



# 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-009-Wrocław**

Date: 18<sup>h</sup> March 2025

**Authors:** Jourdan Wetzlar & Radka Reil (CKIC)

# Table of contents

- 1 Overview..... 3
  - 1.1 Executive Summary ..... 3
  - 1.2 Timelines ..... 3
  - 1.3 About Climate-KIC ..... 4
  - 1.4 About NetZeroCities..... 4
    - 1.4.1 NZC Climate City Contracts (CCC) ..... 4
    - 1.4.2 NZC Pilot Cities Programme ..... 4
- 2 Confidentiality ..... 5
- 3 Specification ..... 6
  - 3.1 Objectives ..... 6
  - 3.2 Scope ..... 6
  - 3.3 Timeline and Resources ..... 8
  - 3.4 Required Experience and Capabilities..... 8
  - 3.5 Methodology..... 8
  - 3.6 Deliverables ..... 9
  - 3.7 Eligibility ..... 9
  - 3.8 Sustainability ..... 10
- 4 Contracting (third parties)..... 11
  - 4.1 Payment & Invoicing ..... 11
  - 4.2 Contract Management ..... 11
- 5 Award Criteria..... 12
  - 5.1 Evaluation across quality criteria ..... 12
  - 5.2 Evaluation Criteria..... 12
    - 5.2.1 Expertise / Experience (30%) ..... 12
    - 5.2.2 Capacity to Deliver (30%)..... 12
    - 5.2.3 Price Criteria (40%) ..... 13
- 6 Instruction to Bidders..... 14
  - 6.1 Responding with your proposal ..... 14
  - 6.2 Quotation requirements ..... 14
  - 6.3 Terms of this RFP ..... 15

## 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
RES	Renewable energy sources

## Request for Proposal

**For:** Expert support to Wrocław municipality for preparation of an energy cluster concept study

**Date:** 18 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	Analysis of the current technical conditions and legal possibilities of creating an energy cluster in Poland, and development of a concept and implementation plan for the energy cluster in Wrocław.
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>• Wrocław, Poland</li> </ul> Some onsite services may be required at: <ul style="list-style-type: none"> <li>• Wrocław, 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	Five-six 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
18.03.2025	RFP issued to bidders

Planned Date*	Milestones
24.03.2025	Deadline to submit questions
<b>01.04.2025 (23:59 CET)</b>	Bidders submit proposals / <b>Submission Deadline</b>
07.-14.04.2025	Assessment results announcement, subject to finished evaluations and selection of a winner
14.-22.04.2025	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 Objectives

The municipality of Wrocław plans to implement the concept of an energy cluster, the aim of which is to create a local, sustainable structure for the generation, consumption, storage and distribution of energy among the cluster's members. The concept should take into account the use of renewable energy sources (RES), improvement of energy efficiency and limiting the environmental impact. As for now, the key interested members of the cluster are public universities, including the Wrocław University of Science and Technology and the University of Wrocław, as well as the Wrocław Municipality and the energy company Kogeneracja S.A.

The key need within this analysis is to determine the role and responsibilities of individual cluster members, its organizational and financial structure and sources of financing. The goal is also to determine the possible need to include additional entities (e.g. Distribution System Operator (DSO) or other municipalities) in the cluster that are necessary for its proper functioning in the light of the legal regulations in Poland. The survey will help assess the readiness, resources, infrastructure and investment plans regarding energy savings, production and distribution, divided into cluster members as potential producers or consumers of energy. Potential cluster members could also include other municipalities, municipal entities, and other public or private entities.

The proposed concept stems directly from Wrocław's Climate City Contract action E-2: Local RES generation of electricity / sub-action Establishing an energy cluster.

### 3.2 Scope

NetZeroCities / Climate-KIC are requesting a quotation for expert support to Wrocław municipality for preparation of a concept study for an energy cluster. The assignment is split into two parts, with part of Task 1 carrying significance for other Polish cities planning to implement energy clusters and Task 2 focusing on the concept development of an energy cluster in Wrocław.

#### TASK 1 - ANALYSIS

**Analysis of the current technical conditions and legal possibilities of creating an energy cluster, including:**

- a. **Analysis and description of the existing infrastructure** in the cluster, including in particular:
  - Installations related to the production, distribution, storage, transmission of electricity, heat (cold) and fuels in the cluster;
  - Information on the demand and consumption of electricity and heat for all cluster members;
  - List of RES installations (including those above 50 kW);
  - Potential of free connection capacities (in a given cluster area published by the Distribution System Operator/Polish Energy Networks);
  - Relations with DSOs - possibilities of using distribution networks (electricity, heating and gas), network availability, its density and age structure and possible ways of regulating cooperation. An analysis of the possibilities for building additional DSOs should also be conducted;
  - Level of thermal modernisation of facilities, identification of activities already carried out in the field of thermal modernisation and planned investment projects in energy infrastructure along with their economic justification and financial analysis.
- b. **Analysis of legal and regulatory conditions:**
  - Analysis of the scope and quality of existing cooperation in energy management, including at the local government units and in external relations;
  - Analysis of the legal regulations governing the operation of energy clusters, considering specific regulations concerning public institutions such as universities and municipalities and their cooperation with private entities;

- Identification of legal barriers, particularly in the context of public procurement, and proposals for solutions supporting the development of the cluster, especially regarding cooperation between public entities and energy producers and distributors;
- Analysis of risks and opportunities for Wrocław Municipality resulting from another entity coordinating the cluster. Additionally, the analysis should include the costs and benefits of the Wrocław Municipality playing various roles in the cluster (e.g., coordinator, member, producer, consumer);
- Comparative analysis between the proposed cluster concept and other possible organizational forms of energy management cooperation of the identified partners in the Polish context - currently and in the near future;
- Assessment of benefits, including economic ones;
- Risk assessment.

