NZC CESF Procurement RFP

CESF Procurement of external expert support to assess industrial waste heat recovery and decarbonisation opportunities in Sønderborg

SGA-MCCC-023 Sønderborg

Date: 07 April 2026

Authors: Luisa Carretti (Climate-KIC), Mateusz Hoffman (Climate-KIC)

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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

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Request for Proposal

For: Industrial Waste Heat Recovery and Decarbonisation Assessment for Alcumatic Foundry (Sønderborg)

Date: 07 April 2026

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	Provision of technical consultancy services to assess waste heat recovery and decarbonisation opportunities at an industrial site, including on-site measurements, energy modelling, and development of business cases and a replicable methodology for SMEs.
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	Sønderborg (Denmark) Services will be delivered remotely to the following locations: • Sønderborg (Denmark) Some onsite services may be required at: • Sønderborg (Denmark)
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti Mateusz Hoffman CESF@netzerocities.eu
Proposed contract term for successful candidates	01 June 2026 Expected duration: approximately 5 months

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
07 April 2026	RFP issued to bidders
22 April 2026 (23:59 CET Time)	Deadline to submit questions
01 May 2026 (23:59 CET Time)	Bidders submit proposals / **Submission Deadline**
14 May 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
01 June 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. NetZeroCities 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 Sønderborg, Denmark, a growing interest in industrial decarbonization has led to the exploration of waste heat reuse among small and medium-sized enterprises (SMEs). While many SMEs generate waste heat through various processes, these sources are typically small and fragmented. As a result, traditional assessments - focused on single processes - fail to present a conclusive business case for investment. There is a wish to change that by developing a holistic methodology that can be applied across SMEs, starting with a pilot case at a local foundry, called Alcumatic.

Project Outset: The Challenge of Fragmented Waste Heat Sources

Waste heat potential has been identified at several SMEs, but current studies and analysis tend to lack synergy and are limited to individual processes within companies. This siloed approach lacks symbiosis which often leads to sub-optimization, where investments are made in isolated systems that don't maximize overall efficiency. The key insight is that optimal reuse may lie in interlinking multiple processes—an approach that requires a broader, integrated energy flow analysis.

This assignment is intended to help move from fragmented audits toward evidence-based decision-making. By combining continuous on-site measurements (24/7) at Alcumatic over a two-week period with the already available energy consumption data for a full calendar year (and corresponding weather data), Sønderborg and Alcumatic aim to build a complete picture of energy and waste heat flows across operations. The resulting analysis will be used to evaluate and compare practical options such as ventilation integration, heat recovery, heat pumps, energy storage, potential district heating connection, and electrification pathways including higher-temperature applications. The goal is to produce a business case at a level where Alcumatic's management can make investment decisions and initiate a sourcing process for detailed engineering, while also capturing lessons that can feed into a generic methodology for other SMEs within Sønderborg and beyond.

Delivery will require close collaboration between the City of Sønderborg, the Alcumatic management and operational teams, and relevant experts from the NetZeroCities consortium (who will support baseline briefings, alignment with the overarching strategic approach, and sharing of good practices where relevant). The work also needs to fit the realities of an active production site and a tight milestone plan from May to September, including scheduling of on-site access, installation and removal of measurement equipment, and review points for interim outputs. In addition, solution design must fit the specific conditions of an aluminium foundry, including ventilation requirements and fire-risk considerations, and should take into account that district heating may be rolled out to the local area and could influence storage and system design assumptions.

3.2 Scope

The proposal should consider the following. Please note, outputs are expected at a decision-support/pre-feasibility level sufficient to initiate a next project stage, while detailed design, engineering and associated calculations or obtaining equipment quotations remain out of scope.

Phase 1 Total energy flow analysis and definition of the optimal heat recovery setup

The Supplier will:

