



NZC CESF Procurement RFP

CESF Procurement Document template to be published internally or externally for the purposes of procuring expert support for cities

NZC-PCP1-007-Guimarães

Date: 12 November 2024 (Updated 26.11.2024)

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Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	(NZC) Grant and Resource Allocation Committee
LLG	Landscape Laboratory of Guimarães

Request for Proposal

For: Capacity-building expertise for Guimarães

Date: 12 November 2024 (Updated: 21 November 2024 and 26 November 2024)

Update (21 November): A document with responses to questions from interested parties has been added as an annex to this RfP.

Update (26 November): In response to requests and in consideration of the City's flexibility, we have extended the deadline for submitting applications by one week. The new deadline is now December 4, 23:59:59 CET. As a result, the start of the implementation phase will be postponed until mid-January 2025. All changes have been highlighted in red.

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC's requirements for services to support cities in the NetZeroCities programme, through the NZC City Expert Support Facility. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Capacity-building expertise on economic and financial modelling for innovative energy systems and nature-based solutions
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> Guimarães, Portugal Some onsite services may be required at: <ul style="list-style-type: none"> Guimarães, Portugal
Climate-KIC Contract Manager for submitting proposals and inquiries	Radka Reil CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	6 months

Table 1: Procurement executive summary

1.2 Timelines

Climate-KIC has set the following indicative timelines for this RFP:

Planned Date*	Milestones
13 November 2024	RFP issued to bidders

Planned Date*	Milestones
27 November 2024 4 December 2024 (23:59:59 CET)	Bidders submit proposals / Submission Deadline
Expected early December 2024	NZC team to review and evaluate proposals
02 January 2025 15 January 2025	Proposed contract start date

Climate-KIC reserves the right to amend this timetable during the RFP.

Table 2: Timeline table

If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. Climate-KIC will assess bids and notify bidders following the timeline above.

1.3 About Climate-KIC

Climate-KIC is Europe's leading climate innovation agency and community, supporting cities, regions, countries and industries to meet their climate ambitions through systems innovation and place-based transformations.

Together with our partners, we generate, implement and integrate climate solutions by mobilising finance, testing business models, and opening pathways for institutional change and behavioural change. We orchestrate large-scale demonstrations that show what is possible when cycles of innovation and learning are deliberately designed to trigger exponential decarbonisation and build resilient communities. Climate-KIC is the project lead for NetZeroCities (NZC).

1.4 About NetZeroCities

NetZeroCities (NZC) is a project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and supports them by developing, promoting, and integrating new and existing tools, resources, and expertise into an online platform accessible to all cities (**Mission Platform**). The project – designed to **support cities that are part of the EU's Horizon 2020 and Horizon Europe supported Mission "100 Climate-Neutral and Smart Cities by 2030"** – tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

1.4.1 NZC Climate City Contracts (CCC)

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts is a central feature of the [EU Mission on 100 Climate Neutral and Smart Cities](#) by 2030. While not legally binding, these contracts represent a clear and highly visible political commitment. This commitment extends not only to the EC, national and regional authorities, but also to the citizens they serve. These contracts outline the city's path to achieve climate neutrality by 2030, accompanied by a comprehensive investment strategy.

1.4.2 NZC Pilot Cities Programme

The **NZC Pilot Cities Programme** supports large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition. As such, the NZC Pilot Cities Programme and its subgrant-funded activities are an opportunity for Mission Cities to put into practise elements of their developing and/or finalised Climate City Contracts and the plans contained in them and learn by doing so in the process.

2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence, and negotiations, is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

The scoring information (includes price) and the successful proposal will be shared with the City that is the beneficiary of the contract prior to contract execution. The unsuccessful proposals may also be shared with the city for feedback. Please make Climate-KIC aware if there are any potential issues with the dissemination of your proposal for the purposes of informing the city of the outcome.

3 Specification

3.1 Scope

NZC / Climate-KIC are requesting quotation for **capacity-building expertise on economic and financial modelling for innovative energy systems and nature-based solutions**, encompassing sustainability criteria.

