CESF

NZC CESF Procurement RFP

CESF Procurement Document to be published externally for the purposes of providing expert support for the contextual adaptation of Liepāja's Climate Guidelines and the delivery of a municipal climate training programme

SGA3-MCCC-031 Liepāja

Date: 03 November 2026

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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: Quality assurance and contextual adaptation of the Latvian Climate Guidelines, combined with targeted workshops to strengthen municipal staff capacity for climate action.

Date: 03 November 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	Climate-KIC, acting on behalf of NetZeroCities, is seeking expert support to assist the city of Liepāja. The city of Liepāja is seeking expert advisory services to quality-check, correct and contextually adapt the existing AI-generated Latvian translation of its Climate Guidelines, using the original English version as the main reference and incorporating relevant Latvian policies and local context. The assignment also includes the preparation and delivery of a tailored programme of seven in-person training sessions for municipal staff, including the Transition Team, municipal leadership and Climate Champions, to strengthen their understanding of climate policy and their capacity to apply the Guidelines in their daily work. The supplier will also collect and analyse participants' feedback and co-create a practical 12-Month Action Roadmap with workshop participants, supporting the continued integration of climate action and sustainability principles into municipal operations.
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	Liepāja (Latvia) -The assignment includes an on-site diagnostic visit and in-person training sessions in Liepāja, as well as online alignment meetings and online train-the-trainer sessions.
Climate-KIC Contract Managers for submitting inquiries	Luisa Carretti Shuva Thapa CESF@netzerocities.eu
E-mail address for submitting offers	bids@netzerocities.eu
Proposed contract term for successful candidate	07/11 December 2026 Expected duration: approximately 7 months

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
03 November 2026	RFP issued to bidders
12 November 2026 (23:59 CET Time)	Deadline to submit questions
19 November 2026 (23:59 CET Time)	Bidders submit proposals / **Submission Deadline**
27 November 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
07/11 December 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 Expected budget and Standstill Period

Max. €30.000,00 (VAT excluded)	Expected budget
1) from €100,000 to €216,000 = 20 calendar days; 2) from €60,000 to €100,000 = 10 calendar days; 3) from €20,000 to €60,000 = 7 calendar days; 4) under €20,000 = none	Standstill Period

1.4 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).

1.5 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.

1.5.1 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.

1.5.2 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.

1.5.3 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

This support is grounded in the work carried out under the NetZeroCities programme, in collaboration with the Liepāja Transition Team, particularly the development of the Climate Guidelines and a targeted programme of municipal workshops. The rationale for further support is to ensure that the Guidelines are appropriately adapted to the local context and that municipal staff are equipped with the knowledge and practical tools needed to apply them in their daily work, translating strategic objectives into concrete actions.

The Climate Guidelines for Liepāja (Annex 1, original English version) were designed to provide municipality staff – particularly those working in the Liepāja central administration, including the Transition Team, Leadership and selected Climate Champions – with clear, accessible and practical information, regardless of their prior experience with climate policy. An AI-generated Latvian translation of the Climate Guidelines is provided in Annex 2. The supplier is expected to quality-check, correct and contextually adapt the Latvian translation in Annex 2, using the original English version in Annex 1 as the main reference.

The Strategic Recommendations for the roll-out of the Climate Guidelines (Annex 3) are a separate document intended to inform and inspire relevant leadership and supporting external experts. They are provided as supporting material only and are not part of the translation and contextual adaptation work required from the supplier under this assignment.

The Climate Guidelines align with Liepāja's broader strategic objectives, including climate change mitigation, minimising landfill disposal and demographic development, and are closely connected to the CCC as well as existing KPIs and performance indicators. By reading them, staff will gain a better understanding of why climate action is important for Liepāja's future and its residents, how efforts to reduce greenhouse gas emissions relate to their daily work, and how they can actively contribute to achieving the city's ambitions.

The Climate Guidelines were developed to make sure that:

- All municipal employees are actively engaged and well-informed on the issue
- That environment-related actions are taken across the whole municipality
- Sustainability principles and practices are integrated into daily operations
- Everyone creates a culture of responsibility and long-term commitment within the municipality.

