



**NET
ZERO
CITIES**

NZC CESF Procurement Clarification Questions and Responses

**General Urban Spatial Plan update
(Vitoria-Gasteiz)**

Introduction

This document is provided to prospective applications for the procurement for expert support entitled [General Urban Spatial Plan update](#), for the city of Vitoria-Gasteiz, 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.

Deadline Extension

Please note that, in addition to these clarifications, the deadline for submission for this procurement opportunity is now Wednesday 25 September 2024 – an extension from the original deadline of 10 September.

Clarifications

Questions received	Response
<p>Estimated Contract Value</p> <p>Our main concern is about the estimated value of the contract. Without an approximate figure and given the unspecified nature of the tasks, it is difficult to make a budget estimate without knowing the scope of work you have in mind. For example, we could organize a process involving 10, 20, 50, or 100 participants, each implying a very different cost. If you could provide an indicative budget, it would help us align with your expectations.</p>	<p>The current internal pricing estimate is 60,000 – 85,000 EURO.</p> <p>Keep in mind that scoring will follow the “<i>lowest price/tendered price x 40</i>” formula.</p>
<p>Ambition and Scope of Tasks:</p> <p>a) Regarding the “day-long kick-off event”:</p> <ol style="list-style-type: none"> Planned Schedule: We assume it is a full-day event (morning and afternoon), is that correct? Expected Participants: How many participants are expected to attend approximately? Venue Rental: Should we budget for venue rental, or will the City Council provide the space? Has a specific venue been defined? Production Costs: Should we include production costs such as: <ul style="list-style-type: none"> Catering: For a full-day event, how many people and breaks should we consider for catering? Should we plan for a morning coffee break, lunch, and an afternoon coffee break? Sound System and Technical Support: Should we budget for hiring these services as well? Materials and Production Costs: Should we include the budget for designing and producing materials such as badges, posters, signs, etc.? Communication: What kind of communication is expected and what is its intended impact? Will communication be directed exclusively at experts and participants? Creative Materials: Are there plans to create graphic materials for the event and process? 	<ol style="list-style-type: none"> The event is expected to be half a day long (4-6 hours) to accommodate expert presentations and discussion sessions with municipal participants. Bidders are welcome to propose alternatives where they imagine a different approach can provide added value within estimated effort. Participants are expected to include 4-6 experts and around 12 people representing the municipality. From the municipality no other stakeholders are expected to attend the kick-off event. No, you do not need to budget for venue rental costs. Vitoria-Gasteiz will provide the venue. No, you do not need to budget for catering, audio-visual, or standard venue and event logistics related materials. Vitoria-Gasteiz will provide the venue, which has a computer and internet connection. Catering will not be necessary and it is not allowed in the particular venue. You may need to budget for specialist materials/equipment in performing your role of facilitator, that might not come under the category of logistics/event management materials.

Questions received	Response
<p>7. Advertising and Communication Materials: Will we need to produce specific materials to promote and communicate the event in the city, such as posters, banners, etc.?</p>	<p>5) Communication during the event is expected to include presentations, round tables, break-out discussion sessions or other similar formats that facilitate knowledge sharing, dialogue and collective sensemaking. Experts and participants are expected to be engaged with targeted communication (eg via email). Bidders are welcome to propose alternatives where they imagine a different approach can provide added value within estimated effort.</p> <p>6) Photographs, conclusions, learnings, highlights etc are expected to be captured and documented to be included in the Manual for Cities. Bidders are welcome to propose alternatives where they imagine a different approach can provide added value within estimated effort.</p> <p>7) Advertising and communication materials are not expected from the supplier.</p>
<p>b) Expert Teams 2-3 Month Process:</p> <ol style="list-style-type: none"> 1. Number of Teams: Since price is an essential criterion, the difference between organizing 3 or 5 groups is significant. Should we consider a maximum of 5 groups? 2. Number of Participants per Group: How many people should be involved per group? 3. Expert Fees: Is there a specific rate we should consider for expert remuneration? How many experts should we account for? 4. Format: According to section 3.6 sustainability, what will be the format: online, hybrid, or on-site? 5. Travel and Accommodation Costs: Does section 6.2 on Quotation Requirements apply to Expert T&A costs, meaning that domestic travel and subsistence will not be reimbursed for them either? Should we consider these costs as part of their expert remuneration fees? 	<ol style="list-style-type: none"> 1) The number of prioritized deep dives (and therefore Teams) is expected to respond to the complexity of the work – i.e. there might be 3 larger/more complex pieces of work, or 5 smaller/less complex pieces of work. Therefore, we would suggest to budget for 5 as a model; or, if you prefer, to present budget 'options' with varying number of teams/complexity. As the work progresses, there will be a milestone where the definition and scope of the Teams will be worked through with the City. Bidders are welcome to propose alternatives where they imagine a different approach can provide added value within estimated effort. 2) It will depend on the dynamic(s) that are planned, but the aim is to keep the groups small. 3) A budget of circa €1500 per expert, including domestic travel and meals on the day of the event, is provided as an estimate. Bidders are welcome to propose alternatives where they imagine a different approach can provide added value within estimated effort. This is at the bidder's discretion. Please note: we prefer sessions in which the experts are present in person. 4) Hybrid is anticipated given the nature of the work. 5) We would expect this to be considered as part of the Expert engagement remuneration.

