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## REQUEST FOR PROPOSAL

### DESAFÍA BOSTON

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**ICEX SPAIN TRADE AND INVESTMENT**, E.P.E. (“ICEX”), in collaboration with the Economic and Commercial Office of Spain in Chicago (“OFECOMES Chicago”), is issuing this Request for Proposal to seek proposals from operators with proven previous track records managing landing pad programs.

#### DESAFÍA BOSTON

DESAFIA is a public initiative to help Spanish technology companies scale faster and globally. It is sponsored by ICEX (the Government of Spain’s agency for the internationalization of businesses).

The Spanish participating companies in DESAFIA BOSTON programme must have a product or service of high technological value, a sustainable business model and ideally, previous international experience; the programme is not for early-stage entrepreneurs. DESAFIA BOSTON aims to introduce the participants to the Boston biotech ecosystem, so that they can benefit from lessons and networks that allow them to grow as successful entrepreneurs, and to help them to make global connections.

DESAFIA BOSTON focuses on the challenges that Spanish biotechnology companies encounter to grow and become global. Spanish startups taking part in DESAFIA BOSTON should have a product or service related to biotechnology.

At least once in 2024 ICEX will launch a public call to select and invite a cohort of Spanish biotech startups to participate in the immersion programme. C-Level officers and founders will participate in workshops, meetings and activities that not only inspire them but help them assess the strategic position of the company, plot improvements to ramp-up growth, define a roadmap based on strategic and tactical considerations and start working on it.

OFECOMES Chicago, on behalf of ICEX, requests proposals for the provision of the service for the management of DESAFIA BOSTON on biotechnology.

#### SCOPE OF WORKS

The scope of the contract will be as follows:

- **Information and advisory services.**

The awardee is expected to collaborate with ICEX in attracting suitable candidates to DESAFIA BOSTON.

The awardee will manage enquiries from stakeholders about DESAFIA BOSTON coming from public entities, media, potential applicants, etc.

Project Manager will be required to travel to Spain at least once during the term of the main contract. Travel to Spain will be compulsory, prior to the start of the cohort on the occasion or not of a relevant biotech event, and networking sessions with potential participants.

No extra funds will be provided for these trips.

- **Immersion programmes.**

Aimed at founders and C-level executives of Spanish companies with the greatest potential to successfully tackle the global market and transform their companies after the experience. Participants will be selected by ICEX; support from the awardee is requested during the selection process, including inputs for the preparation of the call launched by ICEX, technical proposal of evaluation criteria, prioritising of applications and explanation of scores.

The awardee must organize one immersion programme – cohort - before the end of 2024 with at least 10 participants per program, expecting 12 participants in the cohort. Previous immersion programmes in other cities have received very good remarks by alumni and we believe that two weeks, is reasonable. In any case, bidders can suggest otherwise within the two-week time frame. The immersion programme will include group meetings with key agents of Boston and other USA areas ecosystems (mentors, investors, entrepreneurs, advisors, etc.), as well as a limited set of personalised meetings for each participant company according to its profile and business interests/opportunities.

Prior to the cohort, a kick-off meeting will take place in Spain between the awardee and the Spanish participants to explain the scope of the program to be developed in Boston.

Bidders must inform in detail of the venues of reference for their proposed activities.

If for whatever reason borders are closed or there are long quarantines that do not allow the in-person programme to develop as expected, the immersion programmes will be held virtually.

- **DESAFIA BOSTON community and strategic alliances.**

In collaboration with ICEX, the awardee will build and maintain a network of strategic alliances, consisting of:

- External mentors in Boston that give support to DESAFIA participants for the duration of the programme, with the possibility of extending their involvement further if they wish to.
- Alumni: we are seeking ways to strengthen the ties between alumni and expect the awardee to offer proposals in this area.
- ICEX can propose and organise up to three community engagement events per year, either physical or online, that the awardee will be invited to take part in.

- **Preparation of reports.**

Preparation and delivery of, at least, the following report (in English or Spanish):

- Technical report for the cohort. The report must include feedback from participants via specific surveys.

