**Logistics 4.0 Incubator:**

**Open Call for Proposals**

**By:**



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 **Annex 1.- Application form**

# Introduction

This document provides a full set of information regarding the third open call for proposals for the High-Tech Incubator “**Logistics 4.0 Incubator**”. In addition to these guidelines, the applicants are invited to get more information about the statutes, contracts and Rules of Procedure at the website <https://www.incubadoralogistica.com/en/index.php>

## Background information

The High-Tech Business incubator is a project lead by “***El Consorcio de Zona Franca de Barcelona***” supported by **ERDF**. Its goal is to promote the adoption of 4.0 technologies through the creation of a space for the incubation of SMEs and micro-SMEs related to the logistics industries. The duration of the program it’s 9 months until the end of 2024.

This space is located at the headquarters of “***El Consorcio de la Zona Franca de Barcelona***”, with a total area of 900 sqm. The incubation area include co-working zones, offices, training areas and meeting rooms, among others. The High-Tech Business Incubator will also provide the incubated companies with a wide range of services, such as:

* **Incubation spaces**
* **Technological services Advice**
* **Training**
* **Mentoring**
* **Networking**

The aim of these infrastructures is the dynamization for the transformation of the SME’s towards the Industry 4.0. This goal is aligned with the Horizon 2020 strategy and will facilitate the collaboration with other regions and the cooperation between public and private bodies.

## Part time attendance required.

Due to the ecosystem created during this past year and the benefits registered, part-time attendance at the Incubator will be required.

# PROCEDURE

* **Call opening:** on **https://www.incubadoralogistica.com/**
* **Submission:** via email**proposals@incubadoralogistica.com**

# Beneficiaries

## Types of Beneficiaries

The accepted applicants for the Logistics 4.0 Incubator open calls are companies or start-ups:

* **SME’s**: Individual projects of a company established anywhere in the world.
* **Start‐ups**: When there is not a constituted company, the applicants could be a person or more than one individual legally established anywhere in the world.

# GENERAL INFORMATION

## Tren de carga pasando por unos rieles  Descripción generada automáticamente con confianza bajaMeans of Submission

The website **https://www.incubadoralogistica.com/**  gather all the information related to the Call for Applications. The email **proposals@incubadoralogistica.com** is the entry point for all proposals. Submissions received by any other channel will be automatically discarded.

Documents required in subsequent phases will be submitted via dedicated channel, which will be indicated by the Logistics 4.0 Incubator.

## Language

**English, Spanish and Catalan** are the official languages for the Logistics 4.0 Incubator open calls. Submissions done in any other language will not be evaluated. English, Spanish and Catalan are also the only official language during the whole execution of the incubation process. This means any requested submission of deliverables will be done in English, Spanish or Catalan in order to be eligible.

## Documentation Formats

Any document requested in any of the phases must be submitted electronically in **PDF format** without restrictions for printing.

## Number of Proposals per Applicant

**Unlimited proposals** will be accepted for incubating per company, team or individuals.

# SUBMISSION OF PROPOSALS

The submission will be done through the email **proposals@incubadoralogistica.com** before March 29th at 23:59h, Barcelona local time.

The documents that will be submitted are:

1. **Proposal form:** an online form available at **https://www.incubadoralogistica.com/**divided into different sections:

(0) Admin & contact data

(1) Business Description

(2) Technology Description

(3) IP Status

(4) Origin of the technology

(5) Innovation and competitive advantage of the product/service

(6) Targeted market-Activity

(7) Expected competitiveness level and key competitors

(8) Description of the potential market

(9) Milestones of the technology/company

(10) Team

(11) Technological needs

(12) Funding needs

(13) Key success factors

(14) Other relevant information.

The project proposals have to strictly adhere to the form provided by the Logistics 4.0 Incubator, which defines sections and the overall length. Evaluators can consider extra material in the evaluation.

1. **Declaration of Honour**: a tick box clicked by the companies, SME or the individuals confirming they have read the conditions and agree with the conditions defined in this document.
2. **Fiscal Requirements**: Companies will need to prove that they are up to date with payments to the national Treasury and the Social Security.

If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may submit a new version. Only the last version received before the call deadline will be considered in the evaluation.

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including communications delays, automatically leads to rejection of the submission. The time of receipt of the message as recorded by the submission system will be definitive.

The **Logistics 4.0 Incubator** offers a dedicated support channel available for proposers at **info@incubadoralogistica.com**.

Requests or inquiries about the submission system or the call itself, received AFTER the closure time of the call will neither be considered nor answered.

# Evaluation Process

## Proposal Stage

### Proposal Reception

Submissions will be done **ONLY** through the email **proposals@incubadoralogistica.com**.

### Eligibility

An automatic filtering to discard non‐eligible proposals will follow the shortlist below. **Eligibility criteria check** will verify:

1. the correct fulfilment of the submission form,
2. the certificate that the company is up to date with payments to the national Treasury and the Social Security.

Proposals marked as non‐eligible will get a rejection letter including the reasons (a to b) for being declared as non‐eligible. No further feedback on the process will be given.

Evaluators

A team of 2 to 5 people with different profiles (technical and/or business) will assess every proposal. External evaluators can be part of the evaluations and, in any case, will have to sign a declaration that they have no conflict of interest.

 Scoring

Reviewers will evaluate the proposals considering the criteria for the challenge. Each criterion will have a score from 0 to 10. **The criteria** are the following:

* New creation company: 0 to 10 points.
* Link to logistics or 4.0 technologies: 0 to 10 points.
* Technical feasibility of the project: 0 to 10 points.
* Financial feasibility of the project: 0 to 10 points.
* Background of the promoter, the team or the project: 0 to 10 points.
* Size of the project/company: priority for SME, mico-SME and start-ups, 0 to 10 points.
* Quality, clarity and defense of the project: 0 to 10 points.
* Potential for the creation of new jobs: 0 to 10 points.

