



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-011-Barcelona

Date: Monday 19 May 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

Request for Proposal

For: Legal and strategic analysis of regulatory, legal, and fiscal frameworks to support Barcelona's decarbonisation and climate efforts

Date: 19 May 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	Legal and strategic analysis of regulatory, legal, and fiscal frameworks to support Barcelona's decarbonisation and climate efforts.
The legal entity requesting these goods and/or services	Stitching Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> Barcelona, Spain Some onsite services may be required at: <ul style="list-style-type: none"> Barcelona, Spain
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti / Mateusz Hoffman CESF Procurement Coordinator / Manager CESF@netzerocities.eu
Proposed contract term for successful candidates	3-4 months anticipated

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
19 May 2025	RFP issued to bidders
29 May 2025	Deadline for procurement clarifications / to submit questions
9 June 2025 (23:59 CET)	Bidders submit proposals / Submission Deadline
Mid/late-June 2025	Assessment results announcement (subject to finished evaluations and selection of a winner)
End-June/early July 2025	Proposed contract start date

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

Table 2: Timeline table

Should you have any inquiries regarding the Request for Proposal (RFP), please submit them via email to CESF@netzerocities.eu by the deadline specified in the table above. We aim to respond in a timely manner wherever possible. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. NetZeroCities team will assess bids and notify bidders following the timeline at Section 1.2.

1.3 About Climate-KIC

Climate-KIC is Europe's leading climate innovation agency and community, supporting cities, regions, countries and industries to meet their climate ambitions through systems innovation and place-based transformations.

Together with our partners, we generate, implement and integrate climate solutions by mobilising finance, testing business models, and opening pathways for institutional change and behavioural change. We orchestrate large-scale demonstrations that show what is possible when cycles of innovation and learning are deliberately designed to trigger exponential decarbonisation and build resilient communities. Climate-KIC is the project lead for NetZeroCities (NZC).

1.4 About NetZeroCities

NetZeroCities (NZC) is a project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and supports them by developing, promoting, and integrating new and existing tools, resources, and expertise into an online platform accessible to all cities (**Mission Platform**). The project – designed to **support cities that are part of the EU's Horizon 2020 and Horizon Europe supported Mission "100 Climate-Neutral and Smart Cities by 2030"** – tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

1.4.1 NZC Climate City Contracts (CCC)

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts is a central feature of the [EU Mission on 100 Climate Neutral and Smart Cities](#) by 2030. While not legally binding, these contracts represent a clear and highly visible political commitment. This commitment extends not only to the EC, national and regional authorities, but also to the citizens they serve. These contracts outline the city's path to achieve climate neutrality by 2030, accompanied by a comprehensive investment strategy.

1.4.2 NZC Pilot Cities Programme

The **NZC Pilot Cities Programme** supports large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition. As such, the NZC Pilot Cities Programme and its subgrant-funded activities are an opportunity for Mission Cities to put into practise elements of their developing and/or finalised Climate City Contracts and the plans contained in them and learn by doing so in the process.

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

Barcelona has a long history developing leading policies related to climate change and its effects. The City committed to Local Agenda 21 from the outset and has been developing policies to promote a sustainable development model for more than 30 years. In 2002 the first Citizens' Commitment to Sustainability (2002-2012) was approved, which was renewed and extended 10 years later (2012-2022). At the end of 2020, the City Council adopted the 17 Sustainable Development Goals of the United Nations 2030 Agenda as guiding principles of its development strategy, providing quantifiable targets adapted to the city and committing to annually assessing the city's performance in relation to the SDGs.

In November 2024, the Government Measure for the Climate Plan was approved, which brings previous plans up to date in accordance with current climate targets. This draws from the [City Climate Contract](#) submitted by the City Council to the European Commission as a member of the "100 Climate Neutral and Smart Cities by 2030" European mission (where the city has committed to reduce in a 80% the GHG emissions by 2030, which means a 15% reduction per year), as well as from the [Climate Emergency Action Plan 2030](#) and the [Citizen Commitment for a More Sustainable Barcelona 2024-2034](#).

This plan places climate-oriented policies at the heart of municipal action, thereby increasing already strong commitments. This Plan sets out a roadmap concerning energy transition (Energy Transition Plan), mobility (Mobility Plan), climate resilience (Resilience Plan), extreme weather events (Heat Plan), and citizen action (Let's Change for the Climate Plan), involving Barcelona's neighbourhoods in all these initiatives (Neighbourhood Climate Plan), with regard to both climate mitigation and adaptation.

