



NZC CESF Procurement RFP

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

SGA-MCCC-019-Liepaja

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Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
CCC	Climate City Contracts
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CoP	Community of Practice

Request for Proposal

For: Pre-feasibility study for the energy community project of the City of Liepaja

Date: November 2025

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	Pre-feasibility study for the energy community project of the City of Liepaja
The legal entity requesting these goods and/or services	Stitching Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: • Liepaja Some onsite services may be required at: • Liepaja
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti CESF Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	22 weeks

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
27 November 2025	RFP issued to bidders
16 December 2025	Deadline to submit questions
13 January 2026 (23:59 CET)	Bidders submit proposals / Submission Deadline
End of January 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
February 2026	Proposed contract start date

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

Table 2: Timeline table

Should you have any inquiries regarding the Request for Proposal (RFP), please submit them via email to CESF@netzerocities.eu by the deadline specified in the table above. 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. CESF team will assess bids and notify bidders following the timeline at Section 1.2.

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.

1.4.3 NZC Community of Practice

The [NZC Community of Practice \(CoP\)](#) is a collaborative space on the Mission Platform, which gathers city officials, experts and practitioners from public organizations, private organisations or public-private organisations directly involved in climate neutrality programmes, activities or solutions. Through this community, we recognize that there are already many existing resources, knowledge, and solutions available, and we aim to foster their connection to cities to help them achieve their climate goals. Through the online portal group and monthly webinars, the CoP encourages the sharing of challenges, questions, and solutions related to climate neutrality, facilitating discussions that inspire innovative collaborations and drive city strategies for achieving climate goals.

The CoP plays a complementary role in the context of the City Expert Support Facility. While participation in the CoP is not required to submit an offer and has no influence on the evaluation process, it may provide added value for suppliers in other contexts. It provides a space where city

needs can be openly shared and discussed, and where suppliers can stay engaged, respond to emerging opportunities, and contribute their expertise. For more information on how to join the CoP and present your services, please contact helena.suarezgroen@lgi.earth.

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 (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 Background

In scope of the implementation of its Climate City Contract, Liepaja is taking a significant step towards energy independence, economic sustainability, and climate neutrality by 2030 with the establishment of its first energy community. Liepaja is in the early stages of developing a pioneering Energy Community aimed at enhancing energy independence, integrating renewable energy (solar), and deploying battery storage to optimize grid reliability and support vulnerable users. The project is further aiming at enhancing energy security, and reducing long-term energy costs for the municipality and its stakeholders.

The City is in the early development phase of the project, and wants to evaluate whether a captive solar energy plant for the city, or the combination of a solar and battery pack are the most cost efficient, as well as load efficient solutions.

To support the City with this decision, the CESF is looking to engage an **experienced consultant/consultancy company to conduct a pre-feasibility study to assess the technical, financial, legal and regulatory viability of the proposed solutions and to propose the optimal technology option.**

3.2 Scope

Climate KIC, acting on behalf of NetZeroCities is requesting quotation for a pre-feasibility study for the energy community project of the City of Liepaja. Hence, the successful bidder is requested to assess the technical, commercial, financial, legal and regulatory viability of the proposed technology solutions by the City. With this work the successful bidder shall support the City in deciding on the most viable technical solution for the energy community and support them with highlighting important considerations for the further development of the project.

Specific Objective:

The successful bidder is committing to conduct a comprehensive pre-feasibility study for the development of a:

- a) Captive solar energy park/plant for the city of Liepaja taking into considerations the city energy use and technical, financial and regulatory feasibility;
- b) Check broad feasibility of a battery storage park for integrating solar energy generated from the solar park/plant during use of non-peak hours;
- c) Explore the feasibility of a standalone battery storage park.

The pre-feasibility study will support the City of Liepaja in the development of their energy community project as follows:

- Assessment of the technical, financial, commercial, legal and regulatory viability of the technology options outlined in the project scoping study;
- Supporting the City with the selection of the most viable option;
- Suggesting next steps for implementation and providing relevant considerations for further project development work (e.g. feasibility study, financial viability analysis, project plan establishment etc.)