The Guidelines, however, cannot stand alone; they need to be complemented by training that provides the practical foundation and framework necessary to bring them to life. Without such training, the guidelines are likely to remain a theoretical product, while training delivered without Guidelines is unlikely to achieve its full impact. Therefore, the Guidelines and the training programme should be developed as a coherent whole. By drawing on good practice from elsewhere, adapting it to the Latvian context, presenting it in simple and direct language, and delivering it through engaging training sessions, designed by NetZeroCities, the likelihood of achieving meaningful impact is greatly increased.

The assignment is intended to support the city in applying the Climate Guidelines through contextual adaptation and training. It does not include responsibility for the subsequent organizational implementation of the Guidelines, which remains the responsibility of the municipality.

The Guidelines and the Municipal Workshops on Climate Policy and the Climate-Neutral Mission were developed internally by NetZeroCities experts in collaboration with the Liepāja Transition Team, based on the needs assessment and several alignment meetings arranged by the city advisor. The Guidelines and workshops documentation were delivered in English in May and August 2026 respectively.

For the purposes of this request, the Climate Guidelines for Liepāja refer to the original English document provided in Annex 1 and its AI-generated Latvian translation provided in Annex 2. The supplier shall quality-check, correct and contextually adapt the Latvian translation in Annex 2, using the English original in Annex 1 as the main reference. Annex 3, containing the Strategic Recommendations for the roll-out of the Climate Guidelines, is provided as supporting background material only and is not part of

the translation or contextual adaptation required under this assignment. Bidders shall review the relevant annexes when preparing their technical and financial proposals.

3.2 Scope

The scope of work includes the following activities to be delivered by selected supplier:

1. **Quality assurance, correction and proofreading of the AI-generated translation** of the *Climate Guidelines* from English into Latvian (Annex 2).
2. **Contextual adaptation of the Climate Guidelines to the Latvian context**, including the integration of relevant national, regional, and local policies, strategic documents, and other contextual information.
3. **Delivery of a series of municipal workshops on Climate Policy and the Climate-Neutral Mission**, based on the training materials and methodology being developed by the NetZeroCities and shared with the selected supplier during the train-the-trainer sessions. The general concept and structure of the workshops are presented in Annex 4. The workshops shall be delivered fluently in Latvian, tailored to the local context, and remain fully aligned with the content, methodology, and objectives established by NetZeroCities.

The requested support is intended to help the City of Liepāja apply the Climate Guidelines in its daily operations by ensuring a high-quality Latvian translation adapted to the local context and by strengthening municipal staff capacity through targeted training. The assignment will provide the city with practical knowledge, tools and recommendations to support the integration of climate action and sustainability principles into municipal activities. Responsibility for the subsequent organizational implementation of the Guidelines remains with the municipality and is outside the scope of this assignment.

Strengthening the city's ability to deliver systemic climate action requires not only technical expertise but also enhanced process competencies, including critical thinking, anticipatory approaches, effective communication, collaboration, and the ability to navigate complexity in a rapidly changing environment. Achieving climate neutrality depends on cross-sectoral cooperation, long-term strategic thinking, and organisational conditions that empower staff to drive change. The selected supplier is therefore expected to apply participatory, collaborative, and dialogue-based facilitation methods throughout the delivery of the workshops to foster engagement, shared learning, and organisational ownership of the transition.

3.3 Phased Tasks / Activities

3.3.1 Phase 1: Translation quality check and contextual adaptation of the Guidelines

Quality review, correction and proofreading of the AI-generated Latvian translation of the Guidelines provided in Annex 2. The review shall cover translation accuracy, consistency, terminology and readability, including the correction of errors, mistranslations and inconsistencies. The final Latvian version shall be clear, coherent and appropriate for the intended municipal audience. The supplier shall ensure consistency with the NetZeroCities terminology, while preserving the meaning, structure and key messages of the original English Guidelines.

Following the quality review, the supplier shall contextualise the Guidelines by integrating relevant Latvian policies, strategies and other supporting sources. These may include national, regional or local policy documents, research, reports, opinion polls and other relevant Latvian-language sources identified by the supplier.

