



# **NZC CESF Procurement RFP**

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

**NZC-MCCC-008-Warsaw (green energy)**

Date: 17<sup>h</sup> March 2025

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## Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CCC	Climate City Contract
WGZ	Warsaw Purchasing Group

## Request for Proposal

**For:** Preparation of Market analysis and study of the feasibility and profitability of green energy purchases for the Warsaw Purchasing Group (WGZ)

**Date:** 17 March 2025

## 1 Overview

### 1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC's requirements for services to support cities in the NetZeroCities programme, through the NZC City Expert Support Facility. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Preparation of Market analysis and study of the feasibility and profitability of green energy purchases for the Warsaw Purchasing Group (WGZ)
The legal entity requesting these goods and/or services	Stichting Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> <li>Warsaw, Poland</li> </ul> Some onsite services may be required at: <ul style="list-style-type: none"> <li>Warsaw, Poland</li> </ul>
Climate-KIC Contract Manager for submitting proposals and inquiries	Mateusz Hoffmann and Radka Reil CESF Manager <a href="mailto:CESF@netzerocities.eu">CESF@netzerocities.eu</a>
Proposed contract term for successful candidates	Four-months one-off agreement

Table 1: Procurement executive summary

### 1.2 Timelines

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

Planned Date*	Milestones
17.03.2025	RFP issued to bidders

Planned Date*	Milestones
28.03.2025	Deadline to submit questions
<b>07.04.2025 (23:59 CET)</b>	Bidders submit proposals / <b>Submission Deadline</b>
22.04.2025	Assessment results announcement, subject to finished evaluations and selection of a winner
01.05.2025	Expected 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](mailto: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.

## 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 Stichting Climate-KIC International Foundation or relevant subsidiary (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

The scoring information (includes price) and the successful proposal will be shared with the City that is the beneficiary of the contract prior to contract execution. The unsuccessful proposals may also be shared with the city for feedback. Please make Climate-KIC aware if there are any potential issues with the dissemination of your proposal for the purposes of informing the city of the outcome.

## 3 Specification

### 3.1 Scope

NetZeroCities / Climate-KIC are requesting quotation for preparation of the study “**Market analysis and study of the feasibility and profitability of green energy purchases for the Warsaw Purchasing Group (WGZ)**”. The Warsaw Purchasing Group (WGZ) is a municipal group purchasing electricity for its members. It was established in 2013 and its initiator and organizer is the Mayor of the City of Warsaw.

In 2025, the WGZ includes 952 units financed by the budget of the City of Warsaw:

- 869 city organizational units (schools, kindergartens, nurseries, district real estate management divisions, municipal guard, zoo, sports centers),
- 8 local government budget establishments,
- 75 legal entities (including companies: tram company, water supply and sewage systems company, subways company, bus company, hospitals, health centers, libraries, museums, theaters, community centers, fire department).

The total planned volume of electricity consumption in 2024 was 649 GWh and in 2025 it is expected to be 637 GWh.

Since last year, the WGZ has also been coordinating the process of selling the excess electricity generated in the city's RES installations and returning to the grid.

#### Context and rationale

Purchasing “green energy” (from green certificates) is crucial for the City of Warsaw for three reasons: 1) to meet its own energy needs from resilient emission-free sources and 2) to actively shape the energy market to support public climate neutrality objectives, as purchases of green energy, in the case of a large city like Warsaw can significantly change the structure of energy supply, prompting energy sellers to seek new, non-carbon sources of energy, accelerating the energy transition. 3) as a key component of a sustainability and resilience strategy for local governments, with both environmental and economic benefits. Supporting renewable energy sources is also the realization of social responsibility, improving the quality of life of residents and building a better and resilient future for the next generations.

The City of Warsaw is a large purchaser of energy, and by purchasing certified green energy it can dynamize the power companies' transition to such sources. The first reason is important because of the limitations of producing our own energy from renewable sources. Purchasing green energy for the city is an important action towards climate neutrality. It is on the list of main measures covered by the Climate City Contract (CCC), as well as indicated in Warsaw's Green Vision (Green Cities and Climate Action Plan), a comprehensive plan for the city's progress towards climate neutrality, as one of the important actions bringing the city closer to achieving the goal of climate neutrality.

In the Warsaw Green City and Climate Action Plan the estimated total annual electricity consumption of all municipal units is 728 GWh (9.71% of total urban consumption). Taking the 637 GWh purchased by WGZ for 2025, it can be assumed that this is 87.5% of the total energy consumed by urban units. The document envisions that in 2025, 100% of the electricity used for buildings and infrastructure managed by the city will come from renewable energy sources. Today it is known that the energy contract for 2025 has been concluded under the current terms.

The requested analysis will provide key answers: first, whether such purchases are feasible, and second, whether there are actual energy companies which are ready to ensure the City of Warsaw will be supplied with the amount of green energy needed. It should be underlined that the number of green certificates is limited on the market and variable throughout the year. That is why it is so important to obtain confirmation from multiple trading companies that it is possible to purchase an adequate number of green certificates. In this context, it is important to keep in mind the energy security of Warsaw and safeguarding the operation of critical infrastructure.