Detailed Scope:

The detailed scope of work that the successful bidder shall provide in scope of a pre-feasibility study entails the following:

Inception Scope:

- Conduct a kick-off meeting with the Client and relevant authorities and stakeholders;
- Collate and review existing documentation (concept note, baseline energy data, grid information data, etc.) for comprehensiveness to enable the study commencement;
- Flag any missing data and determine who will obtain it;
- Flag any insufficiency in the previous studies that are expected to be relied upon for this work;
- Finalize the study approach and methodology, data collection methods, energy audit method, financial modelling techniques to be used, work plan, team mobilization, school prioritization and scheduling and stakeholder engagement approach;
- Confirm the expected outcomes of the Pre-Feasibility Study and determine the boundaries thereof. Draft the Table of Contents for the Pre-Feasibility Study Report.

Pre-feasibility study scope:**A. Baseline Analysis and Forecasting**

- In consultation with the city, define the Energy Community comprising direct beneficiaries and other stakeholders who may have an influence on the project
- The successful bidder is required to collect baseline energy use data from the city. Annual energy usage in 2024 is understood to be approximately 25GWh, (Municipal holding and capital companies 22,378 MWh, tram 2389 MWh), i.e. Total 24,767 MWh. The successful bidder needs to validate/update this baseline demand estimate with the city based on the Energy community defined.
- Number of connections classified by demand categories (HT, LT, etc.),
- Get details of hourly usage (24 hours), seasonal variations, HT and LT use,
- Discuss with the city and forecast the energy use for the next 25 years.

B. Site Selection

- Based on candidate sites identified by the City, assess and provide prioritisation input on sites for project deployment (include direct discussions with City in carrying out this work);
- Look at other possible locations (ground, water as well as rooftop), based on a high-level understanding of land use needs and options;
- Provide recommendations for site selection, taking into consideration key variables such as i) solar irradiation and potential yield, ii) grid connection infrastructure feasibility, iii) environmental and social considerations, iv) stakeholder consultations and v) plant sizing;
- Summarise potential for one or some combination of sites to provide the City with inputs for decision-making.

Irradiation and Energy Yield

For the site/various sites selected, the successful bidder shall undertake an energy yield assessment based on the industry best practice and technology selected and system design. The energy assessment should take into consideration the deration factor of the panel on a yearly basis. Finally, the successful bidder shall submit an energy yield estimation for the useful life of the panel, at least for 25 years.

The successful bidder is required to take all the above factors into account for the finalisation of the optimum site for a solar plant.

C. Finalise Plant Sizing

- The City has preliminarily assessed a solar park/plant of 7.8 MW, requiring 10.5 hectares of land area. The successful bidder in consultation with city is required to confirm/finalise the plant sizing taking into consideration the following:
 - Base and forecasted energy use including seasonal and daily demand, including suitable additional reserve to cover for system efficiency losses;
 - Regulatory policy;
 - Site area limitations (if any);
 - Technology options (as per “D” below);
 - Financial viability;
 - Energy evacuation into the grid (if there are any limitations). The successful bidder is required to consult the distribution company in the city;
 - Phasing in discussions with the city.

D. Technical Feasibility and Costing

- The successful bidder should evaluate the most appropriate technology type of PV modules, latest technological advancements, performance characteristics, optimum configuration of PV system, cell efficiency of different PV technologies, evaluation of bifacial solar cells to increase the yield of solar plants, availability of materials and components in the region

To Note: The successful bidder shall evaluate all the available technologies, prepare a comparison based on optimum cost and efficiency, discuss with relevant stakeholders and advise on the most suitable technology.

Based on the final selected/recommended technology option, the successful bidder shall estimate total costs for the solar plant. The successful bidder should **estimate broad bill of quantities** for:

- Panel cost,

- Civil cost,
- Land cost, if any;
- Balance of system costs including cabling, invertors, switch gear, transformer, SCADA system and other components
- Costs for Power evacuation to the grid. The successful bidder shall estimate the feasibility and costing for power to be evacuated to the grid. The successful bidder should take into consideration site feasibility, regulation and discuss with distribution company

The successful bidder shall estimate the overall cost of the solar plant taking into consideration best engineering practices, adherence to relevant codes and standards, taking into consideration life cycle cost of the project. Any capital expenditure for ease of operation and maintenance (like robotic cleaning of modules) also needs to be factored. The successful bidder shall prepare a high-level bill of materials with specifications (based on prevailing market rates obtained from 4 to 6 vendors/manufacturers).