Expected Outputs and Deliverables

- **Deliverable 1 (D1):** The final quality-assured and contextually adapted Latvian version of the Climate Guidelines, submitted by the end of M1 in accordance with the Section 3.10 – Deliverables. No additional formal deliverables are required under this phase.

3.3.2 Phase 2: Alignment, diagnostic visit and train-the-trainer sessions

A. Participation in alignment meetings held online with the city (Transition Team) and Guideline authors & workshop initiators (NetZeroCities experts) throughout the contract duration.
The selected supplier shall participate in four online alignment meetings with the Liepāja Transition Team and relevant NetZeroCities experts throughout the assignment. Two meetings shall take place during the initial phase of the assignment, while the remaining two shall be scheduled at relevant milestones during the subsequent phases, in coordination with the NetZeroCities City Advisor. Each meeting is expected to last approximately 1–1.5 hours. The supplier shall ensure the participation of the relevant team members, depending on the topics to be discussed. The meetings will support coordination, clarification of requirements, alignment on the overall strategic approach and workshop methodology, and the exchange of relevant information.

B. The selected supplier shall conduct a 1.5-day on-site visit to Liepāja to gain an understanding of the municipality's internal dynamics and working practices and to inform the tailoring of the workshop programme to the local context. The visit shall include a diagnostic meeting with the CCC Group (Transition Team), focusing on internal stakeholders, potential allies and barriers to change, possible Climate Champions, and the main concerns, assumptions, workload-related challenges and motivations associated with climate transition activities. Following the visit, the supplier shall prepare a brief report summarizing the diagnostic findings, key learnings, identified patterns and main challenges. The findings shall inform the preparation and delivery of the subsequent workshops.

C. The selected supplier shall participate in two online train-the-trainer sessions organised by NetZeroCities experts, each lasting approximately four hours. The sessions shall involve the members of the supplier's team who will be responsible for delivering the workshops in Liepāja. Additional team members may participate where relevant. The sessions will transfer the workshop methodology developed by NetZeroCities experts and familiarize the supplier with the workshop content and approach. They are intended to prepare the supplier to deliver the workshop programme independently and consistently, while remaining aligned with the methodology and objectives established by NetZeroCities.

Expected Outputs and Deliverables

- **Intermediate output:** A brief written report following the on-site diagnostic visit, summarising the diagnostic findings, key learnings, identified patterns and main challenges. The report shall be completed by the end of M1.
- **Required activities:** Participation in the four online alignment meetings and the two online train-the-trainer sessions, as specified under Phase 2.

The diagnostic report is an intermediate output of the assignment and is separate from Deliverables 1–4 listed in the Section 3.10 – Deliverables.

3.3.3 Phase 3: Workshop delivery

Delivering a tailored series of **in-person training sessions** for targeted audiences:

Target audiences:

The training programme will be delivered to the following target groups:
a) CCC Group – a group of up to **5** individuals responsible for climate-related activities (referred to within NetZeroCities as the *Transition Team*)
b) Leadership – a group of up to **40** participants including heads of municipal departments, heads of municipal institutions, and representatives of municipal companies.
c) Climate Champions – a group of up to **40** identified representatives from the municipality's general staff and municipal institutions.

Training programme
The training programme consists of four modules comprising a total of 7 **in-person training sessions**, to be delivered according to the following schedule:

Module 1 – Coordination – to be delivered between M2 – M3

- Session 1 - CCC Group, Leadership & Climate Champions (shall be organised in two sub sessions - morning / afternoon - for allowing more effective moderation).
- Session 2 - CCC Group, Climate Champions