## TASK 2 – CONCEPT DEVELOPMENT

**Development of the concept and implementation plan for the energy cluster**, which should include:

- a. **Concept of the energy cluster** (or another more beneficial organizational structure) with the participation of Wrocław Municipality and the identified partners, including at least:
  - Organizational and legal structure of the cluster and model of functioning (or another more beneficial organizational structure). The proposal should include at least: the name of the cluster, its legal form, location and area of operation of the cluster (in geographical scope), entities forming the cluster with their brief characteristics and contact details, the cluster coordinator with a description of his/her knowledge, experience, role and tasks in the cluster, the role of local government units and other partners in the energy cluster (tasks, legal, technical and financial responsibility, experience in obtaining external funds, financing possibilities). The proposal should also include organizational structure, considering the involved entities, the role of the DSO (Distribution System Operator), and the use of distribution networks in the cluster. Recommendation for a cooperation model between these institutions and the other members of the cluster, specifying their roles in managing and developing the cluster. The steps related to the creation of the cluster should be clearly presented. It should define the necessary technical, intellectual, and financial resources of the participants and indicate the entities that will be required to establish a functioning cluster.
  - The main objectives of the energy cluster in Wrocław Municipality should be defined, including energy production and balancing, decarbonization, integration with smart grids, use of artificial intelligence and digitization of processes, integration with other sectors, and the social aspect. The effects of achieving these goals should be briefly described. The concept should include the technical scope of the cluster's operation in the context of, among others, the generation of electricity, heat, fuels, increasing the efficiency of fuel and energy consumption, etc., the scope and quality of existing cooperation in the field of energy management. In addition, it should include the concept of social involvement, including human capital and intellectual potential in the implementation of the project in a given area of activity.
  - Technology selection: Recommendation of energy technologies (e.g., photovoltaic panels, wind turbines, energy storage, smart grids) that can be used by both the Wrocław Municipality, public universities, and other cluster members, with an emphasis on the mutual benefits resulting from synergy between these entities. The concept should include: proposals for energy and fuel production and storage in the cluster, divided into sources and installations, indication of suppliers of energy and energy raw materials, recipients of energy produced in the cluster, identification of stakeholders and their categorization, and a forecasted energy balance of the cluster.

- Feasibility study: Technical and financial assessment of the proposed solutions, taking into account the specific infrastructure requirements of the Wrocław Municipality, Wrocław University of Technology, and the University of Wrocław, as well as the technical partner Kogeneracja S.A.
  - Business model: Development of a financing, management, and operation model for the cluster, involving public and private entities.
  - Development scenarios: Recommendations for different development scenarios for the cluster, considering the specific needs and strategic goals of the Wrocław Municipality, Wrocław University of Technology, the University of Wrocław, and other cluster members.
  - Basic data sharing methodology - preliminary model for collecting and sharing energy data for cluster operation (e.g. energy consumption, production volume)
- b. **Environmental assessment:**
- Environmental Impact Assessment of the planned investments and technological solutions.
  - Identification of potential environmental risks and their mitigation strategies.
- c. **Implementation plan:**
- Development of a timeline, scope, and responsibilities for the implementation of each element and stage of the cluster creation, including the stages and responsibilities required from the City of Wrocław, Wrocław University of Technology, the University of Wrocław, and other universities and entities that are part of the cluster.
  - Identification of key partners and stakeholders, including research institutions, local administration, and potential business partners, along with proposed forms of cooperation.

### 3.3 Timeline and Resources

Both tasks should be performed in the time period of max. 6 months with an estimated effort of max. 60 person-days' work. A critical milestone is to complete Task 1 by **mid-May 2025** at the latest. This is necessary to obtain consent at the City Council level for further work on creating an energy cluster. Activities from Task 2 can be carried out in a longer time frame. The expected timeline of the assignment is from mid-April to September 2025.

### 3.4 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:** The contractor must present documented experience in the implementation of projects related to renewable energy, energy management and cooperation with public entities in Poland.
- **Project team:** The project team could consist of e.g. engineers, energy specialists, lawyers and financial analysts with experience in working with public entities in Poland.
- **References:** The contractor should provide references confirming the completion of similar projects in cooperation with public entities in Poland.
- **Language skills:** Written and spoken language competency in Polish and English.

### 3.5 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology should be clearly described in the proposal.



All interventions should be tailor-made and in collaboration with the city and stakeholders. The selected bidder is expected to engage with experts from the NetZeroCities consortium as well as 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.

### 3.6 Deliverables

The following deliverables are requested:

#### **Deliverable 1: Analysis of the current technical conditions and legal possibilities of creating an energy cluster**

Requirements:

- Describes the main results from the analysis of Task 1
- Completed by **15th of May 2025**

#### **Deliverable 2: Concept development and implementation plan for the energy cluster**

Requirements:

- Describes the main results from Task 2
- Completed by **30th of September 2025**

#### **Deliverable 3: CESF Delivery Report**

Requirements:

- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city 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.
- Completed by **30th of September 2025**

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.

### 3.7 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.

### 3.8 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 3.6
Deliverable 2 of ... as per Section 3.6
...
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.