F. Feasibility of Battery Storage Option

With the objective of providing renewable energy when solar energy is not being produced, the successful bidder shall evaluate the technical and financial feasibility of the battery storage system. Here the successful bidder shall undertake:

Review of battery capacity required to provide reliable electric supply to municipal needs during the period renewable energy is not being produced. The successful bidder should also factor the energy prices (low prices during which energy can be stored and used during high prices) while calculating capacity of the battery storage.

Review of need for expertise in specific energy storage asset management with respect to energy trading on spot markets (energy flexibility trading) to make sure financial performance of the battery park is sufficient.

For the battery storage the successful bidder should compute the land requirement and total investment and operation and maintenance expense required for battery storage

G. Environment and Social Impact Analysis

The successful bidder shall undertake a brief environment and social impact analysis for the solar project. It should consider the following:

- Preliminary environmental constraints and mitigation strategies;
- Land use impacts, biodiversity considerations.
- Social benefits, including support mechanisms for vulnerable users.
- Any environmental permission required. If yes, the successful bidder should be required to state a) extent of studies required b) timeline for permission and c) process of the permission

The successful bidder shall also estimate the GHG reduction potential in the options i.e. a) Solar only, b) Solar plus battery storage, c) standalone Battery storage.

H. Legal and Regulatory review

The successful bidder shall undertake broad legal and regulatory review for implementation of the project. The following scope is required to be the done:

- Assessment of compliance with Latvian and EU laws and regulations on energy communities. It is understood that the national regulation in Latvia (see Link: Energokopienību reģistrēšanas un darbības noteikumi) is still under development; this needs to be reviewed and taken into account for the pre-feasibility study
- Licensing and permitting requirements,
- Ownership, governance, and operational models under energy community frameworks.
- The successful bidder shall do a legal and regulatory review for undertaking a captive project and undertaking a project through Energy communities and explore / consider the possibility of generating profits from sale of electricity from the project under applicable regulations.

I. Financial Analysis

To help in decision making the successful bidder shall provide a comparison of the financial viability analysis for all 3 options. The successful bidder shall also consider carbon price from an economic perspective (not for carbon credit markets, but rather as an indicative price for highlighting the ecologic and economic benefits) in consultation with the client and estimate the overall financial viability for all the options i.e. a) Solar only b) Solar plus battery storage, c) standalone Battery Storage.

The successful bidder should also prepare a financial model for battery storage. It should be considered both as an individual project (standalone battery park) as well as one combined with the solar project.

The output of the financial models should be Net Present Value, Internal Rate of Return, Payback period and other ratios as per best industry practice to help in financial decision making.

Based on the capital expenditure and operation and maintenance expenditure and phasing finalised in consultation with the city, the successful bidder shall prepare financial models (for various implementation structures) to work out the overall financial viability of the Project.

The input sheet of the financial model should have various parameters as stated below:

- Capital Cost, Operation and maintenance cost of Solar Project and battery storage;
- Phasing,
- Insurance cost,
- Construction period for each phasing
- Pre-operative costs (these have to be taken in discussion with the city)
- Debt-Equity %
- Interest rate, moratorium, repayment terms
- Return on Equity
- Depreciation and Income tax regulations

- Any government grant, soft loan, tax breaks, etc that could be available
- Revenue and/or savings vis-à-vis current costs (The successful bidder shall look at the present energy price, the price at which the city receives electricity for computation of savings and also forecast future prices).
- Other regulatory costs (the successful bidder shall refer to the local energy policy and energy communities policies for any other costs).

To Note: The successful bidder is required to confirm all input data with the city before preparing the financial model.

