



NZC CESF Procurement RFP

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

NZC-PCP1-005-TheHague

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Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee

Request for Proposal

For: Dutch Mission Cities Pilot Activity Support

Date: 6 November 2024

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	Sustainable energy-focused district investment platform approach (Dutch Mission Cities Pilot Activity Support)
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"> Dutch Mission Cities Some onsite services may be required at: <ul style="list-style-type: none"> Amsterdam, The Hague, Eindhoven/Helmond, Groningen, Rotterdam, and Utrecht
Climate-KIC Contract Manager for submitting proposals and inquiries	Radka Reil CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	7 months commencing December 2024

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
6 November 2024	RFP issued to bidders
20 November 2024	Bidders submit proposals / Submission Deadline
Planned for 21 – 22 November 2024	NZC team to review and evaluate proposals
Expected 2 December 2024	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 0 by the Submission Deadline stated at Section 1.2. Climate-KIC will assess bids and notify bidders following the timeline at Section 0.

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 support with laying a foundation for a sustainable energy-focused district investment platform approach (Dutch Mission Cities Pilot Activity Support).

The cities of Amsterdam, The Hague, Eindhoven/Helmond, Groningen, Rotterdam, and Utrecht have been developing **district investment platforms** since June 2023 as part of the [NetZeroCities Pilot Cities Program \(Cohort 1\)](#). These platforms aim to support business case development and facilitate blended finance strategies for energy transition projects at the district level. To ensure the success of the initiative, **independent process facilitation** is needed to accelerate stakeholder collaboration and the establishment of a sustainable district investment platform.

We estimate that the facilitator(s) must have the capacity to dedicate 1.5-2 days per week until ca. June 2025, focusing on one use case per city, ensuring tailored support and sustained momentum throughout the project duration.

The key activities to be carried out by the process facilitator (organisation/team/individual) are as follows:

Stakeholder Engagement and Facilitation:

- Organise and facilitate city and district-specific conversations with known and new stakeholders, including representatives from municipalities, government agencies, financial parties, public, quasi-public, civic, and private sector stakeholders.
- Build momentum and foster commitment toward collaborative projects and investments in energy transition.
- Provide constructive challenges to existing approaches and support stakeholders in overcoming barriers to progress.

Development of Business Case Ideas:

- Identify and explore/co-develop, with local partners, potential business case ideas for integrated projects within each district, focusing on energy transition and related investments.
- Guide stakeholders in prioritizing business case ideas and evolving them into tangible, investable district-level portfolios.

Cross-Pollination and aggregation of Ideas Across Cities:

- Enable cross-city mutual learning, sharing, inspiration and momentum-building across the seven cities, facilitating the transfer of knowledge and approaches that enhance confidence and ambition levels.
- Promote collaboration among cities to ensure that the district investment platform approach becomes more effective and scalable.

Support in Investment Platform Development:

- Assist in establishing the district investment platforms, ensuring that each city develops at least one integrated business case ready for investment.
- Facilitate the process of creating concrete steps toward building investment platforms and ensure that local stakeholders feel a sense of ownership and engagement.

Reporting:

- Provide regular progress documenting key activities, stakeholder engagement outcomes, business case ideas, and potential investments to discuss with the stakeholders.
- Provide a final report summarizing achievements, lessons learned, challenges encountered, and recommendations for the ongoing development of district investment platforms.

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 broad milestones/timeline (to be modified as required during the initial meetings with the cities):

Milestone	Description	Expected Time Frame
Milestone 1: Project Initiation	Recruitment of process facilitator(s) and initiation of the project.	Month 1
Milestone 2: Facilitation of workshops with financial parties	Organized workshops or meetings to facilitate discussions esp. with financial parties around the neighborhood challenges and projects, discussing project pipelines and searching for integrated business cases.	Month 1 - 6
Milestone 3: Business Case Development	At least 2-3 potential integrated business case ideas for each district, with a pathway for prioritization.	Month 2 - 5
Milestone 4: Cross-City Learning Sessions	Sessions facilitating the sharing of best practices and insights across all seven cities.	Month 3 - 7
Milestone 5: Draft Integrated Business Cases	Presentation of draft integrated business cases for each city.	Month 5
Milestone 6: Investment Platform Creation (Plan)	Establishment of the investment platform structure in each city.	Month 7

For clarity, the following services are specifically “**Out of Scope**”:

- Technical Design or Engineering Solutions
- Direct Project Implementation
- Formal Policy Development
- Securing Funding or Financial Commitments
- Day-to-Day Project Management
- Legal or Regulatory Advice

Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the scope of work described. Bidders are encouraged to make it clear in their proposal what expertise and services they can provide in line with the scope of work described, if not the whole scope.