- Design the overall approach for developing a total site energy balance, including how data to be measured and existing site data will be combined to characterise energy and waste heat flows across processes at Alcumatic foundry.
- Define and implement a continuous (24/7) on-site measurement campaign over a two-week period, including selection of measurement points, measured parameters, required accuracy, and data quality control. The two-week measurement period is expected to cover a representative production cycle, to be confirmed during the start-up phase in coordination with the foundry.
- Provide the necessary measurement equipment and oversee installation, commissioning, troubleshooting (if needed), and removal in coordination with the foundry's operational team. The level and type of measurement equipment is expected to be appropriate to a pre-feasibility/decision-support level of analysis.
- Consolidate measurement results with available energy consumption data for a full calendar year (as per "background" section: monthly data for gas consumption and 15-minute interval data for electricity consumption) and corresponding weather data to build a measurement-informed "as-is" energy balance model for the site, e.g. through a Sankey diagram or equivalent.
- Identify and quantify key waste heat sources and heat demands and analyse matching opportunities across processes to avoid sub-optimisation.
- Define the optimal heat recovery configuration for the site, explicitly comparing a single integrated system versus multiple combined /coordinated systems and assess their relative technical feasibility and expected performance.
- Develop initial future energy balance scenarios to compare the different potential alternative heat recovery setups (see previous point) and provide a basis for subsequent assessment of electrification, flexibility and business cases.

Outputs expected:

- Measurement campaign plan (data acquisition, measuring points, parameters, data quality/QA approach and on-site plan).
- Two-week 24/7 measurement dataset and reporting of results (including key assumptions and operating conditions observed during the measurement period).
- Baseline ("as-is") total site energy balance model and energy flow analysis across the main (sub)processes and/or unit operations.

Heat recovery concept options (integrated vs coordinated systems) with a recommended configuration supported by scenario-based future energy balance comparisons including their sensitivity to future energy prices
NetZeroCities consortium experts will be available for providing technical inputs during the project inception meeting.

Phase 2 – Electrification, flexibility (heat storage / district heating) and business case assessment

The Supplier will:

- Analyse production cycles at Alcumatic and assess how operational patterns influence energy demand, heat recovery opportunities and flexibility needs.
- Assess how heat storage solutions could enhance flexibility and improve performance of the heat recovery setup identified in Phase 1 and evaluate the implications for the business case.
- Assess how a potential district heating connection could impact the business case, based on the assumption that district heating may be rolled out to the local area (either for the existing district heating system or for the local business park only) and could function as an energy storage solution. Suppliers are expected to analyse two scenarios:
A) base case without district heating (current condition), and
B) scenario assuming district heating availability and/or local business park heating grid.

- Conduct an analysis of full electrification of the Powder Coating Line (approx. 180°C), including an evaluation of the business case and the maturity of available solutions.
- For high-temperature electrification solutions, consider whether the district heating network needs to / is able to supply heat pump infrastructure (where relevant to the assessed electrification pathway).
- Develop business cases (per selected scenario and/or per standalone investment option) and calculate payback times to support investment decisions.
- Provide a recommendation on what to implement now, and—where current technology does not yet enable full electrification—outline a potential future scenario and pathway for implementation when solutions mature.

Outputs expected:

- Analysis of production cycles and how heat storage and/or district heating connections could impact flexibility and business case outcomes.
- Assessment of full electrification of the Powder Coating Line (~180°C), including business case implications and maturity assessment of solutions.
- Business cases and payback time calculations for selected scenarios and/or individual investment cases, to be selected between supplier and City at an appropriate stage of the work.
- Recommendation on near-term implementation priorities and a potential future pathway where current technology maturity is a constraint.

Phase 2 contributes to Deliverable 2: Integrated Decarbonisation Business Case, Risk & Replication Report

Phase 3 – Development of a generic methodology for replication across SMEs

The Supplier will:

- Develop a generic, replicable methodology that can be applied to other SMEs in Sønderborg and beyond, building directly on and extracting generalisable lessons from the approach and results of the Alcumatic pilot. The methodology is expected to be concise and practical, building directly on the experience from the Alcumatic pilot rather than a fully standalone technical framework.
- Present the methodology as a clear and replicable stepwise model that guides users from data capturing through analysis and the development of scenarios.
- Ensure the methodology explicitly supports the identification of synergies between multiple processes (avoiding siloed or single-process optimisation).
- Capture and integrate learnings from the Alcumatic pilot case (including what worked well and what should be improved) to refine the quality and robustness of the methodology based on the insights gained in the Alcumatic pilot case.

Outputs expected:

- A stepwise model/methodology that can be applied to other SMEs in Sønderborg and beyond, describing the full process from data capture, through analysis, to proposed scenarios, designed to capture synergies between processes.
- A concise set of learnings and improvements based on the pilot case, embedded into the methodology to support higher quality replication.

NetZeroCities experts will provide up to two days input to review materials to ensure the methodology is enables replicability both within Sønderborg and in other cities, and to support alignment with the wider NetZeroCities perspective and good practice. A process for coordinating between the appointed supplier and NetZeroCities will be agreed at inception stage.

