 24-month transnational project co-funded by the European Union under the Interreg NEXT MED Programme 2021-2027. It supports young innovators and students in developing early-stage deep-tech concepts addressing Blue, Green, Circular and Eco-innovation challenges in the Euro-Mediterranean region.

ASRT is the Egyptian project partner and coordinator of Work Package 4. Under the approved YIELD methodology, ASRT supports 10 Egyptian entrepreneurial teams through three tailored mentoring sessions per team and contributes the regional pitching thematic module through 10 online webinars - one webinar for each challenge network.

The contractor will provide entrepreneurship acceleration, pitch development, pitching and storytelling services and the associated documentation. The assignment does not include specialised deep-tech technical workshops, laboratory or prototyping services, engineering development, investment brokerage, direct financial support, or legal representation.

3. Objective and Expected Results

The objective is to contract a qualified service provider capable of delivering and documenting high-quality entrepreneurship acceleration services under YIELD WP4.

- Deliver 30 tailored online mentoring sessions for the 10 Egyptian YIELD teams - three sessions per team - and support each team to produce a finalised pitch deck suitable for YIELD assessment and external presentation.
- Design and deliver 10 regional online pitching and storytelling webinars, one for each YIELD challenge network, serving the 50 YIELD teams across the consortium.
- Provide complete, accurate and verifiable reports, attendance evidence, training materials, feedback data and an organised digital archive for project monitoring, control and audit purposes.

- Apply an inclusive, practical and challenge-sensitive approach suitable for early-stage teams with mixed technical and business experience.

4. Scope of Services

4.1 Inception, coordination and team diagnostics

- Hold an inception meeting with ASRT immediately after contract signature to confirm the delivery calendar, roles, reporting templates, communication channels, quality controls, data-protection arrangements and beneficiary contact process.
- Review the profiles of the 10 Egyptian teams and prepare a concise diagnostic covering entrepreneurial maturity, value proposition, problem-solution fit, customer and market assumptions, pitch readiness, team capacity, basic financial logic and priority mentoring needs.
- Prepare a realistic delivery plan that sequences mentoring, pitch development, webinars, reporting and review cycles within the contractual period.
- Use the YIELD templates and methodological guidance supplied by ASRT. Proposed adaptations require prior written approval and may not change the approved outputs or quantities.

4.2 Tailored mentoring and pitch development for 10 Egyptian teams

The contractor shall deliver three online 1-to-1 mentoring sessions for each of the 10 Egyptian teams, for a total of 30 sessions. Each session shall normally last approximately two hours. Any material change in duration or format requires prior written approval by ASRT and may not reduce the expected level of effort or outputs.

Session	Focus	Minimum content
1	Diagnostic and readiness profiling	Confirm the team baseline; assess problem-solution fit, value proposition, customer assumptions, market potential, team roles, evidence, preliminary technology and market readiness considerations, and immediate mentoring priorities.
2	Pitch deck development	Develop the commercial narrative and deck structure, including problem, solution, opportunity, customer and market logic, competition, business model, traction or evidence, team, milestones, financial needs and use of funds.
3	Pitch review and delivery practice	Review and refine the draft deck; incorporate authorised project feedback; improve story flow, visual logic, time discipline, verbal delivery, audience adaptation, question handling and next-step action plan.

Minimum outputs from this component:

- 10 consolidated mentoring reports - one report per team covering all three sessions, progress achieved, recommendations and agreed next steps.
- 10 finalised pitch decks in editable format, aligned with the YIELD pitch template and accompanied by a PDF version where requested.
- Session agendas, attendance or platform evidence, mentoring notes, feedback forms and version-controlled final files.

4.3 Regional pitching and storytelling webinars

The contractor shall design, organise, deliver and report on 10 live online webinars on pitching, storytelling and pitch delivery. The same core thematic module shall be delivered once for each of the 10 challenge networks, with challenge-relevant examples, cases and exercises. Across the 10 sessions, the webinars shall serve the 50 YIELD teams as coordinated by ASRT and the consortium.