- **Marketing and communication plan.**

The awardee will develop marketing and communication activities in USA, particularly Boston, and in Spain if the awardee has the networking and involvement in the Spanish ecosystem to do it:

- Build a professional community and forge strategic alliances.
- Create awareness among relevant Boston and other USA stakeholders on the potential of participants in DESAFIA BOSTON.



- Raise awareness of DESAFIA BOSTON in order to attract potential Spanish candidates to DESAFIA BOSTON (for example presentations of the proposed programme for DESAFIA BOSTON, posts in social media...)

The awardee is expected to use personal and social networks. It will create and update a specific DESAFIA BOSTON webpage and social media accounts, following technical instructions proposed by ICEX team.

Bidders are welcome to make detailed proposals on the services described above. Innovative suggestions adapted to the local environment will be positively assessed by ICEX in the evaluation process. For more information on current DESAFIA programs in other locations visit the following websites.

- <https://www.sanfrancisco.desafia.gob.es/>
- <https://www.telaviv.desafia.gob.es/>
- <https://singapur.desafia.icex.es/>

### **PLACE OF SUPPLY OF SERVICES**

Activities will be developed in person in Boston and/or in any other locations considered by the awardee, unless borders were closed for whatever reason, in which case ICEX will decide the course of action.

As stated above, the Project Manager must travel to Spain at least once a year, so in 2024 there will be at least one trip to Spain as part of the main contract. The main contract may be extended for 1 additional cohort. This extension will be for an additional immersion program only.

The awardee and the participating companies will take part in a kick-off meeting in Spain prior to the start the immersion program. The aim is to prepare and explain to participating companies the scope of the activities to be developed in Boston.

### **FINANCIAL PROPOSAL**

The financial proposal must be in US Dollars (USD) Taxes excluded.

Maximum budget **per cohort**: one hundred seventy-five thousand USD (175.000 USD). Taxes excluded.

The contract is expected to enter into force in April 2024 and will terminate on December 31st, 2024.

The **estimated value** (value of the main contract and its possible extension) of the contract will be 350.000 USD, Taxes excluded, according to the following:

- **Main contract** maximum budget: **175.000 USD** (1 cohort, to be carried out in 2024).
- **Extension** maximum budget: **175.000 USD** (1 cohort, to be agreed and signed before the end of 2024).

**Proposals exceeding the maximum available budget of 175.000 USD per 1 cohort (main contract), excluding taxes, will not be considered.**

**ICEX is a Spanish institution based in Spain for all purposes.**

**The proposals should include a breakdown in which the price offered, and taxes must be clearly described and separated.**

**ICEX will evaluate the proposals on the basis of the offered prices, excluding taxes.**

### **AWARD PROCEDURE**

The bids will be assessed according to the following criteria:

CRITERIA	MAXIMUM POINTS
<p><b>Financial proposal</b> <u>To be included in Document 3 of the bid-</u>  Bid price scoring will be assigned according to the following criteria (only for bids not considered disproportionate or anomalous):</p> <ul style="list-style-type: none"> <li>- The bidder with the lowest price will obtain the maximum score; the rest will be allocated points proportionally.</li> </ul>	20
<p><b>Technical proposal</b> <u>To be included in Document 2 of the bid-</u>  The technical proposal provided will be assessed as follows:</p> <ol style="list-style-type: none"> <li>1. Proposed immersion programme, including, for example, workshops, demo day and/or visits. Degree of adequacy will be valued up to a <b>maximum of 25 points</b></li> <li>2. Communication and marketing plan to specify those tasks of the scope of works. Degree of adequacy will be valued up to a <b>maximum of 5 points.</b></li> <li>3. Strategic partnerships with international and USA stakeholders. Quantity and quality of companies and people that could engage with Spanish companies. <b>Maximum 10 points.</b></li> <li>4. Proposal for personalized meeting agendas for each participant, explaining methodology of organizing the agendas. <b>Maximum 5 points</b></li> </ol> <p><i>(The proposals that do not receive at least 22,50 points in this section will be automatically excluded)</i></p>	45
<p><b>Improvements – To be included in Document 2 of the bid-</b>  The following improvement will be evaluated. This improvement does not imply an increase in the contract price.</p> <ul style="list-style-type: none"> <li>- Unique and innovative solutions on the delivery of DESAFIA BOSTON. Added value innovative solutions should not involve any additional extra cost to ICEX and must be clearly specified in the proposal.  <b>Maximum 10 points.</b></li> </ul>	10
<p><b>Team</b> <u>To be included in Document 2 of the bid-</u>  <b>Beyond the minimum requirements (see below), the team members will be assessed as follows:</b></p> <p>Project manager (fully engaged with the project): - <b>Maximum 20 points -</b></p>	25