Questions received	Response
<p>a) Manual for Cities:</p> <ol style="list-style-type: none"> EU CINCO 2.0 Team's Role: It is unclear whether the guide's content will be developed by the EU CINCO 2.0 team based on the expert team's process results. What will their exact role be? Are they participating in the process and reporting the results of every meeting? Should we handle all the meeting reporting? Scope of the Guide: According to the suggestions, we could cover all of them, as they all seem really interesting. The focus on one or another will depend on your scope, as stated: "scope is to be confirmed later with the relevant NetZeroCities consortium partners." Should we include different rates for each of the three possible focuses you mention in the suggestions in our proposal? 	<ol style="list-style-type: none"> EU CINCO will produce the guide with input from the selected supplier as described. The EU CINCO 2.0 team will be supporting Vitoria-Gasteiz in supervising and coordinating the process. EU CINCO 2.0 will produce the guide with input from the selected supplier including meeting reports. Yes - bidders are welcome to submit different rates for each of the possible focuses described that they have the expertise and capacity to undertake.
<p>Price Criteria</p>	
<p>As price is a decisive factor, but there is no base budget or a clear list of tasks and their scope (as we have just indicated), will the overall proposal be evaluated, or will there be a weighting based on the proposed services? Will the prices of services and the different sections of the quotation be evaluated independently?</p>	<p>The overall bid budget will be assessed according to the criterion, not independently per service/section.</p>
<p>Language of bid</p>	
<p>We would like to inquire whether the proposals should be submitted in English or Spanish, given that a high level of Spanish is required for the candidates.</p>	<p>Proposals should be submitted in English.</p>
<p>Format; maximum length; attachments</p>	
<p>Is any specific format or maximum length for the documentation to be submitted?</p>	<p>There is no maximum or minimum guidance, nor proposed format. There is no minimum or maximum number of pages. Proposals are encouraged to be as concise as possible while still providing sufficient information. Proposals should include all information requested in section 6.1.</p>
<p>Is acceptable to attach the documents via a download link (such as WeTransfer)?</p>	<p>Yes, attachments/appendices can be shared via download links.</p>
<p>Timing</p>	
<p>We have some specific doubts about the timing: Given that the deadline for the call is September 10 and this should happen at the end of September, we would like to understand better how you had it in mind.</p> <ol style="list-style-type: none"> What is the exact timing of the event; how much time there will be (therefore) to contact and select experts; and how much time is required for preparing for the event - all to understand better the timelines/expectations? 	<p>There is no pre-defined date for the event.</p> <p>It is expected to take place at the earliest possible date that ensures sufficient time to engage adequate experts and prepare appropriately.</p> <p>Once the successful bidder is selected, this date can be defined with Vitoria-Gasteiz and supporting teams considering that delaying the kick off of the process can impact when the detailed work is finished and how it can be incorporated into Vitoria-Gasteiz's urban plan revision process.</p>
<p>With the submission deadline extended to the 25 September, will all planned dates specified in the procurement document be likewise postponed by circa 2 weeks i.e.: proposed contract start date: 1 October 2024 etc?</p>	<p>The deadline extension by circa two weeks will likely impact the contract start date by the same amount of time, though we will make every effort to complete this step as quickly and efficiently as possible. We anticipate the contract start date could be 7 October, pending the completion of bid</p>

Questions received	Response
	<p>evaluation, selection, and subsequent contracting administrative steps.</p> <p>While it is a safe assumption for the purposes of submitting a proposal that the three substantive phases of activity will be postponed by the same or a similar amount of time, the nature of the activities being sequential and co-dependent means that timeline will depend on previous phases. However, we encourage bidders to propose a timeline that is coherent and takes into account the deadline extension. The final schedule will be agreed between the selected supplier and the city/partners, and monitored throughout implementation with adjustments made accordingly.</p>