J. Risk Assessment

- The successful bidder shall analyse various risks such as technical, financial, regulatory, and market-related risk. The successful bidder shall identify risks and various mitigation strategies.
- The successful bidder shall undertake sensitivity analyses in the financial model for various risks

K. Implementation Structure

- The successful bidder shall provide a comprehensive, multi-dimensional analysis that supports informed decision-making for a proposed project. The implementation structure should take into account the results of technical study including the battery storage option (practicality of the project from an engineering and operational standpoint), regulatory analysis, financial viability, considering optimum sources of capital from public and private side and integrating overall risk assessment.
- Based on various studies, the successful bidder in discussion with the client shall suggest the ideal project configuration (technical, financial, mode of implementation, etc.) from the perspective of the city i.e. a) Only Solar option, b) Solar option with battery storage, c) standalone Battery Storage
- Considering the above, the successful bidder shall provide various options of the Implementation Structure i.e. implementation by the Client using budgetary funds, Public Private Partnerships reviewing ESCO model, Special Purpose Vehicle (SPV) structure. The successful bidder should detail pros and cons for all the options and discuss with the client and recommend the most optimal structure.

Submissions should provide details on approach to the scope of work, evidence of capacity to ensure delivery, and can include reference to relevant previously completed work.

The services will be delivered to meet the following milestones:

Milestone	Receipient	Time frame
Milestone 1: Inception Report (Deliverable 1)	City of Liepaja, Climate City Capital Hub	2 weeks after signature of contract
Milestone 2: Interim Report (Deliverable 2)	City of Liepaja, Climate City Capital Hub	8 weeks after signature of contract
Milestone 3: Draft prefeasibility report and stakeholder workshop, where the findings are presented and validated (Deliverable 3)	City of Liepaja, Climate City Capital Hub	18 weeks after signature of contract
Milestone 4: Final prefeasibility study (Deliverable 4)	City of Liepaja, Climate City Capital Hub	20 weeks after signature of contract
Milestone 5: CESF Delivery Report (Deliverable 5)	City of Liepaja, Climate City CESF Team	22 weeks after signature of contract

To Note: The City of Liepaja receives support from the Climate City Capital Hub (the Capital Hub) in the project preparation towards transaction readiness of the energy community project described in these terms of reference. Hence, the successful bidder shall work closely together with the City of Liepaja and the dedicated advisors of the Capital Hub. The deliverables submitted by the successful bidder will be reviewed by the City of Liepaja and the advisors of the Climate City Capital Hub.

3.3 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.

For the execution of this mandate, the CESF is looking to hire a consultant/consultancy company with the following profile:

- Proven experience in undertaking feasibility studies and detailed project report for renewable energy project development (solar + storage) in North and/or East European Countries.
- Familiarity with EU energy community frameworks and funding instruments.
- Expertise in financial modelling and regulatory compliance.
- Multidisciplinary team including engineers, economists, and legal experts and environmental experts.
- Desirable: Completed already 2-3 assignments in the Latvian energy sector (in Latvian language or with staff speaking Latvian) and had exposure to the Latvian energy community regulation.

Bidders shall provide CVs of the involved experts in the assignment, showcase past work in the fields of expertise required and demonstrate their track record.

It is suggested that the bidder presents the following or a similar team composition covering the expertise outlined in this tender:

- Technical expert on energy communities
- Environmental and Social Expert
- Legal and Regulatory Expert
- Finance Expert

3.4 Deliverables

The following deliverables are requested:

Deliverable 1 Inception Report (Week 2)

Requirements:

- Detailed methodology, work plan, and data requirements.

Main activities:

- Kick-off meeting with City and stakeholders
- Review and gap analysis of existing documentation and data Definition of Energy
- Community boundaries and validation of baseline energy demand
- Confirmation of methodology, work plan, and report structure

Deliverable 2 Interim Report (Week 8)

Requirements:

- Preliminary findings on site, energy yield, and technology options.

Main activities:

- Site selection and energy yield assessment
- Technical and cost analysis for solar and battery storage options
- Environmental and social impact screening
- Legal and regulatory review
- Financial modelling and sensitivity analysis

Deliverable 3 Draft Pre-feasibility Report (Week 18)

Requirements:

- The draft report should cover all the scope of work delivered.
- The report should be presented online on a language decided by the City and validated at the stakeholder workshop.

Main activities:

- Comparative assessment of technology and implementation options
- Risk assessment and mitigation strategy
- Recommendation of optimal technical and financial configuration
- Proposal of implementation structure (e.g., municipal, PPP, SPV models)

Deliverable 4 Final Pre-feasibility Study (Week 20)

Requirements:

- Comprehensive pre-feasibility study with recommendations and investment roadmap.