<ol style="list-style-type: none"> <li>1. Set-up of technology-based companies, either as an entrepreneur or as a member of the founder team. To be valued: number and relevance of companies established in Boston. <b>Maximum 2 points</b></li> <li>2. Management of incubation and acceleration programmes. To be valued: number and relevance of programmes related to biotech and managed in Boston, the rest of USA and other international biotech ecosystems. <b>Maximum 8 points</b></li> <li>3. Networks in Boston related to the bid's main purpose (investors, mentors, corporates...). <b>Maximum 6 points</b></li> <li>4. Investment fund operations for start-ups in different stages of growth: number, value and relevance. <b>Maximum 2 points</b></li> <li>5. Links to the Spanish start-up ecosystem so as to contribute in the attraction of potential DESAFIA BOSTON candidates. Number and relevance of previous projects/alliances/collaborations. <b>Maximum 2 points.</b></li> </ol> <p>Additional team members (average of all the additional members): <b>Maximum 5 points</b></p> <ol style="list-style-type: none"> <li>1. Coordination of innovation and incubation programmes. To be valued: number and relevance of programmes; focus on Boston; focus on biotech; programs in international technology ecosystems. <b>Maximum 3 points</b></li> <li>2. Investment fund operations for start-ups in different stages of growth: number, value and relevance, especially in biotechnology <b>Maximum 2 points.</b></li> </ol>	
<b>TOTAL</b>	<b>100</b>

Responses, other than price (Technical proposal and Teams), will be scored as follows:

0% of allocated points	Major Reservations/Constraints	<p><b>Technical proposal criteria:</b> The response simply states that the bidder can meet some of the requirements set out but have not given information or detail on how they will do this.</p> <p><b>Team criteria:</b> No significant improvements beyond the minimum requirements</p>
50% of allocated points	Compliant	<p><b>Technical proposal criteria:</b> The bidder has provided some information about how they propose to meet most of the requirements. There is some doubt regarding their ability to consistently meet the full range of requirements.</p> <p><b>Team criteria:</b> Medium level of the above indicators (number, quality, diversity, etc.)</p>

75% of allocated points	Fully Compliant	<b>Technical proposal criteria:</b> The bidder has provided detailed information covering all elements, detailing how they propose to meet all the requirements. This gives full confidence in their ability to consistently meet the full range of our requirements. <b>Team criteria:</b> Significant level of the above indicators (number, quality, diversity, etc.)
100% of allocated points	Exceeds Requirements	<b>Technical proposal criteria:</b> The bidder meets the required standard in all respects and exceeds some or all the major requirements, which in turn leads to added value within the contract. <b>Team criteria:</b> Outstanding level of the above indicators (number, quality, diversity, etc.)

Financial proposals will be evaluated to determine whether they can be considered disproportionate or anomalous.

Bids will be considered disproportionate or anomalous when:

- The financial proposal is 20% below the maximum budget; in case there are fewer than three bidders.
- The financial proposal is 20% under the arithmetic mean of the bids submitted; in case there are three or more bidders. Notwithstanding, the most expensive bid will be excluded, when calculating the arithmetic mean.

Whenever a bid is considered disproportionate or anomalous, the interested party will be requested to justify their proposal, its terms and conditions, within the 72 hours following its notification. Having received the plea or the aforesaid time limit having expired, OFECOMES CHICAGO and ICEX will decide, upon technical advice, if necessary, on considering the bid disproportionate or anomalous, excluding it accordingly.