Module 2 – Anchoring – to be delivered between M2 – M4

- Session 3: CCC Group, Leadership
- Session 4: CCC Group, Climate Champions

Module 3 - Co-creating – to be delivered between M4 – M6

- Session 5: CCC group, Leadership
- Session 6: CCC group, Climate Champions

Module 4 – Learning – to be delivered between M4 – M6

- Session 7: CCC Group, Climate Champions

Module	Delivery period	Session	Target group	Number of participants	Approx. length	No of trainers
Module 1 – Coordination	M2–M3	**Session 1**	CCC Group, Leadership & Climate Champions	Approximately 85 (split across two time slots (morning and afternoon)	2–2.5 hours	3 trainers per time slot
		Session 2	CCC Group & Climate Champions	45	2–2.5 hours	3
Module 2 – Anchoring	M2–M4	**Session 3**	CCC Group, Leadership	45	2–2.5 hours	3
		Session 4	CCC Group, Climate Champions	45	2–2.5 hours	3
Module 3 – Co-creating	M4–M6	**Session 5**	CCC Group, Leadership	45	2–2.5 hours	3
		Session 6	CCC Group & Climate Champions	45	2–2.5 hours	3
Module 4 – Learning	M4–M6	**Session 7**	CCC Group & Climate Champions	45	2–2.5 hours	3

In total, seven training sessions are planned, with Session 1 repeated across two time slots to accommodate the number of participants.

Each training session is expected to last approximately 2 to 2.5 hours. The supplier shall plan the delivery to ensure effective facilitation, interaction and active participation, taking into account the number of participants and the trainer allocation specified in the table above. Where necessary, participants may be divided into smaller groups to support effective engagement and discussion.
For Session 1, approximately 85 participants are expected across the three target groups. The supplier shall organise two separate time slots, one in the morning and one in the afternoon, each lasting approximately 2–2.5 hours and facilitated by three trainers. The allocation of participants across the two time slots shall be agreed with the city.

The delivery of the training includes:

- preparation of agendas for each session and drafting of invitation texts for circulation by the Transition Team;
- preparation of training materials, including presentations, participant handouts, practical exercises, worksheets, templates, case studies and other supporting materials, as appropriate;
- adaptation of the materials to the target audiences and local context, based on the methodology and content developed by NetZeroCities and transferred during the train-the-trainer sessions;
- preparation and circulation of feedback forms, collection of participants' feedback and analysis of the results; and
- preparation of a brief report upon completion of each module, summarising the activities delivered, number of participants, participant engagement, key observations, lessons learnt, and feedback received.

The selected supplier is expected to actively involve the Transition Team (CCC Group) in the delivery of training sessions (no 2 – 7) to strengthen the city's capacity to independently deliver future trainings. Upon completion of **each training module**, the supplier shall **submit a brief report** summarising the activities delivered, the number of participants, participant engagement, key observations from the sessions, lessons learnt and the feedback received.

Expected Outputs and Deliverables
The supplier shall complete the following outputs as part of the delivery of the four training modules:

- **Intermediate output MS2:** Workshop agendas and training materials for Modules 1 and 2, prepared in Latvian and available by the end of M2.
- **Intermediate output MS3:** A brief report summarising the delivery of Module 1, submitted by the end of M3.
- **Intermediate output MS4:** A brief report summarising the delivery of Module 2, submitted by the end of M4.
- **Intermediate output MS5:** Workshop agendas and training materials for Modules 3 and 4, prepared in Latvian and available by the end of M4.
- **Intermediate output MS6:** A brief report summarising the delivery of Module 3, submitted by the end of M6.
- **Intermediate output MS7:** A brief report summarising the delivery of Module 4, submitted by the end of M6.

Deliverable 3 (D3): The 12-Month Action Roadmap shall be co-created with workshop participants during Module 4 and submitted by the end of M7, in Latvian and accompanied by a two-page English summary, in accordance with Section 3.10 – Deliverables.
The supplier shall also deliver all seven training sessions and complete the associated activities specified under this phase. These activities include preparing and using training materials, collecting and analysing participants' feedback, and actively involving the Transition Team in sessions 2–7.

3.3.4 Phase 4: Collecting feedback and reporting

The supplier will be responsible for collecting feedback from workshop participants and preparing a written report summarising participants' feedback, including recommendations for the Liepāja Transition

Team. The report shall summarise the main findings and lessons learnt and provide recommendations for the Liepāja Transition Team. It shall be shared with the NetZeroCities experts and the Liepāja Transition Team. Report described under Deliverable 2 in Section 3.10 – Deliverables.