Main activities:

- Review and integrate feedback from City of Liepaja, Capital Hub, and stakeholders on the draft report
- Refine and update technical, financial, environmental, and legal analyses
- Consolidate findings from solar, battery, and hybrid options into a single synthesis
- Finalise conclusions, recommendations, and next steps for project development
- Prepare and submit the Final Pre-feasibility Study Report and present it for validation

Deliverable 5 CESF Delivery Report (Week 22)

Requirements:

- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city/ies 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.

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)
- **Has a price more than the Public Procurement Directive threshold, currently EURO 221,000. Bids of this size cannot be accepted under this procurement process.**

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

Moreover, Net Zero Cities Consortium partners should not participate in this request for proposals as subcontracting between consortium partners is prohibited under EU funding rules.

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

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.
- The standard payment term is 100% of the total contract value upon acceptance of the Final Delivery Report (CESF Report). Invoices for the Final Delivery Report may only be submitted following formal written acceptance by the Climate-KIC.
- Payment terms associated with the delivery of goods and/or services must be not less than net 30 days from the date a correct and undisputed invoice is received.
- Any request for a deviation from the standard payment term (e.g., payment in tranches) must be explicitly raised within the bidder's proposal and is subject to the review and prior written approval of the Climate-KIC Contract Manager. If a deviation is approved, all payments will be strictly linked to the achievement of one or more clearly defined deliverables. The Contract Manager reserves the right to approve or reject any requested payment schedule deviation.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Requests for deposit payments are generally not accepted.
- 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:

- Background IPR
 - Each party keeps ownership of the Intellectual Property Rights it held before the contract or created independently of the assignment ("Background IPR").
 - The supplier must grant Climate-KIC a non-exclusive, royalty-free, perpetual and transferable licence to use any supplier Background IPR needed for Climate-KIC to use, adapt or further develop the contract deliverables. This licence may be sub-licensed to Climate-KIC group companies, affiliates or project partners for the same purpose.
 - The supplier receives no rights over Climate-KIC's Background IPR beyond what is strictly necessary to perform the services.
- Foreground IPR: All Intellectual Property Rights created in providing the services ("Foreground IPR") will be owned by Climate-KIC. The supplier must be able to assign these rights to Climate-KIC and take reasonable steps to support this.
- 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.
4. The total submission (including attachments) must not exceed 30 pages total.

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 via electronic copy, at CESF@netzerocities.eu

6.2 Quotation requirements

1. Please provide a fully itemised quotation in Euros, detailing all applicable costs related to the assignment. The quotation must specify:
 - Whether prices are inclusive or exclusive of VAT.
 - The supplier's VAT number, including country code, if applicable.
 - Whether the reverse charge mechanism is expected to apply.
2. To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:
 - If you do not intend to charge VAT, briefly confirm whether the reverse charge mechanism applies and provide a short explanation (e.g., intra-EU B2B supply of services under Article 196 of the EU VAT Directive).
 - If you do intend to charge VAT, specify the VAT rate and, if you are based in a different EU country than the Netherlands, briefly explain why the reverse charge mechanism does not apply under your national legislation.
3. Please note: The correct application of VAT and related legislation is the sole responsibility of the supplier. Climate-KIC reserves the right to request supporting documentation or legal clarification regarding VAT treatment at the contracting stage.
4. **Main Quote Table:** Suppliers must provide a **main quotation table** summarising all deliverables listed in Section 3/3.4 (Scope of Work). Each row must correspond to a deliverable and include:
 - Deliverable name (as listed in Section 3.4)
 - Unit of measure (e.g. days, weeks, or months — use the most appropriate for the task)
 - Quantity
 - Unit price
 - Subtotal

Please check below "**Table 5**" which is a simple and non-exhaustive example of the main quote table.

5. **Rate Card:** Suppliers shall provide a **rate card** listing each personnel category/role that will contribute to the assignment, together with the applicable **daily rate in EUR (EUR/day)**. Rates must be **specific to each role** and **must not be blended or averaged** across personnel.