3.2 Required Experience and Capabilities

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

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

- **Multidisciplinary knowledge** in the urban sector across energy, mobility, social, and nature-based solutions.
- Ability to mobilise senior-level experts rooted in practice in order to build confidence and momentum amongst local parties that facilitate breakthrough opportunities
- Good understanding of the **Dutch energy transition landscape** and local policies.
- Knowledge of **blended finance mechanisms (urban sector experience preferred)** with experience engaging public, private, and civic sector investors.
- Ability to structure sizable (**district-level**) **investment portfolios** and collaborate with a range of financial stakeholders.

- Strong experience in **multi-stakeholder dialogue** amongst both professional and semi-professional (community / civic) actors, and conflict resolution if needs be.
- **Familiarity** with the urban / municipal governance and administrative dynamics in the Netherlands.
- Proven ability to develop **investment-ready business cases** for energy related projects is an advantage.
- **Fluency in Dutch**, essential for effective stakeholder engagement at local and national levels.
- **Facilitating capacity to coordinate and strengthen** knowledge transfer between cities.

The facilitator can both be a pure process facilitator, and at the same time, be propositional e.g. in business case development and analysis, and be able to think both pragmatically and in terms of the bigger picture of transition needs.

3.3 Methodology

As an independent third party, the service provider facilitates city and district-specific conversations between known and new stakeholders in the district investment platforms within each city, including representatives of the municipalities and where relevant the Government, and creates momentum towards commitment and action. All interventions should be tailor-made and in collaboration with the cities.

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology could consider:

Inception and Stakeholder Mapping

- Conduct stakeholder mapping (municipalities, public/private sectors, civic groups).
- Hold inception meetings to define objectives and align expectations.
- **Expected Outcome:** Clear understanding of key stakeholders and alignment on project goals across all cities.

Stakeholder Engagement and Facilitation

- Facilitate district-level workshops for business case idea generation and barrier resolution, with one-to-one preparatory conversations where required.
- Organize cross-city workshops for idea-sharing and collaboration.
- **Expected Outcome:** Active stakeholder participation, clear investment ideas, and a shared understanding of common barriers across districts.

Integrated Business Case Development

- Formalize business case ideas (energy investments, related projects).
- Consider social cost-benefit analysis and other relevant exercises for project feasibility.
- Prioritize investable business cases for each district.
- Draw on relevant NetZeroCities cross-consortium insight and know-how as relevant, and plan proactively for this
- **Expected Outcome:** At least one viable, integrated business case per city ready for investment, backed by thorough financial and social analysis.

Investment Platform Formation

- Develop and test, together with relevant local actors, options for the governance and structure of district investment platforms.
- Formalize at least one integrated business case per city.
- Foster local ownership and commitment to the platform's long-term sustainability.
- **Expected Outcome:** Functional district investment platforms in each city, with stakeholder buy-in and a pipeline of investable projects.

Monitoring, Evaluation and Learning and Cross-City Learning

- Track progress through regular reporting and workshops.
- Facilitate greater cross-city mutual learning, inspiration and momentum-building.
- **Expected Outcome:** Greater cross-city learning, sharing, and momentum-building, raising ambition levels and confidence of cities.

3.4 Deliverables

The following deliverables are suggested and will be agreed based on the required outputs during the contracting/initial phase.

Deliverable	Description	Timeline
Deliverable 1: NZC CESF Interim Progress Report	Brief interim progress report to capture activities undertaken to an assignment mid-point to ensure sufficient level of documentation on the activities (stakeholder engagement and facilitation of workshops with financial parties, development of business case ideas with a pathway for prioritization, facilitated and/or planned cross-city learning sessions)	Month 3
Deliverable 2: Draft Integrated Business Case	(At least) one draft integrated business case for each city's district investment platform.	Month 5
Deliverable 3: Final Integrated Business Case Portfolio	Finalized, investable integrated business case portfolio for each city's district.	Month 7
Deliverable 4: Investment Platform Development Report	A report outlining steps taken, progress, challenges, and next steps for the investment platform.	Month 7
Deliverable 5: NZC CESF Delivery Report	Final assignment summary report	Month 7

The larger goal per district is a concrete step towards the creation of an investment platform, with fertile ground and commitment to follow up steps, and preferably also of first signs that local parties consider themselves members of a platform that they want to expand to work together on more business cases.

The requirements for the **NZC CESF Progress/Delivery Reports** are:

- This report should be validated by the cities in receipt of the support, as described in the Assignment contracted.
- It should serve as a brief but comprehensive report summarizing the progress, and for the final one the entire process, outcomes, learnings and recommendations to guide future district-level energy transition initiatives, referencing the Deliverables 2-4 and including/referencing supporting materials (as annexes or otherwise), where relevant.

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.

3.5 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.

3.6 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 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 3.1
Deliverable 1 of ... as per Section 3.4
Deliverable 2 of ... as per Section 3.4
Deliverable 3 of ... as per Section 3.4
Deliverable 4 of ... as per Section 3.4
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):

Item and unit cost (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

- 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.
- 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.
- 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.
- Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
- Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
- Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
- 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.
- 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.
- 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.