Expected Outputs and Deliverables

- **Deliverable 2 (D2):** The final Feedback Report in English, summarising and analysing participants' feedback and providing recommendations for the Liepāja Transition Team, submitted by the end of M7 in accordance with Section 3.10 – Deliverables.
- **Deliverable 4 (D4):** The final CESF Delivery Report in English, submitted by the end of M7 in accordance with the Section 3.10 – Deliverables.

3.4 Milestones

The selected supplier shall organize the work accordingly and ensure that all required activities and deliverables are completed within the overall assignment period.
The overall level of effort required to complete the assignment is estimated at approximately 36.5 working days. This estimate is indicative and is based on the activities described in this Scope of Work. Bidders shall assess and price the resources required to complete the full scope of services.
The assignment shall be completed within seven months from the contract start date and the selected supplier shall organize the necessary resources to ensure the timely completion of all activities and deliverables.

Milestones

No	Milestones	Time frame (by the end of month number…)	Link to phases and deliverables
MS 1	A brief report summarising the diagnostic findings, key learnings, identified patterns and main challenges following the on-site visit described under 3.3.2 Phase 2 (B) - Alignment, diagnostic visit and train-the-trainer sessions	M1	Phase 2
MS 2	Workshop agendas and training materials for Modules 1 and 2 completed and prepared in Latvian.	M2	Phase 3
MS 3	A brief report summarising the delivery of Module 1, including activities delivered, number of participants, participant engagement, key observations, lessons learnt and feedback received.	M3	Phase 3
MS 4	A brief report summarising the delivery of Module 2, including activities delivered, number of participants, participant engagement, key observations, lessons learnt and feedback received.	M4	Phase 3
MS 5	Workshop agendas and training materials for Modules 3 and 4 completed and available in Latvian.	M4	Phase 3
MS 6	A brief report summarising the delivery of Module 3, including activities delivered, number of participants, participant engagement, key observations, lessons learnt and feedback received.	M6	Phase 3

No	Milestones	Time frame (by the end of month number…)	Link to phases and deliverables
MS 7	A brief report summarising the delivery of Module 4, including activities delivered, number of participants, participant engagement, key observations, lessons learnt and feedback received.	M6	Phase 3

Deliverables

No	Deliverables	Time frame (by the end of month number…)	Link to phases
D 1	Deliverable 1: Latvian version of the Guidelines with contextual adaptation ready and submitted.	M1	Phase 1, Deliverable 1
D 2	Deliverable 2: Feedback Report in English, summarising and analysing participants' feedback and providing recommendations for the Liepāja Transition Team, submitted.	M7	Phase 4, Deliverable 2
D 3	Deliverable 3: 12-Month Action Roadmap, co-created with workshop participants during Module 4, submitted in Latvian and accompanied by a two-page English summary.	M7	Phase 3 (developed during Module 4; final submission by M7)
D 4	Deliverable 4: CESF Delivery Report in English, submitted.	M7	Phase 4, Deliverable 4

The selected supplier is expected to engage with experts from the NetZeroCities consortium as well as engaging with the City's Transition Team. The NetZeroCities City Advisor and relevant experts (who are resourced already and do not have to be represented in a financial offer) will support baseline briefings, alignment on the overall strategic approach and, where relevant, the sharing of good practices from other cities.
The selected supplier shall engage with the NetZeroCities City Advisor and relevant experts throughout the assignment, including through the four online alignment meetings described under 3.3.2 Phase 2 (A) - Alignment, diagnostic visit and train-the-trainer sessions
The meetings will support coordination, alignment on the overall strategic approach and workshop methodology, and the exchange of relevant information. They will be arranged by the NetZeroCities City Advisor.