- Quantity and duration: 10 webinars, normally approximately two hours each.
- Core content: pitch purpose and audience; narrative structure; translating technical ideas into clear business value; evidence and traction; slide hierarchy; visual discipline; delivery under time constraints; audience adaptation; question handling; and common pitch risks.
- Format: concise expert input, challenge-relevant examples, practical exercises, participant interaction and structured feedback.
- Materials: webinar agenda, branded presentation, exercises, templates or worksheets, and any agreed follow-up resources in editable format.
- Outputs: 10 webinar activity reports - one per challenge network - with attendance, evidence, evaluation results, issues and recommendations.
- Recordings: only where authorised in writing by ASRT and supported by the required participant notices and consent. Where recording is not authorised, attendance exports, screenshots and reports shall provide the evidence trail.

4.4 Cross-cutting delivery requirements

- Coordinate experts, schedules, online platforms, agendas, beneficiary communications and documentation, unless ASRT confirms that a specific function will be handled directly.

- Ensure practical, respectful, inclusive and founder-oriented delivery. Materials shall be accessible and understandable to teams with varied technical, linguistic and business backgrounds.
- Use digital-first and environmentally responsible methods and avoid unnecessary printing.
- Maintain version control and a complete digital file of all activities, evidence, feedback, approvals and final deliverables.
- Immediately notify ASRT of any risk affecting timetable, quality, attendance, confidentiality, data protection, conflict of interest or cost eligibility, and propose corrective action.

5. Deliverables and Timetable

Week 1 begins on the contractual commencement date. Activity reports shall be submitted within five working days after each activity unless an earlier deadline is stated. ASRT may adjust individual session dates within the overall duration to reflect beneficiary availability and consortium coordination, without changing the quantities, scope, contract value or final deadline unless a written contract amendment is validly executed.

Ref.	Deliverable	Minimum content	Deadline
D1	Inception and quality package	Detailed work plan and calendar; roles and expert allocation; communication and beneficiary-contact plan; webinar plan; risk register; quality-assurance, reporting, data-protection and consent arrangements.	Within 7 working days after contract signature
D2	Team diagnostics and confirmed schedule	Diagnostic summary for 10 Egyptian teams; confirmed mentoring calendar; identified support priorities; webinar delivery schedule.	Within 10 working days after contract signature
D3	Mentoring and pitch completion package	30 mentoring sessions; 10 consolidated mentoring reports; 10 finalised pitch decks; attendance and session evidence; feedback and file index.	By the end of Week 10 and no later than 10 Nov 2026
D4	Regional webinar completion package	10 challenge-based webinars; 10 webinar reports; branded training materials; attendance, evaluation and evidence package.	By the end of Week 12 and no later than 15 Nov 2026
D5	Final report and audit-ready archive	Final narrative report; output summary; beneficiary feedback; lessons and recommendations; unresolved issues and corrective actions; complete indexed digital archive of accepted deliverables and supporting evidence.	Within 10 working days after the last activity and no later than 30 Nov 2026

The contractor shall not begin service delivery before the contract is signed. If the procurement timetable results in a later commencement date, ASRT will confirm a feasible final delivery calendar before contract signature, consistent with the latest approved YIELD implementation schedule and applicable procurement rules.

6. Reporting, Quality and Acceptance

6.1 Reporting and evidence

- Each activity report shall state the activity title, date, duration, platform, objective, agenda, expert names, participants, content delivered, exercises used, questions raised, results, evaluation findings, issues, recommendations and next steps.
- Online attendance shall be supported by platform exports, registration records or equivalent verifiable evidence. Screenshots may supplement, but should not replace, reliable attendance records where platform exports are available.
- Files shall be submitted in English, in editable native formats and, where requested, PDF. File names and folders shall follow the convention communicated by ASRT.
- Personal data in reports shall be limited to what is necessary for project implementation, verification and audit.

