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**Cámaras**  
Fundación INCYDE

**3DFACTORY**  
INCUBATOR

**Name of the project:** "Incubadoras de Alta Tecnología para el fomento de la innovación y la transferencia de tecnología a las micropymes" de la CA de Cataluña. Resolución IAT 1809

**Name of the operation:** "Incubadora de Alta Tecnología D-Factory en manufactura avanzada, fabricación aditiva y 3DP"

## D-Factory Incubator:



## Open Call for Proposals

By:

**ZF** | CONSORCI  
**barcelona**  
ZONA FRANCA

FUNDACIÓN  
**LEITAT**



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## Annex 1.- Application form



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## 1. Introduction

This document provides a full set of information regarding the first open call for proposals for the High-Tech Incubator “**D-Factory**”. In addition to these guidelines, the applicants are invited to get more information about the statutes, contracts and Rules of Procedure at the website [www.dfactorybcn.org](http://www.dfactorybcn.org).

### 1.1 Background information

The High-Tech Business incubator is a project led by “*El Consorcio de Zona Franca de Barcelona*” and “*Fundación LEITAT*”, supported by **ERD Funds**. Its goal is to promote the adoption of 3D Printing technologies through the creation of a space for the incubation of SMEs and micro-SMEs related to these technologies. The budget for the project is 2.977.000€ and it will be funded at 50%, with a duration of 21 months until the beginning of 2020.

This space will be located at the headquarters of “*El Consorcio de la Zona Franca de Barcelona*”, with a total area of 600 sqm. The incubation area will include co-working zones, offices, laboratories, training areas and meeting rooms. The High-Tech Business Incubator will also provide the incubated companies with a wide range of services, such as:

- **Incubation spaces**
- **Technological services**
- **Innovation services**
- **Certification and testing services**
- **Commercialization and internationalization services**

The laboratories will incorporate 3D-printing industrial equipment, mini-printers, post-processing stations and dedicated staff with proven experience that will support the incubating companies. The aim of these infrastructures is the dynamisation 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.

The project belongs to the call “High-tech incubators for the promotion of the innovation and technological transfer to micro SME’s” launched by **Fundación INCYDE**, whose goal is to promote the modernization of productive structures in the different regions in Spain.

## 2. PROCEDURE

- **Call opening:** on [www.dfactorybcn.org](http://www.dfactorybcn.org) via email [proposals@dfactorybcn.org](mailto:proposals@dfactorybcn.org).
- **Submission:** via email [proposals@dfactorybcn.org](mailto:proposals@dfactorybcn.org)



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### 3. Beneficiaries

#### 3.1 Types of Beneficiaries

The accepted applicants for the D-Factory open calls are companies or start-ups:

- **Companies:** Individual projects of a company established in an EU Member state.
- **Start-ups:** When there is not a constituted company, the applicants could be a person or more than one individuals legally established in an EU Member State.

#### 3.2 Eligible Countries

Only applicants legally established, and working, in the case of the individuals, in any of the following countries will be eligible:

- **The Member States (MS) of the European Union (EU)**, including their outermost regions;
- **The Overseas Countries and Territories (OCT)** linked to the Member States<sup>1</sup> ;

### 4. GENERAL INFORMATION

#### 4.1 Means of Submission

The website [www.dfactorybcn.org](http://www.dfactorybcn.org) will gather all the information related to the Call for Applications. The email [proposals@dfactorybcn.org](mailto:proposals@dfactorybcn.org) will be 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 D-Factory.

#### 4.2 Language

**English** is the official language for the D-Factory open calls. Submissions done in any other language will not be evaluated. English is 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 in order to be eligible.

#### 4.3 Documentation Formats

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

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<sup>1</sup> Entities from Overseas Countries and Territories (OCT) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked.



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#### 4.4 Number of Proposals per Applicant

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

### 5. SUBMISSION OF PROPOSALS

The submission will be done through the email [proposals@dfactorybcn.org](mailto:proposals@dfactorybcn.org).

The documents that will be submitted are:

1. **Proposal form:** an online form available at [www.dfactorybcn.org](http://www.dfactorybcn.org) 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) Link to Additive Manufacturing
- (12) Funding needs
- (13) Key success factors
- (14) Other relevant information.

The project proposals have to strictly adhere to the form provided by the **D-Factory**, which defines sections and the overall length. Evaluators can consider extra material in the evaluation.

- 2. **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.
- 3. **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.



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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 **D-Factory** offers a dedicated support channel available for proposers at [info@dfactorybcn.org](mailto:info@dfactorybcn.org).

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.

## 6. Evaluation Process

### 6.1 Proposal Stage

#### 6.1.1 Proposal Reception

Submissions will be done **ONLY** through the email [proposals@dfactorybcn.org](mailto:proposals@dfactorybcn.org).