3.5 Out-of-scope Activities

For clarity, the following services are specifically "Out of Scope"

- Activities related to long-term implementation beyond the duration of the assignment
- Community engagement processes beyond the municipality' and municipal companies' staff

3.6 On-site Meetings

All alignment meetings will be held online, however supplier is expected to deliver in-person training sessions to all targeted groups in Liepāja, in the venue secured by the municipality. Supplier is then

expected to include any **travel- and training materials-related costs** in a financial proposal. Where feasible, sessions within the same module may be scheduled on consecutive days to minimise travel time and associated costs. Participants in each session should be divided into smaller groups to ensure a smooth workshop setting and enable active participation and engagement. The city shall be responsible for providing the venue, setting up the venue, arranging the audiovisual equipment, ensuring on-site technical support, providing refreshments (if any), staff travel costs (if any), staff time as well as for ensuring the effective promotion of the training sessions to the target participants. The city will be also responsible for distributing the invitations to the workshops to relevant target groups and ensure participation level according to the application.

3.7 Expected Budget

The maximum budget available for the support is €30.000,00 (VAT excluded) including travel cost and budget for specialist/external experts.
Bidders are expected to propose the team composition they consider most appropriate to deliver the assignment and must show a breakdown of proposed team roles, effort allocation and applicable day rates, including involvement of any specialist / external experts insofar as they deem relevant.

3.8 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:

- Written and spoken language fluency in Latvian
- Very good command of English (to communicate effectively with the authors of the Guidelines).
- Familiarity with the Latvian context relevant to the subject matter of the services (climate transformation)
- Experience in supporting organisational change and staff engagement
- Experience in facilitating training sessions and learning workshops
- Experience in strong stakeholder engagement and capacity building
- Familiarity with municipal structures and governance processes
- Developing and delivering analytical and audience-friendly reports

Experience in behavioural change, governance structures, working with cities on climate transition, specific experience of working with Latvian municipalities, would be an asset, enabling solutions to be tailored to Liepāja's specific needs.

3.9 Methodology

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

- strong stakeholder engagement and capacity building methods, ensuring that municipal departments, institutions, and capital companies are actively involved
- collaborative and dialogue-based approach to delivering training and capacity-building activities
- behavioural change approach
- peer-to-peer approach to be included in an actionable plan for further training and skills development
- monitoring and evaluation approach to be designed and tested during the assignment, providing practical tools and recommendations that the city can continue to use after the assignment has ended. The supplier shall not be responsible for monitoring or evaluating the implementation of the Roadmap after completion of the contract

- selected methodology should promote participative processes.

3.10 Deliverables

The assignment includes four formal deliverables (D1–D4), as described below. In addition, the supplier shall complete the intermediate outputs and activities specified under the relevant phases. These include the diagnostic report following the on-site visit, the workshop agendas and training materials, and the brief reports summarising the delivery of each training module. The supplier shall also deliver all seven training sessions and complete the associated activities specified in this Scope of Work.

The following deliverables are requested:

Deliverable 1: Latvian version of the Climate Guidelines complemented with key documents and policies relevant to the Latvian context. (in Latvian, M1)
Requirements: The supplier shall submit a final, quality-assured and contextually adapted Latvian version of the Climate Guidelines, based on the AI-generated translation provided in Annex 2. The deliverable shall include:

- correction of errors, mistranslations and inconsistencies, ensuring accuracy, readability and consistent terminology;
- translation of visual and graphic content
- alignment with NetZeroCities terminology and relevant Latvian municipal terminology;
- contextual adaptation through the integration of relevant Latvian policies, strategies, reports, research, opinion polls and other appropriate sources identified by the supplier;
- preservation of the meaning, structure and key messages of the original English Guidelines.

The final version should be provided in an editable format (e.g. Word) and be clear and appropriate for the intended municipal audience.

Deliverable 2: Feedback Report (in English, M7)
Requirements: The supplier shall submit a concise written report summarising and analysing feedback collected from workshop participants throughout the training programme. Feedback shall be collected through participant surveys and may, where useful, be complemented by short follow-up interviews with selected participants to gather more detailed insights.
The report shall identify key findings, lessons learned and areas for improvement, and provide concrete, practical recommendations for the Liepāja Transition Team on how to further support the application of the knowledge gained, engagement of participants and continued involvement of the Climate Champions.

The report shall be submitted by the end of M7 and shared with the NetZeroCities experts and the Liepāja Transition Team.