The subject of this service tailored to the city of Guimarães's needs involves the provision of expert **mentoring and guidance to local human resources** (aimed at key experts from the Climate Transition Team including the Landscape Laboratory of Guimarães (LLG) and Municipality Staff) **for the development of sustainable and effective business models aligned with public procurement processes**. The service provider is expected to use design-thinking as a mindset and methodology, with a capacity-building set focusing on a practical, hands-on approach tailored to the topics of new energy and nature-based solutions.

The proposal should consider the following:

- Mentoring human resources and providing expert guidance for developing sustainable and effective business models that align with public procurement processes to achieve economic and environmental goals.
- Guidance on how to use design-thinking as a mindset and methodology, implement self-designing of business models, design activities for business model innovation projects, use design tools and approaches for business model innovation, co-create new services, products or business models and measure impact and conduct evaluation of both design thinking integrated with business model innovation

The supplier will ensure sufficient financial, economic, technical, and professional capacity to deliver the services in an efficient and effective manner.

The services will be delivered to meet the following milestones:

Milestone	Time frame
Inception meeting: cross-presentations of teams	Day 1
Presentation of the mentoring plan (Deliverable 1)	Week 2
Mid-term assessment of the mentoring process and discussion. Plan adjustments if necessary (Deliverable 2)	Month 3
Final presentation and delivery of the business model for the specific case(s) by the mentees (Deliverable 3)	Month 6

It is estimated that the work would take ~30 person-days over the period of ~6 months (~~Dec/Jan 2024 – May/June 2025~~ **Jan 2024 – June/July 2024**), with the first three months with a stronger economic/financial focus, and the following three months with a stronger focus on technical assistance and business modelling for energy systems and nature-based solutions, or integration of both (and to be aligned with specific Mission and pilot activities).

3.2 Required Experience and Capabilities

The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- **Understanding of policy and regulatory frameworks**
 - Proven experience in the field of current EU climate policy and its scientific aspects, including in particular emerging risks, as well as new technological solutions and related risks and opportunities

- Proven holistic capacity approach: combination of technical expertise with a strong understanding of socio-economic and regulatory dimensions to support the green transition.
- **Design Thinking & Business Model Innovation**; ability to apply innovative methodologies to enhance project efficiency and effectiveness.
- **Financial expertise**: strong background in financial mechanisms and models for sustainable projects.
 - Expertise in public and private financing options, investment strategies, and economic incentives that drive the green transition.
 - Experience in identifying and securing funding sources (grants, subsidies, private investments).
 - Ability to perform economic analysis: Lifecycle costing and life cycle assessment; Return on investment (ROI); Cost-benefit analysis.
 - Capability to develop robust business cases for sustainability projects.
- **Green Procurement**:
 - Deep understanding of green procurement practices.
 - Ability to develop procurement processes prioritizing sustainability, cost-efficiency, and regulatory compliance.
 - Familiarity with European and Portuguese regulatory frameworks impacting green procurement and project implementation, particularly within the framework of the Código dos Contratos Públicos (CCP), Decreto-Lei n.º 18/2008, of January 29th
- **Energy Systems & Infrastructure**:
 - Experience with comprehensive infrastructure projects, such as Positive Energy Districts (PEDs) and net-zero neighbourhoods.
 - Knowledge of energy communities, scaling renewable energy solutions, and addressing energy poverty and justice issues.
- **Nature-Based Solutions**:
 - Proven understanding of nature-based solutions, green infrastructure and climate resilience.
 - Ability to integrate nature in addressing environmental and societal challenges in the built environment (focus on net-zero neighbourhoods).
- **Governance, Policy & Regulation**:
 - Well-versed in national and European support mechanisms, policy, and regulatory frameworks.
 - Ability to identify and navigate policy hurdles and drive public governance innovation for green initiatives.
- **Project Management**:
 - Experience in designing and implementing environmentally, economically, and socially viable projects.
 - Knowledge of sustainable business models and risk management.
 - Ability to ensure the long-term success and impact of projects.
 - Proficient in capability-building within organizations. Skilled at developing internal capabilities and facilitating continuous learning processes to help teams adapt to emerging challenges.
 - Developing and delivering analytical and audience-friendly reports: for publishing, production of visual material and promotion.
 - Adherence to evaluation professional ethics and quality standards
 - Project management showcasing on time and on budget delivery

The contractor is expected to engage with the municipality staff and NetZeroCities consortium partners in a collaborative, respectful manner, showing adaptability to specific mentoring and capacity-building needs, and ensure alignment with their overall goals and values while maintaining transparent, consistent communication.