In order to be accepted within the Logistics Incubator, the project must reach at least 50 over 80 points.

### Draw Resolution

In the case of a **draw** in the final scoring, the following criteria will be used in the following order of priority:

* Higher score for technical potential criterion
* Higher score for business potential criterion
* Date of submission: earlier submitted proposals go first.

### Communication

Every applicant will receive via e‐mail a letter informing of: **rejection decision, invitation to signature and following steps or being part of the reserve list.**

### Closure

The objective of the closure process is fulfilling the legal requirements between the Logistics 4.0 Incubator and every selected applicant of the call. The items covered will be:

 Status information of the beneficiaries:

▫ **SMEs and the rest of companies**.

1. **Status Information Form**. It includes the balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.
2. **Legal existence**. Company Register, Official Journal and so forth, showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent)
3. **Supporting documents**. In cases where either the number of employees or the ownership is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.
4. **Fiscal requirements**: Companies will need to prove that they are up to date with payments to the national Treasury and the Social Security.

▫ **Start‐up**: When there is not a constituted SME, the applicants could be a group between 1 to 4 individuals:

1. A copy of the ID‐card or passport of every participant in the project team will be required.

▫ **Bank account information**: The account will be indicated via form signed by the company, individuals and the bank owners. The holder of the account will be the company or all the individuals (or the coordinator of the group on its own if allowed by the other team members).

The request of the documentation will be done including deadlines. Failing to meet the deadlines requested will directly end up the negotiation process and projects under the reserve list will substitute the failing applicants.

# Infrastructure and incubation services by the Logistics 4.0 Incubator

Below the description to the **infrastructure and incubation services** provided by the Logistics 4.0 Incubator during the incubation period.

## Infrastructure

The Logistics 4.0 Incubator will provide incubation space for the projects. Besides, common areas include:

* Internet access: every workplace will include an access to internet via Wi-Fi.
* Reception area
* Kitchen
* Open spaces
* Training & Networking area
* Meeting rooms
* One-to-one boxes

##  Training and innovation services

The training and innovation services include:

* Mentoring sessions.
* Innovation promotion programs.
* Access to public and private funding programs.
* Training sessions.
* Networking events.

## Support to commercialization services

The services included are, among others:

* Participation in international trade shows
* Contact with Business Angels, Venture Capitals and other funding tools.
* Advice for public funding national and international calls.
* Organization of meetings with the logistics industry.
* Participation in commercial events.
* International business meetings.

**ANNEX 1.- Application form for the candidates for the Logistics 4.0 Incubator**

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| --- | --- |
| **Name of the project/ Nombre del Proyecto** |  |
| **Name of the Company/promoter/ Nombre de la compañía o el promotor** |  |
| **Contact details/Detalles de contacto (email & phone):** |  |

|  |
| --- |
| **BUSINESS MODEL DESCRIPTION / DESCRIPCIÓN DEL MODELO DE NEGOCIO** |
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| --- |
| **TECHNOLOGY DESCRIPTION / DESCRIPCIÓN DE LA TECNOLOGÍA** |
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| --- |
| **IP STATUS / ESTADO DE LA PROPIEDAD INTELECTUAL** |
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| --- |
| **ORIGIN OF THE TECHNOLOGY / ORIGEN DE LA TECNOLOGÍA** |
|  |

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| --- |
| **MAIN COMPETITIVE ADVANTAGE OF THE PRODUCT OR SERVICE / PRINCIPALES VENTAJAS COMPETITIVAS DEL PRODUCTO O SERVICIO** |
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| --- |
| **DESCRIPTION AND POTENTIAL MARKET SIZE / DESCRIPCIÓN Y TAMAÑO DE MERCADO POTENCIAL** |
|  |

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| --- |
| **EXPECTED COMPETITIVENESS LEVEL AND KEY COMPETITORS / NIVEL ESPERADO DE COMPETENCIA Y COMPETIDORES CLAVE** |
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| --- |
| **MAIN COMPETITIVE ADVANTAGES LINKED TO THE COMPANY'S TECHNOLOGY / PRINCIPALES VENTAJAS COMPETIVAS VINCULADAS A LA TECNOLOGIA DE LA EMPRESA**  |
|  |

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| --- |
| **FUNDING NEEDS / NECESIDADES FINANCIERA** |
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| --- |
| **KEY SUCCESS FACTORS / FACTORES CLAVES DE ÉXITO** |
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| --- |
| **OTHER RELEVANT INFORMATION / OTRA INFORMACIÓN RELEVANTE** |
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| --- |
| **INDICATE THE SOURCE WHEREBY YOU ACCESSED TO PARTICIPATE IN THIS CALL / INDIQUE LA FUENTE MEDIANTE LA CUAL HA ACCEDIDO A PARTICIPAR EN ESTA CALL**  |
|  |

|  |
| --- |
| **ANNEXES / ANEXOS** |
| * ID, CIF or VAT card of the company or the promoters / DNI, CIF o número VAT de la empresa o los emprendedores.
* Currículum vitae and contact details (optional) / Curriculum Vitae y detalles de contacto (opcional).
* Business report explaining the technology (optional) / Informe de negocio explicando la tecnología (opcional).
* Copy of the inscription in the Mercantile Register (only for companies) / Copia de la inscripción en el Registro Mercantil (sólo para empresas)
* Certificate that the company is up to date with payments to the national Treasury and the Social Security / Certificado de estar al corriente de pagos con el Tesoro Nacional y la Seguridad Social.
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