6.2 Acceptance criteria

Criterion	Minimum acceptance standard
Completeness	All required quantities, components, attachments and evidence are submitted.
Technical quality	Content is accurate, coherent, practical, tailored to YIELD beneficiaries and consistent with the approved methodology.
Usability	Pitch decks and training materials are editable, professionally structured and fit for the intended project use.
Documentation	Attendance, activity evidence, feedback and version control support verification and audit.

Criterion	Minimum acceptance standard
Compliance	Branding, EU visibility, confidentiality, data protection, ethics and subcontracting requirements are met.
Timeliness	Deliverables are submitted by the contractual deadlines and revisions are completed promptly.

ASRT will review each deliverable and issue acceptance or consolidated comments. The contractor shall complete requested corrections within five working days unless ASRT sets another reasonable deadline. Two reasonable review cycles per deliverable are included in the fixed price. A deliverable is accepted only through written confirmation by ASRT. Acceptance does not waive latent defects, audit findings or other contractual rights.

7. Contractor Organisation and Key Experts

The tenderer shall propose a team adequate for the volume and timetable. One person may cover more than one role where all requirements are met and the tender demonstrates realistic availability and separation of quality-control responsibilities.

Role	Minimum profile	Core responsibilities
Project Manager / Quality Lead	Relevant university degree; at least 5 years of experience in project or programme delivery; demonstrated coordination, reporting, risk management and stakeholder-management capability.	Overall coordination; work plan; expert allocation; ASRT liaison; schedule and risk control; quality review; compliance and final archive.
Lead Pitching and Storytelling Expert	Relevant advanced degree or equivalent professional record; at least 7 years of relevant experience in pitching, startup acceleration, venture building, investor readiness, entrepreneurship training or related fields; proven record of coaching early-stage teams.	Lead mentoring framework; pitch development; storytelling and slide narrative; delivery practice; question handling; challenge-based webinar design and delivery.

- The tenderer may propose additional coaches, facilitators, designers or reporting support. Their roles, qualifications, time inputs and employment or contractual relationship shall be clearly stated.
- All experts must be available for the proposed calendar. Replacement requires prior written approval and the replacement must have equivalent or higher qualifications and experience.
- The contractor remains responsible for all personnel, quality control and continuity of service.

8. Eligibility, Exclusion and Selection Criteria

8.1 Eligible tenderers

The procedure is open, without nationality restriction, to legally established economic operators capable of entering into and performing the contract in Egypt. This includes companies, registered organisations and joint tenders or consortia. An individual expert without a legally recognised business or professional status is not eligible for this multi-service contract.

- A joint tender shall appoint a lead member authorised to represent the group. The members shall identify their roles and may be required to assume joint and several liability in the contract.
- A tenderer may rely on the capacity of another entity only where it proves that the necessary resources will be available and the entity will perform the services for which its capacity is relied upon.

8.2 Exclusion criteria

Tenderers, members of a joint tender, entities on whose capacity they rely and significant subcontractors must not be in an exclusion situation, including bankruptcy or insolvency; breach of tax or social-security obligations; grave professional misconduct; fraud; corruption; money laundering; terrorist offences; child labour or trafficking; material misrepresentation; or an unresolved conflict of interest. A signed declaration on honour shall be submitted with the tender. Supporting evidence may be requested at any stage and will be required from the proposed successful tenderer before contract signature.

8.3 Selection criteria - pass/fail

Capacity area	Minimum requirement	Indicative evidence
Legal and regulatory capacity	Legally established and authorised to provide the services in the country of establishment.	Registration or equivalent; proof of signing authority; relevant licence where legally required.
Technical and professional capacity	At least 3 years of relevant institutional experience, or an equivalent demonstrable organisational record, in entrepreneurship support, acceleration, business	Organisation profile and dated evidence.