Deliverable 3: 12-Month Action Roadmap (in Latvian, with a two-page English summary, M7)
Requirements:The supplier shall co-create a written 12-Month Action Roadmap with workshop participants during Module 4. The Roadmap shall be prepared in Latvian and accompanied by a two-page English summary.

- The Roadmap shall set out a practical 12-month action plan detailing how the Climate Champions will share and apply the insights gained through the training, including the practices or routines they intend to introduce across their respective institutions and teams over the following year.
- The Roadmap shall be concise and practical, and shall identify realistic and measurable key activities, target audiences, responsibilities, timelines and expected outcomes. The final Roadmap and its English summary shall be submitted by the end of M7.

The supplier's responsibility under this deliverable is limited to co-creating and submitting the Roadmap. Implementation of the actions set out in the Roadmap after completion of the assignment is outside the scope of this contract.

Deliverable 4: CESF Delivery Report (in English, M7)
Requirements: Upon completion of the assignment, the supplier shall submit the CESF Delivery Report using the template provided by the contracting authority. The report shall be shared with the City of Liepāja for review and validation.

- The report shall provide a brief but comprehensive summary of the assignment, including the process followed, activities delivered, outcomes, lessons learnt and any identified follow-on actions, next steps and/or connections to NetZeroCities and Mission Platform services and offers.
- The report shall include relevant materials and a clear description of the process, so that it can serve as inspiration for replication in other Mission Cities and Mission-Minded Cities facing similar challenges.
- Reports shall be written to a suitably professional standard and shall use a recognized or specified referencing style where requested. The reports shall be provided for unrestricted use by Climate-KIC and free from third-party copyright restrictions. Climate-KIC shall receive ownership of the work products and may make them available to other parties, publish them online or otherwise use them at its discretion.
    - This report shall be validated by the city in receipt of the support, as described in the Assignment contract.

3.11 Eligibility

Climate-KIC reserves 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 direct full-time employee of an EU grant recipient or a Net Zero Cities Consortium partner during the contract term, where this creates a conflict of interest, incompatibility, or material risk that cannot be adequately mitigated. (discretionary basis)

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.

3.12 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.

3.13 Annexes

Annex 1: https://25618631.fs1.hubspotusercontent-eu1.net/hubfs/25618631/CESF%20Procurements/Liepaja%202/Annex%201%20-%20Liepaja%20Climate%20Guidelines_2026_EN_final.pdf

Annex 2: https://25618631.fs1.hubspotusercontent-eu1.net/hubfs/25618631/CESF%20Procurements/Liepaja%202/Annex%202%20-%20Liepaja_vadlinijas_latviesu_valoda_AI_driven_translation.pdf

Annex 3: https://25618631.fs1.hubspotusercontent-eu1.net/hubfs/25618631/CESF%20Procurements/Liepaja%202/Annex%203%20-%20Strategic%20Recommendations%20for%20the%20roll-out%20of%20the%20Climate%20Guidelines.pdf

Annex 4: https://25618631.fs1.hubspotusercontent-eu1.net/hubfs/25618631/CESF%20Procurements/Liepaja%202/Annex%204%20%E2%80%93%20The%20general%20concept%20and%20structure%20of%20the%20municipal%20workshops%20on%20Climate%20Policy%20and%20the%20Climate-Neutral%20Mission.pdf

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. The 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 no less than 30 days net 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 this project.
Climate-KIC can share its standard terms and conditions on request.

4.3 IPR Conditions

Climate-KIC can share its standard terms and conditions on request. Bidders may propose their own terms and conditions. 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 supplier's 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 criterion 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. Tenderers must be aware of Point 23 of Annex I to the Financial Regulation on abnormally low tenders and of the possibility for rejection of the tender based on it.

6.2 Quotation requirements

1. Please provide a fully itemised quotation English and 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 3/3.10 (Scope of Work/Deliverables).
   The financial proposal shall be submitted as a fixed-price quotation covering the full scope of the assignment. Unless expressly stated otherwise in the Request for Proposal, no additional costs, expenses or fees (including travel, accommodation, subsistence, overheads, administrative costs or any other incidental expenses) shall be reimbursed by Climate-KIC during contract implementation.