#### 6.1.2 Eligibility

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

- a. the existence of a legal company/start-up group/self-employed in an eligible country,
- b. the correct fulfilment of the submission form,
- c. 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 c) 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 additive manufacturing: 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, micro-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.



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In order to be accepted within the D-Factory, the project must reach at least 50 over 80 points. The information on the evaluation will be compiled into an **Evaluation Summary Report**, which will be sent to applicants after being approved by the Advisory Board.

### 6.1.3 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.

### 6.1.4 Communication

Every applicant will receive via e-mail:

- An **Evaluation Summary Report (ESR)**
- A letter informing of: **rejection decision, invitation to signature and following steps or being part of the reserve list.**

### 6.1.5 Closure

The objective of the closure process is fulfilling the legal requirements between the D-Factory 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.



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- **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.
  2. A proof for every participant in the project that (s)he is legally established and working in an eligible country (see section 3.3).

▫ **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.

## 7. Infrastructure and incubation services by the D-Factory

Below the description to the **infrastructure and incubation services** provided by the D-Factory during the incubation period.

### 7.1 Infrastructure

The D-Factory will provide incubation space for the projects, with **two different possibilities**:

- **Private Space** for up to four workers: this option includes a separate office with 4 places for a single company or project.
- **Co-working Space**: the incubation space incorporates shared co-working spaces for up to 30 people.

Besides these two options, common areas include:

- Internet access: every work place will include an access to internet via Wi-Fi.
- Reception area
- Kitchen
- Open spaces
- Training & Networking area
- Labs: 200 sqm with industrial equipment and mini 3D printers.

### 7.2 Technological services

The list of services in this field are:

- Training and mentoring in 3D manufacturing
- "In-house" design services
- Modeling
- Prototyping
- Tooling
- Manufacturing



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- Small series production
- Technical Advisory for the industrial 3D printers production
- Access to mini 3D printers
- Parametric 3D modeling in generic and original formats
- Hybrid modeling (digitized data in 2D and 3D)
- Reconstruction based on 3D digitized data, soundings, 2D drawings, sketches, etc.
- Modification of the design of existing objects
- Preparation of data for digital simulation
- 3D modeling of objects of all sizes

### 7.3 Innovation services

The innovation services include:

- Evaluation of the potential of a knowledge for the generation economic return and the determination of reference value
- IP protection
- Freedom of operation study
- Technology scouting
- Technology prioritization reports
- Proof of market and market activation
- Technology commercialization
- Business mentoring
- Technology valuation
- Agreements negotiation
- Business model & Development
- International Projects Office

### 7.4 Commercialization and Internationalization services

The services included are, among others:

- International business meetings
- Foreign markets conferences
- Trade Missions
- International Contracts Advisory
- Internationalization Plans
- Networking events
- Funding access conferences
- Challenges for the 3D sector working days
- Participation in international trade shows



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### 7.5 Advanced Technological Services

Among others, these services include:

- Testing
- Quality control
- Validation
- Certification



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**ANNEX 1.- Proposal form of the candidate for the 3D-Factory Incubator (Incubadora de Alta Tecnología en Impresión 3D)**

|   |  |
|---|--|
| <b>Name of the project</b>                  |  |
| <b>Name of the Company/promoter:</b>        |  |
| <b>Contact details (email &amp; phone):</b> |  |

|                             |
|-----------------------------|
| <b>BUSINESS DESCRIPTION</b> |
|                             |

|                               |
|-------------------------------|
| <b>TECHNOLOGY DESCRIPTION</b> |
|                               |

|                  |
|------------------|
| <b>IP STATUS</b> |
|                  |

|                                 |
|---------------------------------|
| <b>ORIGIN OF THE TECHNOLOGY</b> |
|                                 |



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**INNOVATION AND COMPETITIVE ADVANTAGE OF THE PRODUCT/SERVICE**

**TARGETED MARKET - ACTIVITY**

**EXPECTED COMPETITIVENESS LEVEL AND KEY COMPETITORS**

**DESCRIPTION OF THE POTENTIAL MARKET**

**MILESTONES OF THE TECHNOLOGY/COMPANY**



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| TEAM             |            |                  |
|------------------|------------|------------------|
| NAME AND SURNAME | BACKGROUND | ROL & DEDICATION |
|                  |            |                  |
|                  |            |                  |
|                  |            |                  |

| LINK TO ADDITIVE MANUFACTURING |
|--------------------------------|
|                                |

| FUNDING NEEDS |
|---------------|
|               |

| KEY SUCCESS FACTORS |
|---------------------|
|                     |

| OTHER RELEVANT INFORMATION |
|----------------------------|
|                            |



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#### ANEXOS

- ID, CIF or VAT card of the company or the promoters
- Currículum vitae and contact details.
- Business report explaining the technology.
- Copy of the inscription in the Mercantile Register (only for companies)
- Certificate that the company is up to date with payments to the national Treasury and the Social Security