Capacity area	Minimum requirement	Indicative evidence
	development, training or related services.	
Comparable assignments	At least 3 comparable assignments completed or substantially delivered during the last 5 years.	Client, dates, scope, value where disclosable, contact/reference and evidence of completion.
Personnel and availability	The minimum key-expert requirements in Section 7 are met and adequate resources are available for the timetable.	Signed CVs or declarations, role allocation and availability statements.

Requirements and evidence will be applied proportionately. Failure to meet a minimum selection criterion results in rejection and is not scored as an award criterion.

9. Tender Submission Requirements

The tender shall be submitted in the manner, format and by the deadline stated in the invitation. The technical and financial offers must remain strictly separate. No price or financial information may appear in the technical offer.

9.1 Technical and administrative offer

- Signed cover letter and identification of the tenderer, authorised representative and contact person.
- Legal registration or equivalent document and proof of signing authority.
- Signed declaration on honour covering exclusion, conflict of interest, accuracy of information, confidentiality and anti-fraud obligations.
- Organisation profile and evidence against the pass/fail selection criteria, including comparable assignments.
- Technical proposal describing understanding of the assignment, methodology, mentoring and pitch-development approach, webinar design, work plan, staffing, quality assurance, reporting, risk management, visibility and data protection.
- CVs, role allocation and availability statements for key experts and other proposed personnel.
- Statement of any reliance on other entities and any intended subcontracting, including the identity, role and approximate share of each entity where known.
- For a joint tender: consortium statement or agreement, lead-member mandate and division of responsibilities.

9.2 Financial offer

- Fixed and comprehensive total price in EGP. with VAT and all other taxes clearly identified.
- Itemised price by deliverable and activity, including expert inputs, preparation, delivery, moderation, digital tools, reporting, administration, revisions and final archiving.
- Expert daily or session rates and the corresponding quantity of days or sessions, for price transparency and contract management.
- Any assumption or exclusion must be explicit. An unlisted cost necessary for complete performance will be deemed included in the fixed price.
- Tender validity of at least 90 calendar days from the submission deadline.

9.3 Clarifications and confidentiality of tenders

Requests for clarification shall be submitted only through the channel and by the deadline stated in the procurement notice. Material clarifications and corrections will be communicated on an equal basis to all invited or participating tenderers. Tenders must remain confidential and unopened until the formal opening process. Tenderers shall not contact persons involved in evaluation except through the authorised clarification channel.

9.4 Submission of the proposal

Proposals must be submitted exclusively by hand delivery to the Academy of Scientific Research & Technology (ASRT), directed to the attention of Mr. Shaban Gaber on the 11th floor. Each submission must include both the physical hard copies and digital soft copies provided on USB flash drives. To maintain strict confidentiality and comply with procurement evaluation rules, the digital soft copies must be securely sealed inside their respective physical envelopes, ensuring the Technical Offer and Financial Offer remain separate.

10. Evaluation and Award Methodology

The contract will be awarded to the admissible tender offering the best price-quality ratio. Evaluation will follow four stages: (1) administrative compliance; (2) exclusion and pass/fail selection; (3) technical evaluation; and

(4) financial evaluation and final ranking. Only tenders that pass Stages 1 and 2 and achieve the technical threshold will proceed to financial evaluation.

10.1 Technical evaluation - 100 points

Technical award criterion	Points	Assessment focus
Understanding and overall methodology	25	Accuracy of understanding; coherent methodology; tailoring to YIELD and early-stage deep-tech teams; practical implementation logic.
Mentoring and pitch-development approach	20	Quality of diagnostic, coaching, deck-development, feedback and delivery-practice methods; clear team-level progression.
Regional webinar design and challenge tailoring	20	Quality of webinar structure, interaction, challenge-specific adaptation, examples, exercises and engagement of 10 networks.
Work plan, staffing and risk management	15	Feasibility, sequencing, level of effort, availability, coordination, continuity and mitigation of delivery risks.
Quality of proposed key experts	15	Relevant qualifications and demonstrated experience linked to the tasks assigned to each expert.
Quality assurance, reporting and compliance	5	Practical controls for deliverable quality, evidence, audit trail, visibility, accessibility, confidentiality and data protection.