3.3 Methodology

The following stepwise approach is expected:

Task 1: Inception

The contractor will build and present a **mentoring plan**, acting as a detailed work plan for the assignment. The expected involvement of the municipal authorities' human resources and management team, as well as the contractor team, will be detailed.

Task 2: Exploring the needs and designing a capacity-building set

The contractor shall also perform an **overview survey of existing capacities** within the municipal team, related to sustainable business model innovation. It is expected to suggest a methodology and criteria to assess the human resources' initial level of maturity; a final evaluation will use the same criteria following the assignment, to measure progress and impact.

Based on the needs analysis, the contractor will design a **capacity-building set**. This will include both the mentoring methodology and educational material. This set will cover the following aspects:

- Design thinking methodological framework
- Business model innovation, integrating sustainability criteria and compatibility with public procurement processes

This set will be presented to and validated by the appointed management team at the Guimarães Municipality.

Task 3: Delivering collective mentoring to key staff

The contractor is expected to deliver collective mentoring to the local human resources, based on the capacity-building set validated in task 2.

The first 3 months of mentoring will have a strong economic/financial focus addressing, e.g., types of sources of funding and financing, and using design thinking as a mindset and methodology to implement self-designing of business models, design activities for business model innovation projects, design tools and approaches for business model innovation, co-creation of new services, products or business models and impact measurement and evaluation of both design thinking integrated with business model innovation.

Task 4: Capacity development: practical support on a pilot case

The pilot case will be selected with the LLG local team.

This task will have a strong component of technical assistance and support to the early development and refinement of business model(s) for energy (digitalisation and one-stop-shop), or nature-based-solutions, or the integration of both, that encompasses/encompass economic and financial considerations with sustainable procurement practices, using the presented use case(s).

The contractor is expected to demonstrate how it will provide hands-on support to the local staff, in a co-design approach of innovative business models.

The contractor is also expected to consider **relationship dynamics**, have a proactive attitude toward relationship management, including being open to feedback and adapting their approach as necessary, and suggest how they would respond if related challenges arose – e.g. describe approach to handling relationship issues and misunderstandings / misalignment. Providing evidence of strong relationship management skills, interpersonal strengths, ability to foster productive mentoring relationships, and successfully navigated relationship dynamics or conflicts in previous mentoring and capacity-building engagements will be considered as an advantage.

3.4 Objectives

The present assignment aims to the **development of a mentoring process** aimed at key experts from the Climate Transition Team including the Landscape Laboratory of Guimarães (LLG) and Municipality Staff **to expand their knowledge in urban innovation through design thinking methods**.

To achieve this main goal, the following specific objectives are identified:

- **Personal skills:** identify both the skills and training gaps of the human resources participating in the mentoring process, to adapt the training offer to the real needs of the key staff
- **Map of tools:** know the map of technologies, tools and methodologies used within the LLG team with the aim of integrating them into a new work model based on design thinking.
- **Capability-building:** develop an adequate and viable training to ensure a strong foundation of competent professionals that will ensure adequate sustainable business models for green and innovative public procurement
- **Build the case:** focus the mentoring and training process around the selected pilot project (e.g. implementation of photovoltaic charging ports), integrating the different knowledge required to achieve a specific sustainable business model.

3.5 Deliverables

The following deliverables are requested:

Deliverable 1: Mentoring Plan and capacity-building set (Week 2)

- Detailed mentoring roadmap, including the approach, key areas of focus, and timeline for mentoring activities.

Deliverable 2: Mid-term Assessment & Adjusted Plan (Month 3)

- Mid-term review focusing on economic and financial aspects, sources of funding, and business model design.
- Assessment of progress made during the first three months.
- Discussion of key findings and challenges; adjustments to the mentoring plan if necessary.

Deliverable 3: Final Business Model Presentation (Month 6)

- Delivery of the final business model(s) for the specific use case(s) by mentees.