The different bids will be compared on equal terms.

#### Tiebreaker criteria

In the event of a tie in the score obtained by two or more bidders, it will be resolved by applying the following social criteria in order, referred to at the end of the deadline for submitting offers:

- Higher percentage of workers with disabilities or in a situation of social exclusion in the workforce of each of the companies, giving priority in case of equality, the largest number of permanent workers with disabilities in the workforce, or the largest number of workers in a situation of social exclusion in the workforce.
- Lower percentage of temporary contracts in the workforce of each of the companies.
- Higher percentage of women employed in the workforce of each of the companies.
- The draw, if the application of the above criteria had not resulted in a tiebreaker.



The supporting documentation for the tiebreaker criteria referred to in this section will be provided by the bidders at the time the tie occurs, and not previously.

### **PROCUREMENT BOARD**

Appointed members of the Procurement Board:

President	José María Blasco	Director for Infrastructure, Health and ICT
Substitute	Diana Vázquez	Head for Transport and Cities, Direction for Infrastructure, Health and ICT
Member	Carmen García Cervigón	Deputy Director for Infrastructure, Health and ICT
Substitute	Luis Baratas	Head of Desafía Programmes
Member	Marta González	Member of the Spanish Economic & Commercial Office in Chicago
Substitute	Elena Martín	Member of the Spanish Economic & Commercial Office in Chicago
Member	Lluisa Oliveras	Head of Department Spanish Economic & Commercial Office in Chicago
Substitute	Patricia Rodríguez Gómez	Head of Biotechnology in the Healthcare and Biotechnology Department
Secretary	Pedro Patiño	Deputy Director of the Procurement Department
Substitute	Isabel Arias	Member of the Procurement Department

### **REQUIREMENTS**

#### **BIDDERS:**

- **Bidders must have a strong and proven track record in providing similar services.** The technical solvency shall be demonstrated by submitting information about similar projects carried out since 2019 in Boston (or from the date of its incorporation, if it is later).
- **Financial solvency:** All competing bidders will be required to provide a solvency report, including their financial accounts for the best of the last three accounting (3) years. The minimum annual total income requirement is an amount equivalent to 175.000 USD, in the best of the past three (3) accounting years (2023, 2022 and 2021; or 2020 if 2023 accounts are not yet available).
- As the programme will take place in USA, bidders **must have a base in the USA** with the ability to execute programs.
- Bidders must be pro-active with a **track record in public relations (PR)**, marketing and promotion in Boston.

#### **TEAM:**

- **Project Manager:**

Minimum of 5 years' leading experience in accelerator and incubation programmes, fundraising networks and strategic partnerships in Boston or the rest of USA. Full English competence required; Spanish is desirable. He or she must be fully engaged with ICEX, with OFECOMES Chicago and with participant companies (the project manager must not be a mere supervisor). He or she must travel to Spain at least once a year for DESAFIA related events, unless borders are closed.

- **Additional team members:**

Minimum of 2 years' leading experience in PR, accelerator and incubation programs and fundraising networks. Full English competence required; Spanish is desirable. Proactive and customer oriented. Additional team members will be assessed only if they meet the minimum 2 years' proven track record in the tasks required.

Non-compliance with any of the requirements established in the present briefing will result in the disqualification of the bidder concerned.

It is expected that the key team members assigned to the project remain as part of the team for the duration of the contract. Any changes must be communicated and accepted by ICEX and in any case, at least, respect the standards of the initial equipment. Non-compliance with this point may affect final payments.

The role of each team member assigned to the project shall be specified in the bid. In addition, their CV must be included in the document 2 of the proposal.

The awardee must designate a primary contact person that is informed of all aspects of the programme, including administrative matters, and has direct continuous communication with ICEX, represented by OFECOMES Chicago.