Each criterion will be rated from 0 to 5 and converted proportionately to the maximum points shown: 0 = absent or non-responsive; 1 = very poor; 2 = weak; 3 = adequate; 4 = good; 5 = excellent. The minimum technical threshold is 70/100. A tender that fails a stated minimum requirement is rejected irrespective of score.

10.2 Financial evaluation and final score

The lowest evaluated price among technically compliant tenders receives 100 financial points. Other tenders receive: Financial Score = (Lowest Evaluated Price / Tender Evaluated Price) x 100.

Final Score = (Technical Score x 80%) + (Financial Score x 20%). The highest final score is ranked first. In the event of a tie, the higher technical score prevails; if the tie remains, the higher score for Understanding and Overall Methodology prevails; if still tied, the lower evaluated price prevails.

10.3 Unacceptable and abnormally low tenders

A tender may be rejected as unacceptable if it exceeds a maximum budget determined, documented before launch, and published in the procurement dossier, or if it fails to meet a minimum quality level. Where a price appears abnormally low, ASRT will request written clarification of the relevant cost elements and will provide the tenderer an opportunity to explain. Rejection will occur only where the explanation does not satisfactorily account for the low price or where non-compliance with applicable environmental, social or labour obligations is established.

11. Contract, Payment and Change Control

- The resulting contract will be a fixed-price service contract unless the procurement notice or draft contract expressly provides otherwise.
- Contract performance may not start before signature by the authorised parties and formal notice to commence where required.
- Payments will be linked to deliverables accepted in writing by ASRT and to compliant invoices and supporting documents. The payment schedule and payment currency will be stated in the contract.
- No payment is due for incomplete, rejected, undocumented, ineligible or non-compliant services. ASRT may suspend the relevant payment pending correction, clarification or supporting evidence.
- All costs needed for complete performance - including personnel, preparation, online tools, communications, reporting, taxes and administration - are included unless the signed contract expressly identifies a reimbursable item.
- Changes to scope, quantities, personnel, timetable, price or subcontracting are valid only when approved in writing by ASRT and permitted by the contract, project rules and applicable procurement provisions. No oral instruction changes the contract.
- The award notification does not create a contractual commitment. The contract becomes binding only when duly signed.
- The agreed amount will be transferred upon availability of budget.

12. Compliance Obligations

12.1 Procurement integrity, conflict of interest and anti-fraud

- The contractor shall comply with transparency, proportionality, equal treatment, non-discrimination, sound financial management and all applicable anti-fraud and anti-corruption requirements.
- Actual, potential or perceived conflicts of interest shall be disclosed immediately. The contractor shall implement any mitigation measure required by ASRT or withdraw the affected person where a conflict cannot be adequately managed.
- The contractor and its personnel shall not request or accept a fee, commission, equity interest, private advisory arrangement, gift or other advantage from YIELD teams or stakeholders in connection with this assignment.
- Suspected fraud, corruption, collusion, coercion, material misrepresentation or other serious irregularity shall be reported promptly through the channel designated by ASRT.

12.2 Subcontracting and reliance on other entities

- The contractor may not subcontract the full assignment or transfer core accountability for delivery, quality, confidentiality and reporting.
- Any subcontracting must be declared and requires prior written approval. The contractor remains fully responsible for all subcontractors and their compliance.
- YIELD project partners, associated partners and their staff may not be engaged as subcontractors under this contract.
- ASRT may require replacement of a subcontractor or capacity-providing entity that does not meet applicable selection or compliance requirements.