   Each row of the Main Quote Table must correspond to a deliverable and include:

- Deliverable name (as listed in Section 3/3.10)

- Unit of measure (e.g. days, weeks, or months — use the most appropriate for the task)
- Quantity
- A separate row for the estimated total travel and accommodation costs required for the assignment.
- Subtotal (VAT excluded)

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

The unit of measure and quantity are requested to provide transparency on the estimated effort underlying each deliverable and to support the comparison of bidders' quotations. They do not constitute billable quantities or change the fixed-price nature of the contract.

The travel and accommodation amount must be included in the total fixed price quoted for the assignment. It must represent the supplier's full estimated cost for the planned in-person activities described in Section 3.6. No additional travel or accommodation costs will be reimbursed by Climate-KIC during contract implementation, even if the supplier's actual costs exceed the amount quoted.

The subtotal for each deliverable must be traceable to the corresponding effort and daily rates presented in the Resource Plan (Table 7) and Rate Card (Table 6). Travel and accommodation costs must be shown separately in the Main Quote Table and must not be counted again as professional service fees in the Resource Plan.

Bidders are responsible for ensuring that their quotation covers all costs necessary to deliver the full scope of the assignment. Any cost not separately itemised in the quotation will be deemed included in the total fixed price, unless otherwise expressly agreed in writing by Climate-KIC.

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. The daily rates are required for quotation transparency and cost traceability. They do not establish a separate time-and-materials payment arrangement. The total contract price remains fixed, subject to the terms of the contract and any changes formally agreed in writing by the parties.

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 (including subcontractors or external specialists, where applicable.) 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. The total cost shown in the Resource Plan shall reconcile with the total quotation submitted in Table 5.
The Resource Plan must show the professional effort required to deliver the assignment. Travel, accommodation and other non-professional expenses must be included in the Main Quote Table and must not be counted as professional days in the Resource Plan.

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

- The **deliverable(s)** planned for that period (as listed in Section 3.10),
- 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 3.10)
- 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. Travel and subsistence costs required for the delivery of the assignment shall be fully included in the fixed-price quotation and clearly itemised. No additional reimbursement of travel or accommodation costs will be made during contract implementation. Time spent travelling is not considered billable. Bidders 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. The quotation shall be signed by an authorised representative of the supplier.
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. The bidder shall also declare any potential conflict of interest that could reasonably be perceived to affect the impartial performance of the assignment.

Table 5: Example – Main Quotation Table

Deliverable ID / Name	Unit	Quantity	Subtotal (EUR)
D1 – Inception Report	days	13	10,100
D2 – Final Report	days	20	15,800
Travel and Accommodation	Fixed amount	1	6,000
Total (VAT excluded)			31,900

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 0. 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 bids@netzerocities.eu by the submission deadline specified in Section 1.2.
10. 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.
11. 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.
12. The formatting of this document and the attached response document should not be altered.
13. 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.
14. 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.
15. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
16. 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.
17. Climate-KIC shall observe a standstill period between the notification of the contract award decision to all bidders concerned and the conclusion of the contract. The extent of the standstill period is indicated further above in this Request for Proposals. This period applies uniformly regardless of the means by which the award decision is communicated. Where the last day of the standstill period falls on a Saturday, Sunday, or public holiday, the period is extended to the next working day. During the standstill period, Climate-KIC shall not conclude the contract with the awarded bidder, in order to allow unsuccessful bidder the opportunity to submit queries and ultimately challenge the award decision. This disclosure is provided for general informational purposes and does not affect or limit any statutory rights of review available to bidders under the applicable legal framework.
18. During the standstill period, unsuccessful bidders may submit a written request for clarification regarding the evaluation outcome or request a review of the evaluation process where they consider that the procurement procedure has not been conducted in accordance with the provisions of this Request for Proposal. Any such request must be submitted in writing within the standstill period to the CESF Contract Manager, Luisa Carretti, by email at CESF@netzerocities.eu. Climate-KIC will consider all requests received before proceeding with contract signature. Upon expiry of the standstill period and provided that no outstanding review requests remain under consideration, Climate-KIC may proceed with the contract award and execution.