### **PROPOSALS**

Proposals must be detailed and must be divided into **3 separate documents** as follows:

#### **DOCUMENT 1**

- Brief introduction of the bidder's experience on previous similar projects. Special focus on biotech initiatives.
- Financial accounts for the last three tax years (2021-2022-2023; or 2020 if 2023 accounts are not yet available).
- Responsible Declaration assuring the minimum team's requirements assigned to the project along with an indication of each person's role as indicated in ANNEX 3.

#### **DOCUMENT 2**

- Technical proposals including the Team CV's lead and role specifying the valuable Team requirements.

#### **DOCUMENT 3**

- Financial proposal (in USD) for the main contract (one immersion programme in Boston and any other locations in the USA if considered by the awardee). Provide a file following the template in ANNEX 4 with a detailed budget, with a breakdown of all costs.
- ICEX will evaluate tenders based on the prices quoted, excluding taxes. The tenders should include a breakdown in which the price quoted and taxes, if applicable, must be clearly separated.

<b><u>IMPORTANT:</u></b>
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**The price contained in the economic offer must ONLY be included in Document 3. Shall it be included in Documents 1 or 2, the offer will be excluded from the tender.**

**Proposals exceeding the maximum available budget of 175.000 USD, taxes excluded, will not be considered.**

This briefing will be circulated to multiple bidders and will be published in the OFECOMES Chicago website.

Questions can be submitted up to 3 business days before the deadline for submitting offers. Queries regarding this tender must only be addressed in writing, by emailing [tenders@icex.es](mailto:tenders@icex.es). In the interest of fairness, questions posed by participating companies, as well as the answers provided by ICEX, may be shared with all other participating companies. ICEX will not be able to answer questions formulated after the above deadline.

**All documents must be submitted either in English or in Spanish. Interested companies or individuals should send their bids in electronic format to [tenders@icex.es](mailto:tenders@icex.es). Term for submission of offers: 21 calendar days from the day after publication. Check exact date and time in OFECOMES portal.**

In case the bid is bigger than 4 Mb, please send it via WeTransfer or similar.

ICEX and OFECOMES Chicago may declare no winning bidder if the proposals do not meet the requirements.

All competing companies submitting a proposal should be aware that ICEX Legal Services will review the documentation submitted by each company in order to ensure that they comply with the requirements of this briefing. After verifying compliance with the prerequisites, the technical offer will be reviewed and evaluated. Once the scores have been assigned, the economic offer will be evaluated. The price will not be known until that moment.

**Documentation evidencing beneficial ownership (projects financed by the Recovery, Transformation and Resilience Plan).**

In addition to the documentation to be included in the bid, the contracting body will request documentation evidencing the beneficial ownership of the tendering companies in the event that a black flag is detected by the 'MINERVA' tool, as regulated for this purpose in ORDER HFP/55/2023, of 24 January, on systematic analysis of the risk associated with conflicts of interest in the procedures implementing the Recovery, Transformation and Resilience Plan (PRTR).

All competing companies must provide this information in the form of a document providing proof of beneficial ownership, issued by the competent body in the relevant foreign country. The information will be stored in accordance with the regulations on the protection of personal data.

In addition to this document, bidders must complete all requested data in ANNEX 5. "Legal Entity and Real Ownership. xlsx".

Failure on the part of the tendering companies to submit the documentation evidencing their beneficial ownership, in the manner and by the deadline indicated in the request made by the contracting body before the tenders are evaluated will be grounds for exclusion from this procedure.

#### **AWARD NOTIFICATION DEADLINE**

ICEX and OFECOMES Chicago will assess the proposals submitted within the deadline. Final decision about the award will be notified properly and on time to the bidder that best fits the purposes of this Request for Proposal. The awarded company, upon notification, should submit the ANNEX 1 (*Multiple Declaration of the Awardee of the Contract Financed by the RTRP*) and ANNEX 2 (*Request for Information on Beneficial Ownership*) signed.

### **SIGNING OF THE CONTRACT**

A contract between the awardee and OFECOMES Chicago will be signed as soon as possible after the bidding process is over and a decision is made.

The contract will expire after the execution of the immersion program in 2024, no later than December 31<sup>st</sup> 2024.