12.3 Communication and visibility

- All agendas, presentations, reports, worksheets, certificates, online-event backgrounds and public-facing content shall comply with Interreg NEXT MED communication and visibility requirements.
- The official YIELD project logo, including the Interreg NEXT MED and EU co-funding elements, shall be displayed prominently and correctly. No separate or alternative YIELD project logo may be created.
- Public-facing materials require ASRT approval before release. The contractor shall apply the official EU funding acknowledgement and disclaimer where required.
- During online events, EU funding shall be clearly acknowledged and approved branded virtual backgrounds or opening slides shall be used.

12.4 Data protection and confidentiality

- Personal data shall be processed only for authorised project purposes, limited to what is necessary, stored securely and shared only with authorised recipients.
- The contractor shall comply with applicable Egyptian data-protection law, relevant GDPR principles where applicable, and ASRT instructions. A data-processing arrangement shall be signed where required.
- Recordings, photographs and identifiable participant information may be collected or used only with the required notice, lawful basis or consent and ASRT authorisation.
- All non-public team, project, commercial and technical information shall remain confidential during and after the contract. The contractor may not use team ideas, data or business opportunities for its own benefit or for third parties.

12.5 Intellectual property and use of outputs

- Pre-existing intellectual property remains with its owner. The tenderer shall identify any pre-existing tool, template or third-party material proposed for use and confirm the necessary licences.
- Materials and reports created specifically under the contract shall be made available to ASRT and YIELD with the rights required for project implementation, reporting, control, training and non-commercial dissemination, as detailed in the contract.
- Ownership of each team's underlying innovation, confidential know-how and business information remains with the team or its lawful owner. Pitch decks may be used by ASRT and the project for assessment, mentoring, reporting and other authorised project purposes; public dissemination requires the appropriate team consent.

12.6 Equal treatment, accessibility and environmental responsibility

- Services shall respect human rights, gender equality, equal opportunity, non-discrimination and internationally recognised labour standards.
- Delivery methods and digital materials shall be accessible and inclusive to the greatest reasonable extent, including clear formatting and alternatives where a participant identifies an accessibility need.

- The contractor shall minimise avoidable environmental impacts through digital delivery, efficient resource use and responsible event practices.

13. Monitoring, Audit Trail and Access Rights

- The contractor shall maintain an orderly, indexed and version-controlled file containing the contract and approved changes, expert records, deliverables, attendance evidence, feedback, consents, communication materials, invoices, correspondence and other supporting documents relevant to the assignment.
- ASRT, the YIELD Lead Partner, Programme bodies, controllers, auditors, national authorities, the European Commission, the European Court of Auditors, the European Anti-Fraud Office and other duly authorised bodies may access relevant documents and information for monitoring, verification, audit or investigation.
- The contractor shall cooperate promptly with document requests, interviews, checks and verification visits relating to the contract.
- Records shall be retained for at least five years from 31 November of the year in which the final Programme payment to the YIELD project is made, or longer where ASRT, the Grant Contract or applicable law requires. Records may not be destroyed without written authorisation from ASRT.

14. Services Outside the Contract Scope

- Specialised deep-tech technical workshops, prototyping, laboratory testing, hardware or software engineering, AI model development, biotechnology experimentation or sector-specific technical validation.
- Investment brokerage, fundraising guarantees, loan provision, grant payments, equity investment or other direct financial support to teams.
- Formal legal representation, statutory company-registration execution, tax filing, licence issuance or payment of official fees.
- Travel, accommodation, transnational event logistics, envoy missions or internship management unless expressly included in the signed contract.
- Any service by a YIELD partner, associated partner or person with an unresolved conflict of interest.

15. Clarifications, Cancellation and Reserved Rights

- ASRT may seek clarifications that do not alter the substance of a tender, introduce a new offer or breach equal treatment.
- ASRT may correct procurement-document errors and, where necessary, extend the submission deadline so tenderers have adequate time to respond.
- Before contract signature, ASRT may cancel the procedure, reject all tenders or refrain from award for duly justified procurement, project, budgetary or legal reasons. Tenderers are not entitled to compensation for preparation or submission costs.
- Award is subject to availability of project funds, verification of eligibility and capacity, absence or adequate management of conflicts of interest, completion of the applicable notification and standstill steps, and approval by the competent ASRT authority.
- The deadline, address, procurement reference, clarification channel and submission format are stated in the official procurement notice or invitation issued with this ToR.