Phase 3 contributes to Deliverable 2: Integrated Decarbonisation Business Case, Risk & Replication Report

Phase 4 – Technical risk (incl. fire risk) and investment decision support for the foundry context

The Supplier will:

- Assess the technical risks associated with the proposed solutions in the specific context of an aluminium foundry, with particular attention to risks linked to the ventilation system and potential fire risk.
- Carry out a structured risk analysis covering key technical constraints and failure modes that could affect feasibility, safety, operability and performance of the proposed interventions.
- Perform a sensitivity analysis on the business case(s) to show how key uncertainties and risk factors could impact investment outcomes.
- Prepare and deliver a management-focused presentation of the proposed solutions, business cases and risks to Alcumatic's management team, aiming to support decision-making and move as close as possible toward a Final Investment Decision.

Outputs expected:

- Technical risk analysis (including fire risk in the foundry ventilation system) and sensitivity analysis of the business case(s).

Presentation package for Alcumatic management summarising proposed solutions, business cases, key risks and decision implications. Phase 4 contributes to Deliverable 2: Integrated Decarbonisation Business Case, Risk & Replication Report.

Expected timeline and expected budget (indicative)

The table below provides an illustrative example of milestones to guide suppliers in planning their work, allocating resources and preparing realistic proposals.
Suppliers are expected to propose an approach that is broadly aligned with the timeframe outlined below.

Milestone	Time frame
Start-up meeting onsite, review processes and define needed measurement points	Early-Mid May 2026
Start-up measurements	Week 3 of May 2026
24/7 on-site measurement campaign (2 weeks)	Week 4 of May 2026
Measurement campaign completed (equipment removed)	Week 1 of June 2026
Measurement summary ready	Week 2 of June 2026
Energy flow report as-is ready, start developing scenarios	Week 3 of June 2026
Future energy balance scenarios and solutions presentation (Deliverable 1 completed; start of Phase 2 and Phase 3 activities)	Week 2 of July 2026
Report out on proposed business cases incl. additional opportunities: Heat storage, high temperature heat pump, districts heating connection & on risk and sensitivity analyses.	End of August 2026
Deliverable 2: Integrated Decarbonisation Business Case, Risk & Replication Report delivered and presented	1st week of September 2026
Deliverable 3: CESF Report	End of September 2026

The estimated budget for delivering the specified support is approximately 90,000/100,000 EUR.
This value is indicative and suppliers are invited to submit their financial proposal based on their own methodology, team composition and level of effort required to deliver the scope described above.

On-site meetings
A number of in-person meetings and on-site visits are expected as part of this assignment to ensure accurate measurement planning, practical feasibility of solutions, and effective decision support for the pilot company.

The supplier is expected to:

- Attend an on-site start-up meeting at the Alcumatic foundry, during which the production processes and machinery will be presented. This visit will be used to confirm the required measurement approach and define how and where and how the measurement equipment should be installed, operated and removed.
- Carry out an on-site visit to install and commission the measurement equipment and start the two-week (24/7) measurement campaign.
- Return on-site after the measurement period to dismantle and remove the equipment.
- Conduct additional on-site visits during the solution development phase if required to validate technical feasibility and ensure proposed solutions align with the operational realities of the foundry.
- Deliver the final presentation of proposed solutions, business cases and associated risks to Alcumatic management preferably on-site, to support trust-building, enable direct discussion with the management team, and allow for on-the-ground review of the proposed interventions within the factory setting.

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

- Ability to undertake continuous energy data acquisition over a two-week period to capture 24/7 waste heat patterns and process variations (*this must be combined with the already available daily consumption data for an entire calendar year as well as weather data for the same period to create a total picture for an entire year*).
- Expertise in process heating, ventilation, heat recovery, heat storage, (high temperature) heat pumps, electrification, and heating networks to design and evaluate technical solutions.
- The ability to analyse energy flows across processes, build scenarios, and assess business cases based on real-world data.
- Knowledge of financial support opportunities (national/EU), which shall be included in the business case calculations. This is intended as a high-level consideration within the business case rather than a detailed funding strategy.

3.4 Deliverables

The following deliverables are requested – all are to be delivered in English.