### **EXTENSION OF THE CONTRACT**

The parties may agree to extend the contract for 1 additional cohort. This extension will be for an additional immersion program only. The extension of the contract will be settled in an additional agreement, signed by both parties.

The extension price will be the price of the program of the main contract.

The general terms and conditions of the contract shall apply to its extension.

### **PAYMENTS**

The awardee will be entitled to payment for the services provided as set out in the contract.

Payment will be made **after the cohort/immersion program**, upon submission of invoice and the acceptance by ICEX of both the services provided on that period and the compulsory report due to the cohort. Invoices will be paid within 30 days of being submitted.

The price for the cohort/immersion program will not change whether the number of companies is slightly greater than the established range of 10-12 companies.

Administrative requirements for billing:

- Invoicing details:

All invoices must be billed to:  
ICEX España Exportación e Inversiones, E.P.E.  
Paseo de la Castellana 278  
E-28046 Madrid (Spain)  
VAT number: ESQ-2891001F (ICEX is VAT registered in Spain)

And dispatched to:  
Economic and Commercial Office in Chicago  
North Michigan Avenue, Suite 1500, 500  
Chicago 60611  
United States of America



Please note that ICEX does not pay any advances.

No expense on behalf of ICEX can be incurred before the date of signature of the corresponding contract and prior written approval.

### **SUPERVISION OF THE WORKS**

ICEX and OFECOMES Chicago will directly monitor the development of the project; for this purpose, the awardee must facilitate examination of any process or phases of the work to ICEX representatives assigned in each case.

### **LIABILITIES OF THE AWARDEE**

The awardee will be responsible for the technical quality of the work, performance and services performed under the contract, and for any consequences for ICEX and third parties derived from omissions, errors, inadequate methods, or incorrect conclusions in the execution of the contract.

The awardee will answer to ICEX and OFECOMES Chicago for any possible claims brought by third parties based on the awardee's activity.

### **APPLICABLE LEGISLATION**

The services shall be governed by the terms of the Agreement entered between the awardee and by this Request for proposal, which shall be incorporated to the same, and in default of the above, the Spanish legislation shall be applicable.

### **JURISDICTION**

In order to solve any dispute, disagreement, issue or claim which may arise from the performance of the Agreement executed with the successful Awardee of this Request for proposal, the matter will be referred to the ordinary Courts. The parties, renouncing the jurisdiction that may correspond, expressly submit to the Courts of the city of Madrid.

### **RECOVERY AND RESILIENCE FACILITY (RRF)**

This contract promoted by ICEX España Exportación e Inversiones E.P.E., responds to the priorities of Spanish and European economic policies aimed at promoting and internationalizing SMEs and strengthening the ecosystem of fast-growing companies, and contributes to the achievement of CID's objective 213, which is to reach at least 3,000 companies, 2,500 of which must be SMEs participating in internationalization support projects.

The contract is part of the investment project to strengthen the Spanish ecosystem of fast-growing companies (C13.I5). It is a support and assistance program for fast-growing and high-potential companies, whose main challenges and objectives are the following:

**-Main challenges:** the Spanish entrepreneurial ecosystem is maturing, but it is still difficult to find companies that grow rapidly, and, above all, that reach a large size. Part of the problem lies in the capabilities of entrepreneurs, who must become true entrepreneurs, which requires different management skills and networks of contacts, many of which also transcend our borders (funders, clients, technology partners, etc.).

**-Objectives:** the objective is to build bridges globally and thus facilitate the growth of companies and entrepreneurs to contribute to the maturity of the Spanish entrepreneurial ecosystem, which is addressed through 3 lines of action:

-Specialized training and master classes to acquire the skills and contacts necessary for the growth of the company.

-Approach to world hubs of entrepreneurship and technology through the creation of a network of programs that facilitate the access of entrepreneurs to reference ecosystems in the world. Activities will be carried out in ecosystems of interest to Spanish companies through the establishment of a local service network and structure that will be made available to Spanish companies at each of the “**DESAFIA**” locations. “DESAFIA’S” are foreseen in San Francisco, Tel Aviv, London, The Hague, Singapore, Berlin, New York, etc... This is an estimate of possible locations and may vary as the program evolves.