Annex 1 - Tender Submission Checklist

No.	Document	Package	Included
1	Signed cover letter and tenderer identification	Technical	[ ]
2	Legal registration or equivalent and signing authority	Technical	[ ]
3	Signed declaration on honor and conflict-of-interest declaration	Technical	[ ]
4	Organisation profile and evidence of relevant experience	Technical	[ ]
5	Evidence of at least three comparable assignments	Technical	[ ]
6	Technical methodology and work plan	Technical	[ ]
7	Mentoring, pitch-development and webinar delivery approach	Technical	[ ]
8	CVs, role allocation and availability of proposed experts	Technical	[ ]
9	Quality, reporting, risk, visibility and data-protection approach	Technical	[ ]
10	Subcontracting / reliance on other entities statement	Technical	[ ]

No.	Document	Package	Included
11	Joint-tender documents, where applicable	Technical	[ ]
12	Signed itemised financial offer with tax treatment	Financial only	[ ]

Annex 2 - Financial Offer Form

The price shall be fixed, comprehensive and sufficient for full performance. The tenderer may add explanatory rows without changing the required cost categories. Any necessary cost not expressly excluded and accepted by ASRT will be treated as included.

Line	Cost item	Scope included	Price EUR excl. VAT	VAT / taxes
A	Inception and diagnostics	D1-D2: work plan, diagnostics, schedule, templates and coordination		
B	Mentoring and pitch development	30 mentoring sessions, 10 reports, 10 finalised pitch decks and evidence		
C	Regional webinars	10 pitching and storytelling webinars, 10 reports, materials and evidence		
D	Quality, reporting and final archive	Review cycles, final report, audit-ready archive and administration		
E	Other expressly stated cost	Describe and justify; otherwise delete row		
TOTAL	Total fixed price	All costs required for complete delivery		

Total price in words	_____
Tender validity	_____ calendar days from the submission deadline (minimum 90 days)
Conversion basis, if applicable	_____
Authorised representative	_____
Signature, stamp and date	_____

Annex 3 - Declaration on Honour and Absence of Conflict of Interest

To be completed, signed and stamped by the tenderer or by the authorised lead member of a joint tender.

Legal name of tenderer	_____
Registration number	_____
Country of establishment	_____
Authorised representative	_____
Position	_____

I, the undersigned authorised representative, declare on behalf of the tenderer that:

- The information and evidence submitted in the tender are true, accurate and complete.
- The tenderer is legally established, authorised to perform the services and compliant with applicable registration, tax and social-security obligations.
- The tenderer, its controlling persons, managers, proposed experts, consortium members, capacity-providing entities and significant subcontractors are not in an applicable exclusion situation, including bankruptcy or insolvency, grave professional misconduct, fraud, corruption, money laundering, terrorist offences, child labour, trafficking in human beings, material misrepresentation or serious breach of legal obligations.
- No actual, potential or perceived conflict of interest is known that could compromise the impartial preparation, evaluation, award or performance of the contract. Any conflict that arises will be disclosed immediately to ASRT.
- No prohibited arrangement, collusion, inducement, fee, commission, gift or other improper advantage has been offered, requested or accepted in connection with this procurement.

- The tenderer will comply with confidentiality, data protection, intellectual-property, visibility, equal-treatment, accessibility, anti-fraud, audit-trail and access-right obligations applicable to the assignment.
- The tenderer understands that a false declaration, material omission or misrepresentation may lead to rejection, contract termination, recovery of funds and other remedies under the applicable rules.

Name and title	_____
Signature	_____
Official stamp	_____
Date	_____