If your organisation normally operates with **hourly rates**, you must also indicate the equivalent **daily rate**, applying the following standard conversion to ensure comparability across bids:

Standard conversion: 1 working day = 8 hours.

The rate card must include all roles foreseen in the delivery of the assignment and shall use **the same role names** that appear in the **Main Quotation (Table 5)** and the **Resource Plan (Table 7)**. All rates must be **fixed for the entire contract duration** and expressed in EUR, excluding VAT (VAT treatment is covered in the previous section).

Required columns for Table 6:

- Role (use consistent naming across all tables)
- Daily rate (EUR/day)
- Hourly rate (EUR/hour) — optional
- Short description of role

Please check below "**Table 6**" which is a simple and non-exhaustive example of the rate card table.

6. **Resource Plan:** Suppliers shall also provide a **Resource Plan**, showing the allocation of human resources across the project life cycle. The plan must use a **single consistent time unit**, which for this assignment is **monthly** (i.e. time buckets in calendar months).

This plan ensures full traceability between the resources, the deliverables and the associated costs.

For each **month** (or project phase, if more relevant), the supplier shall indicate:

- The **deliverable(s)** planned for that period (as listed in Section 3.4 – Scope of Work),
- The **role(s)** involved,
- The **number of days** allocated to each role,
- The **daily rate** (EUR/day) — as provided in the Rate Card (Table 6), and
- The **calculated cost** (EUR = days × daily rate).

The **same role names and rates** used in Table 6 must be used in this table and referenced consistently in the **Main Quotation (Table 5)**.

Suppliers may also include a **summary line** at the end of the table totalling the days and cost per role, as well as overall totals per deliverable.

Required columns for Table 7:

- Month / Phase
- Deliverable ID (ref. Section 3.4)
- Role
- Days in month
- Daily rate (EUR/day)
- Cost (EUR = days × rate)

Please check below "Table 7" which is a simple and non-exhaustive example of the resource plan table.

7. For External Suppliers (Non-NZC Consortium): Travel and subsistence for this assignment are expected to be minimal and must be clearly itemised in the quotation. While no travel is currently foreseen, suppliers are required to estimate and include in their quote any potential costs related to travel or accommodation that may arise during the implementation of the assignment. This includes potential domestic and international travel. Please note that time spent travelling is not considered billable. Suppliers are encouraged to propose remote collaboration and digital engagement methods wherever possible to minimise environmental and financial impact.
8. Please submit your quote on official company letterhead or a formal company document, in English. The quote should be submitted in PDF format. The quote shall include company name, address and VAT/TAX code, contact details, date of submission, name and role of the authorized signatory.
9. The quotation should remain valid at least 90 calendar days from the submission deadline.
10. Climate-KIC encourages environmentally sustainable business practices. Within the quote, where possible, suppliers are encouraged to indicate any sustainable approaches (i.e. digital documentation, remote collaboration) that can reduce the environmental impact during the provision of services.
11. The bidder shall explicitly declare any current or past institutional, commercial, financial, or organizational relationship with the City/Municipality for which the tender is issued, including but not limited to: a) Membership or affiliation in the bidder's organization b) Any contractual, financial, or in-kind support received from or provided to the Municipality c) Involvement in previous or ongoing projects funded or coordinated by the Municipality d) Participation in governance, technical, or advisory bodies.

Table 5: Example – Main Quotation Table

Deliverable ID / Name	Unit	Quantity	Unit price (EUR)	Subtotal (EUR)
D1 – Inception Report	days	13	–	10,100
D2 – Final Report	days	20	–	15,800
Total				25,900

Table 6: Example – Rate Card (Resource-Based Quotation)

Role	Daily rate (EUR/day)	Hourly rate (EUR/hour, optional)	Short description of role
Project Manager	900	112.50	Overall coordination and liaison
Technical Expert	700	87.50	Technical lead on energy audits

Table 7: Example - Resource Plan (Monthly Allocation)

Month / Phase	Deliverable ID	Role	Days	Daily rate (EUR/day)	Cost (EUR)
Month 1	D1	Project Manager	5	900	4,500
Month 1	D1	Technical Expert	8	700	5,600

Month 2	D2	Analyst	12	450	5,400
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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 ninety (90) days 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.