-Community DESAFIA. A cornerstone of DESAFIA is to create and manage the alumni community so they benefit from business contacts and shared networks.

This contract is framed in the second of the lines of action: approach of Spanish companies to entrepreneurship hubs.

This contract is funded by the European Union Recovery and Resilience Facility, established by Council Regulation (EU) 2020/2094, of December 14, 2020, which establishes a European Union Recovery Instrument for support the recovery after the COVID-19 crisis, and regulated according to Regulation (EU) 2021/241 of the European Parliament and of the Council of February 12, 2021, which establishes the Recovery and Resilience Facility.


Its financing is foreseen entirely from the credits of the service 50 "Recovery and Resilience Facility", from the budget of the Ministry of Economy, Trade and Enterprise through the corresponding capital transfers from the Secretary of State for Commerce to ICEX during the years 2022, 2023 and 2024.

ICEX Board of Directors

By Delegation (Resolution of September 30<sup>th</sup>, 2021;  
BOE [Official State Gazette] October 11<sup>th</sup>, 2021),

María Jesús Fernández

Trade Commissioner of the Spanish Economic and Commercial Office in Chicago

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MARIA JESUS - 

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**This service/activity can be subject to European Union's financing through the Recovery and Resilience Facility (RRF)**



## ANNEX 1

### MUTIPLE DECLARATION OF THE AWARDER OF THE CONTRACT FINANCED BY THE RECOVERY, TRANSFORMATION AND RESILIENCE PLAN,

Contract number X020-01-2024, the object of which is "DESAFÍA Boston"

#### a) Declaration Form for the transfer and processing of data in relation to the implementation of actions for the Recovery, Transformation and Resilience Plan (PRTR)

Mr/Ms ....., national ID/Passport no. ...., as  
Managing Director/Manager/ of the entity ....., with  
tax ID no. ...., and fiscal address at  
..... participating as a  
contractor in the execution of actions necessary to achieve the objectives defined in Component 13  
"Impulso a la PYME" declares they are aware of the applicable regulations, in particular the following  
paragraphs of Article 22 of Regulation (EU) 2021/241 of the European Parliament and of the Council of 12  
February 2021 establishing the Recovery and Resilience Mechanism:

1. Paragraph 2(d): "to collect, for the purpose of auditing and monitoring the use of funds in relation to  
measures for implementing reforms and investment projects under the Recovery and Resilience Plan, in  
a searchable electronic format and in a single database, the following standardized categories of data:

- i. The name of the end recipient of the funds;
- ii. the name of the contractor and of the subcontractor, where the end recipient of the funds is a  
contracting authority in accordance with Union or national public procurement law;
- iii. the names and dates of birth of the beneficial owners of the recipient of the funds or of the  
contractor, as defined in Article 3(6) of Directive (EU) 2015/849 of the European Parliament and  
of the Council (26);
- iv. a list of measures for implementing reforms and investment projects under the Recovery and  
Resilience Plan, together with the total amount of public funding for these measures and  
indicating the amount of funds disbursed under the Facility and other Union funds".

2. Paragraph 3: "The personal data referred to in Paragraph 2(d) of this Article shall be processed by the  
Member States and by the Commission only for the purposes and for the duration of the relevant  
discharge audit and control procedures relating to the use of funds in connection with the implementation  
of the agreements referred to in Articles 15(2) and 23(1). As part of the Commission's discharge  
procedure, in accordance with Article 319 of the TFEU, the Facility shall be subject to reporting within the  
framework of the integrated financial and accountability reporting referred to in Article 247 of the  
Financial Regulation and, in particular, separately in the annual management and performance report".  
In accordance with the aforementioned legal framework, the above party agrees to the transfer and  
processing of the data for the purposes expressly stated in the aforementioned articles.

#### b) Declaration of Commitment in relation to the implementation of actions under the Recovery, Transformation and Resilience Plan (PRTR)

The undersigned, as contractor, **declares the commitment** of the person/entity it represents to the  
highest standards in relation to compliance with legal, ethical and moral rules, adopting the necessary  
measures to prevent and detect fraud, corruption and conflicts of interest, reporting any non-compliance  
observed to the appropriate authorities.