The second important aspect is the financial preparedness of the city to raise the amount allocated for energy purchases. Estimation of the value of the amount of such a contract allows us to decide whether, for the perspective city's budget, this is possible. This would require extensive consultations both within the City's financial structures and among WGZ member units. This process should also consider that the price of green energy based on green certificates may well be higher than the price of energy based on the standard grid energy mix, due to the need to purchase green certificates, which is an additional

cost, but also due to investment costs, variability of production, the need to maintain stability of supply, and costs due to market regulations. Further critical context is that the outbreak of the war in Ukraine, electricity prices have been much higher than ever before, only this year has seen a stabilization of the price. Nevertheless, the escalation of the conflict across the eastern border is an additional factor potentially driving up electricity prices, and the study should consider this risk and mitigation options.

In sum, through the analysis, it will be possible to get information whether the process of purchasing such an amount of green energy is possible and, having information on its cost, whether it is financially feasible and by when to undertake this process.

The analysis we are planning would undoubtedly be informative for other Polish cities analyzing switching to green energy, and the City of Warsaw would aim to share outcomes insofar as appropriate with other public authorities.

### Detailed scope

The scope of performing the analysis is to assess:

- whether it is possible to purchase green energy in the amount needed to meet the WGZ's needs;
- the cost of purchasing green energy for WGZ, compared to purchase of the standard grid energy mix (which includes a significant fossil energy component), along with projections of price relations for the next 5 years. The calculation should also take into account all fees that are included in the cost of purchasing electricity presenting all real costs based on the market research. In addition, it should include risk assessments around price;
- whether there are entities on the market, with experience in serving cities with more than 200,000 inhabitants, that can supply the green energy needed with a guarantee of the security of this supply;
- whether, in the potential absence of domestic sources and / or suppliers, it is possible to purchase green energy from foreign sources, and on the basis of what regulations it could take place;
- forecasts on prices and supply of energy from green sources till 2030;
- availability of sources of green energy;
- reliability of green certificates;
- the possibility of obtaining purchase subsidies or concessions;
- the impact of unexpected events (such as a pandemic, war) on energy prices, and mitigation options to ensure energy security;
- The study should include strategic recommendations (supply chain and / or policy measures in order to optimally influence the market) to optimize feasibility and affordability in the long term. Especially in case that the study concludes that it is currently impossible or very difficult for whatever reason to reliably purchase green energy in the amount needed at a feasible price, the study should consider which supply chain and / or policy measures would be needed to ensure this target can be achieved as soon as possible or at least by 2030, and make recommendations for implementing these measures.

The calculation of the cost of purchasing energy should be provided for two variants:

- I. taking into account the entire city area (due to the fact that the WGZ includes units from all over the city)
- II. taking into account especially the two City Districts that are the core areas for the Mission for 100 Climate Neutral Cities by 2030 – Praga-Południe and Ursynów, as these are the districts extensively covered in the CCC.

Amount of energy to be calculated in Variant I: 637 GWh (area of the entire city). This is the amount of energy contracted for purchase in 2025 by WGZ, which is the correct value to take as a reference in this analysis.

For Variant II, the amount of energy will be calculated at the analysis stage (based on the location of the group units' power delivery points).

The period to be considered in the analysis:

- 2025, 2026, 2027, 2028, 2029, 2030
- 2 other vintages selected, from above mentioned, together with the expert organization to take into account the impact of external factors that may affect the price of energy (e.g. the energy crisis caused by the war in Ukraine, significant legislative changes, etc.).



The analysis should be supported by confirmations from at least two potential energy supply companies that they would be able to supply this amount of green energy to the WGZ. Due to the volatility of RES energy production and market demand, such confirmation is essential to ensure Warsaw's energy security.

In addition, the analysis should include synthetic information about other Polish local governments' green energy purchases: which other Polish local governments are purchasing green energy, and from when, at what volume and cost per kWh.

Proposals to undertake this study should show a credible methodology for all aspects mentioned above, along with a detailed plan for how to deliver the various interrelated tasks within an appropriate timeline. We assume that the analysis should be completed in a maximum of 3 months' time, and estimate the efforts needed are up to 120 person days. At the latest, it should be delivered by **September 2025** due to the possibility of comparing the results of analysis with the full-year process for WGZ for 2026.

The services will be delivered to meet the following milestones:

Milestone	Time frame
Project inception and agreement on detailed deliverables, meetings schedule etc.	Mid-May 2025
Draft outputs (Deliverable 1)	Early June 2025
Stakeholder consultations (leading to Deliverable 2)	June 2025
Final report outputs (Deliverable 3 and 4)	End July 2025

The selected bidder is expected to engage with experts from the NetZeroCities consortium as well as engaging with the City and its key stakeholders. NetZeroCities experts (who are resourced already and do not have to be represented in a financial offer) are to be engaged (together with the City) on baseline briefings, the overarching strategic approach within which this assignment takes place, as well as for sharing good practices from other cities, where relevant.