Deliverable 4: CESF Delivery Report (Month 6)

- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing the entire process, outcomes and learnings, and any identified follow-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.
- This Report (and other deliverables) shall be shared within the NZC Consortium.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

3.6 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority

- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of Climate-KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make Climate-KIC aware in your submission.

3.7 Sustainability

In order to uphold our commitment to sustainability, Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4 Contracting (third parties)

The below is applicable for External Parties only, i.e. not a NZC Partner.

4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where Climate-KIC is requesting services over longer periods of time, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables) - to be clarified during contracting).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.2 Contract Management

A one-off agreement is proposed for award of work.

Climate-KIC can share their standard terms and conditions and will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- Climate-KIC requires that that service providers provide an indemnity to Climate-KIC for breach of third-party intellectual property rights;
- In addition, Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

5 Award Criteria

5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

5.2 Evaluation Criteria

5.2.1 Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

1. Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%).
2. Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

5.2.2 Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (20%).

- 2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (10%).

5.2.3 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

- 1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
- 2. An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

* The conversion to points will be based on the weighting attributed to price in the total evaluation.

Table 4 - Example scoring methodology for price lots

6 Instruction to Bidders

6.1 Responding with your proposal

Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:
 - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
 - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines. All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy, at CESF@netzerocities.eu

6.2 Quotation requirements

Climate-KIC request that bidders quote in the following manner, as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- 1.1 Provide a rate card for relevant grades of employment that will be conducting services (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a month-by-month resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 5 & 6 as an example.
- For External Suppliers (Non-NZC Consortium): Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 5 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 6.

Table 5: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Services ... as per Section 3
Deliverable 1 of ... as per Section 3.5
Deliverable 2 of ... as per Section 3.5
Deliverable 3 of ... as per Section 3.5
Deliverable 4 of ... as per Section 3.5
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)

Item and unit cost (in Euros excluding VAT)
Rate card for services (per day/hour, in Euros excluding VAT):
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.

10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, Climate-KIC does not warrant the information accurate or comprehensive.



**NET
ZERO
CITIES**

NZC CESF Procurement Clarification Questions and Responses

Capacity-building expertise for Guimarães

Introduction

This document is provided to prospective applications for the procurement for expert support entitled [Capacity-building expertise for Guimarães](#) under the aegis of the NetZeroCities Programme.

The following table contains a summary of questions received and the responses collated to support applicants should they proceed to submit.

Clarifications

Questions received	Response
Estimated Contract Value	
I am currently reviewing the opportunity and would like to inquire if there is an approximate budget allocated for this project.	Rather than providing a budget estimate, we are offering an estimate of the expected workload (30 working days) as outlined in section 3.1 of the RfP. This approach is more universal, given that we are accepting proposals from various countries.
I see the estimate is €500 per day. Is that set?	The €500 per day example in the table illustrates the expected granularity of bid descriptions and is not specific to this RfP.
The estimated effort is +30 person days over 6 months – Is this final or would there be room for this to amend depending on the input?	This estimate is provided to assist you in calculating the anticipated effort required for the task. Should your experience indicate that the scope of this request may necessitate a greater or lesser amount of effort (measured in working days), you are encouraged to propose your estimates accordingly.
Delivery team	
I would like to inquire further if small consortiums are permitted to apply for this call. Understanding this will help determine the best approach for structuring our proposal.	You can formalise your participation as a group provided you establish and document a clear responsibility matrix and structure your collaboration according to the RFP requirements (you should outline each organisation's specific tasks, accountability, and deliverables, ensuring there is no overlap or ambiguity in responsibilities, e.g. through a collaborative agreement). Please note that we require a single entity or point of contact for streamlined communication and accountability – i.e. one of you as the lead bidder or prime contractor to serve as the formal point of contact and take on contractual responsibility. The other companies/organisations would then act as subcontractors under the prime contractor's lead.
Proposal format	



Questions received	Response
Approximately how long should the proposal be in terms of pages? Not including CVs of key staff in the annexes	We do not have any indications in this regard.
Partial bids	
Does the proposal need to tackle both Energy and Nature-based Solutions, or is it ok to focus on just one of them?	The proposal should cover the expertise in both areas.