In addition, in accordance with the content of the PRTR, it undertakes to respect the principles of the circular economy and to avoid significant negative impacts on the environment ("do no significant harm") in executing the actions carried out within the framework of this Plan, as well as the cross-cutting principles established in the PRTR that may affect the subject matter of the contract.

**c) Declaration of Commitment in relation to proof of inscription fiscal registry or similar.**

The undersigned declares his commitment, when required by the contracting administration, to proof the inscription in the Registry of Companies, Professionals and Withholders of the Tax Administration Service which applies to him.

If there are subcontractors, he or she must also provide the multiple declarations of those subcontractors affected by the contract.

**d) Declaration of Commitment in the obligation of the use of EU logos by contractor, according to art.9.3.b) of HFP 1030/2021**

**e) Declaration of acceptance of the transfer of data between the Public Administrations involved.**

The undersigned undertakes to accept the transfer of data between the Public Administrations involved in order to comply with the provisions of the European regulations that apply and in accordance with the Organic Law 3/2018 of December 5, 2018, on the Protection of Personal Data and guarantee of digital rights.

*(Provide name of subcontractors, if applicable)*

....., XX ..... 202X

Signature: .....

Role: .....



## ANNEX 2

### REQUEST FOR INFORMATION ON BENEFICIAL OWNERSHIP

Contract number **X020-01-2024**, the object of which is “**DESAFÍA Boston**”

#### **ANNEX. REQUEST FOR INFORMATION ON BENEFICIAL OWNERSHIP**

For the attention of the manager of the entity XXX:

Within the framework of protecting the European Union's financial interests, and in particular Article 22 of Regulation (EU) 2021/241 of the European Parliament and of the Council of 12 February 2021 establishing the Recovery and Resilience Mechanism, the European Commission requires that the beneficial owners of the contracting or beneficiary companies under the Recovery, Transformation and Resilience Plan are identified, as defined in Article 3(6) of Directive (EU) 2015/849 of the European Parliament and of the Council.

As the information on beneficial ownership is not available in the databases held by the Spanish authorities that are being used for this purpose, it is necessary to request it directly from the relevant contractor or beneficiary.

As a **minimum**, the information to be collected on **beneficial ownership** shall include the following **details** of the natural person who is the beneficial owner of the entity awarded the contract:

- a) Identification number (Tax ID (**TIN**) or Passport).
- b) Country that has issued the identification number.
- c) Forename/First Name.
- d) Surname/Last Name.
- e) Date of birth (**DD/MM/YY**).

For this reason, we kindly ask you to send the information to the following address XXXXXXXXXXXX as soon as possible. In order to ensure the reliability of the data submitted and as required by the European Commission, we would be grateful if you could provide this information in the form of a document providing proof of beneficial ownership, issued by the competent body in the relevant foreign country. The information will be stored in accordance with the regulations on the protection of personal data.

### **ANNEX 3**

#### **TEMPLATE TO BE FOLLOWED FOR PRESENTING THE EQUIPMENT'S MINIMUM EXPERIENCE REQUIRED**

##### **IDENTIFICATION DATA OF THE SIGNER OF THE DECLARATION AND OF THE BIDDER**

Mrs. ...., with DNI/Passport number ..... and address at ..... as  
representative of the company ....., with NIF/TIN or document to replace it  
..... (complete in case of acting on behalf of a company), and address .....

##### **DECLARES:**

- **Team assigned to the project comply with the following minimum requirements:**
- **Project Manager:**
  - Has minimum of 5 years' leading experience in accelerator and incubation programs, fundraising networks, and strategic partnerships in Boston.
  - Has full English competence for working environments
  - Has full Spanish competence for working environments (only include if meet the requirement)
  - Will attend travels to Spain once a year for the kick-off meeting of the immersion program.
- **Additional team members: (Complete by the bidder)**
  - Has minimum 2 years' proven track record in the tasks required.