### 3.2 Required Experience and Capabilities

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

Demonstration of this, including adherence to evaluation professional ethics and quality standards, including project and financial management showcasing on time and on budget delivery, will be expected in proposals.

In addition to this, we expect proposals to show that prospective applicants to have extensive and comprehensive expert knowledge in the energy field in Poland, supported by evidence of experience in collaboration with Polish local governments. As base material, the City of Warsaw will provide the data collected for the WGZ, which is necessary to conduct the public procurement of energy purchases, as well as reports on the performance of contracts. In order to carry out the analysis, it is necessary not only to have substantive knowledge in the field of energy and energy markets, but it is also necessary to demonstrate knowledge of relevant legislation – including Polish legislation (both current, past – changes and the reasons for their introduction, as well as planned legislative changes, which may affect energy prices), experience related to financial analysis and the ability to present data in a clear, transparent manner, as well as experience in cooperation in energy consulting with cities with more than 200,000 inhabitants. The selected expert should also have a broad knowledge of the Polish energy market.



The analysis should be prepared in Polish language. It is also expected to have a translation into English (but the translation should go from Polish into English to avoid unexpected misunderstandings in translation).

### 3.3 Deliverables

The following deliverables are requested:

**Deliverable 1: Draft Market analysis and study of the feasibility of green energy purchases for the Warsaw Purchasing Group (WGZ)**

Requirements: This is the draft document which, upon approval of the City's key client contact, forms the basis of extensive consultation with (internal / City) stakeholders. The draft should include: interim conclusions around feasibility (availability of supply); availability and details of potential supplier entities; overview of initial costings and cost considerations including price forecasts; risk and risk mitigation strategies; (if needed) foreign supply options; regulatory and policy considerations; any considerations on the reliability of green certificates; and possibility of obtaining purchase subsidies or concessions; synthetic information about other Polish local governments' green energy purchases.

**Deliverable 2: Stakeholder consultation report on market analysis and study of the feasibility of green energy purchases**

Requirements: This document sets out the results of stakeholder consultations on the draft report both within the City's financial structures and among WGZ member units.

**Deliverable 3: Final Market analysis and study of the feasibility of green energy purchases for the Warsaw Purchasing Group (WGZ)**

Requirements:

- Progressed version of Deliverable 1 including responses to all relevant commentary obtained in stakeholder consultations, and including confirmations from at least two potential energy supply companies, as well as any relevant supply chain and / or policy recommendations.

**Deliverable 4: CESF Delivery Report**

Requirements: Upon completion of the delivery of support, the appointed provider must submit the NZC CESF Delivery Report. This report should be validated by the city in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing the entire process, outcomes and learnings, and any identified follow-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

### 3.4 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of Climate-KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)

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

### 3.5 Sustainability

In order to uphold our commitment to sustainability, Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

## 4 Contracting (third parties)

### 4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where Climate-KIC is requesting services over longer periods of time, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables - to be clarified during contracting).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

### 4.2 Contract Management

A one-off agreement is proposed for award of work.

Climate-KIC can share their standard terms and conditions and will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- Climate-KIC requires that that service providers provide an indemnity to Climate-KIC for breach of third-party intellectual property rights;
- In addition, Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

## 5 Award Criteria

### 5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

### 5.2 Evaluation Criteria

#### 5.2.1 Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

1. Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%).
2. Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

#### 5.2.2 Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (20%).

2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (10%).

### 5.2.3 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
2. An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

\* The conversion to points will be based on the weighting attributed to price in the total evaluation.

**Table 4 - Example scoring methodology for price lots**

## 6 Instruction to Bidders

### 6.1 Responding with your proposal

Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:
  - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
  - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
  - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.
4. The total submission (including attachments) must NOT exceed **30 pages total**.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines. All responses shall be made to the Contract Manager via electronic copy, at [CESF@netzerocities.eu](mailto:CESF@netzerocities.eu)

### 6.2 Quotation requirements

Climate-KIC request that bidders quote in the following manner, as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- Provide a rate card for relevant grades of employment that will be conducting services (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a month-by-month resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 5 as an example.
- For External Suppliers (Non-NZC Consortium): Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 5 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 6.

**Table 5: Provided quotations to include the following details**

<b>Item and unit cost (in Euros excluding VAT)</b>
Services ... as per Section 3
Deliverable 1 of ... as per Section 3.3
Deliverable 2 of ... as per Section 3.3
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
<b>Rate card for services (per day/hour, in Euros excluding VAT):</b>

Item and unit cost (in Euros excluding VAT)
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...	...	...	...	...	...	...
Grand total						€ XX.00

### 6.3 Terms of this RFP

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 six (6) months 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.