Deliverable 1 – Baseline Energy Flow Assessment & Heat Recovery Setup Report (Phase 1)
Includes:

- Measurement campaign plan (measurement points, parameters, QA approach and on-site plan)
- Two-week 24/7 measurement dataset and summary of results
- Baseline (“as-is”) total site energy balance model and energy flow analysis
- Heat recovery setup concept comparison (single integrated system vs multiple coordinated systems) and recommended configuration, supported by scenario-based energy balance comparisons

Deliverable 2 – Deliverable 2: Integrated Decarbonisation Business Case, Risk & Replication Report (Phases 2-3-4)

Includes:

- Analysis of production cycles and how flexibility options (heat storage and/or district heating connection) impact the business case.
- Assessment of full electrification of the Powder Coating Line (~180°C), including business case implications and maturity of available solutions.
- Business cases / payback time calculations for selected scenarios and/or standalone investment options, including a recommendation on what to implement now and a future pathway where relevant (e.g., where technology maturity limits full electrification today).
- Identification and assessment of additional opportunities linked to the preferred solution set (e.g., heat storage and potential district heating connection, and where relevant high-temperature heat pump options) and how these affect the business case.
- Technical risk analysis, including fire risk considerations linked to the aluminium foundry ventilation system.
- Sensitivity analysis on the business case(s), highlighting key uncertainties and their impact on investment outcomes.
- Management presentation package summarising proposed solutions, business cases, risks and sensitivities, aimed at supporting a Final Investment Decision process.
- Generic, stepwise replication methodology (data capture - analysis - scenario development - business case), designed to capture synergies between processes, incorporating pilot learnings to support higher-quality roll-out to other SMEs in Sønderborg and beyond.

Deliverable 3: CESF Delivery Report
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.

Deliverables 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 the overall Climate-KIC Group (discretionary basis)
- Will continue to be a full-time employee of an EU grant recipient or a Net Zero Cities Consortium 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.

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4 Contracting (third parties)

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. Invoices for the Final Delivery Report may only be submitted following formal written acceptance by the Climate-KIC Contract Manager.
- 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 its standard terms and conditions on request. Bidders may propose their own terms and conditions; however, any final contract must incorporate the requirements below regarding Intellectual Property, liability, data protection and ethical standards:

- 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 (10%)

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 (5%).

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 (5%).

5.2.3 Methodology (20%)

The purpose of this criterion is to assess the suitability of the technical approach detailed by the supplier in the offer, particularly with regard to the overall scope of the contract and specifically with regard to the services therein comprised. The proposed methodology should be, therefore, fit for purpose, considering the specific characteristics of the services, the needs of the city or local authority, and risks identified in relation to the contract execution, among other aspects. Some aspects to consider for assessing the proposed methodology:

1. The specific methods and tools the supplier will use to deliver the services and attain the overall objectives of the assignment;
2. The proposed logical sequence of phases for the deliverables (e.g., intake, analysis, reporting, implementation);
3. The intellectual and professional approach to the challenges or issues indicated in the tender specifications, and more in particular, how the team proposed by the supplier will work together and how their specific expertise will be applied to the assignment;
4. How the team will identify potential project risks and what mitigation strategies they propose;
5. The internal quality controls to ensure that the deliverables provided are of a consistently high standard.

5.2.4 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 x 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 (p*lease 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.

All proposals/offers must be submitted via email to **bids@netzerocities.eu** by the deadline indicated in this RFP.

For **any requests for clarifications or questions** related to the contents of this RFP, bidders must send an email to **cesf@netzerocities.eu.**

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

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:

    - The supplier's VAT number, including country code, if applicable.

    - Whether prices are inclusive or exclusive of VAT.
    - Where VAT is applicable, the exact VAT rate (%) to be applied.
    - Whether the reverse charge mechanism is expected to apply.

To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:
If VAT will not be charged:

- Confirm whether the reverse charge mechanism applies.
- Provide a brief explanation of the legal basis (e.g. intra-EU B2B supply of services under Article 196 of the EU VAT Directive).

If VAT will be charged:

- Explicitly state the VAT rate (%) that will be applied to the invoice.
- If the supplier is established in an EU Member State other than the Netherlands, briefly explain why the reverse charge mechanism does not apply, with reference to the relevant national or EU VAT provisions.

Invoicing will be directed to the company **STICHTING CLIMATE-KIC INTERNATIONAL FOUNDATION, VAT NL860987541B01.**

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.

2. **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.

3. **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.

4. **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.

5. 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.
6. 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.
7. The quotation should remain valid at least 90 calendar days from the submission deadline.
8. 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.
9. 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

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.