In order to fulfil the commitment Barcelona has formalised in its Climate City Contract, the City needs to identify the necessary instruments and regulatory/legal frameworks to enable achievement of this goal. In this regard, the City wishes to explore how, within the competencies of the Barcelona City Council, this regulatory/legal framework could be used and eventually innovated to support and accelerate decarbonisation and adaptation.

At the same time, it is recognised that, to encourage both organisations and citizens to take measures to decarbonise their activities or lifestyles, it is essential to provide them with adequate incentives to promote the envisioned change. Accordingly, the city must determine, within the existing regulatory/legal framework, which fiscal instruments (such as incentives, tax reliefs, etc.) can be created within municipal competencies to foster and accelerate decarbonisation and adaptation. This regulatory/legal framework plays a crucial role in the development of public policies, as it provides the foundation and justification for the formulation of specific policies while ensuring legal certainty and offering guarantees regarding municipal actions. Having a legal framework that is adapted to the current reality – one that fosters innovation, facilitates, and accelerates decarbonisation and adaptation – is the first step towards the ambitious municipal goals in this field.

3.2 Scope

NZC / Climate-KIC are requesting quotation for legal and strategic advisory services to analyse and propose innovations in the regulatory, legal, and fiscal framework supporting Barcelona's decarbonisation and climate action efforts.

The requested support aims to deliver a detailed investigation and analysis of the following areas, **identifying opportunities and practical recommendations**:

- Existing regulatory and legal Spanish and Catalan frameworks within the competencies of the Barcelona City Council that affect decarbonisation and climate action efforts.
- Opportunities for innovation or reform in the existing Spanish legal framework for municipalities to enhance climate action, both through leveraging current regulations and proposing new instruments.

- Existing fiscal instruments (such as incentives and tax reliefs) and propose new or adapted measures to foster citizen and organisational engagement in decarbonisation and climate action efforts.
- Possibilities for more effective use of municipal revenues to finance accelerated climate actions, building on and enhancing existing tools such as climate budgeting.

The investigation/analysis should:

- Benchmark against other municipalities in Catalonia and Spain, identifying best practices that Barcelona could adopt.
- Develop suggested innovations that build on existing best practices to establish even more advanced practices to accelerate actions in support of effective climate actions.
- Assess potential for replication across both Catalan and Spain, developed with input from and collaboration with the CitiES2030 Spanish national platform.
- Describe findings and suggestions for Barcelona in detailed report (written in Catalan and translated to English), suitable for presentation to the Climate Plan Executive Committee and for discussion with NetZeroCities policy innovation leaders.

Associated tasks/expected inputs include:

- Legal and regulatory review.
- Policy and fiscal analysis.
- Benchmarking and comparative study.
- Design suggestions for new practice innovations, including considerations related to replication potential.
- Drafting and presentation of final report.
- Ongoing liaison with the City Council team and NZC Consortium Partners working with Barcelona during the project.

The proposal should consider the following:

- **Financial and fiscal innovation to support decarbonisation:** The proposal should clearly specify which laws, legal frameworks and fiscal instruments will be analysed in relation to the Barcelona City Council's competencies. Special attention should be given to identifying how existing tax policies and financial mechanisms could be adapted or innovated to accelerate decarbonisation and climate action at the municipal level.
- **Inclusion of a Just Transition perspective:** The proposal must embed a Just Transition lens throughout, ensuring that any suggested innovations in taxation and financing promote fairness, equity, and social cohesion. Proposed measures should be sensitive to the diverse socio-economic realities of citizens and organisations in Barcelona, aiming to leave no one behind in the transition towards climate neutrality.
- **Replicability and scaling:** This study will not only support Barcelona's progress within the Climate City Contract but will also be shared with municipalities across Spain. The aim is to provide them with a clear picture of the current legal and fiscal landscape and offer inspiration for how local tax and finance systems can be leveraged to accelerate decarbonisation and climate action and adaptation. As such, the report has strong replication potential and will contribute to scaling impact beyond a single city.

The services will be delivered to meet the following project milestones:

Milestone	Time frame
Phase 1: This phase takes in the initial legal, regulatory, policy and fiscal analysis to produce a draft report (first part of Deliverable 1) for sharing with the city , prior to undertaking the benchmarking and comparative analysis. Includes proposed tasks/inputs: <ul style="list-style-type: none"> • Legal and regulatory review/analysis, • Policy and fiscal analysis 	June/July – August 2025
Phase 2: This phase contains the benchmarking and comparative study, and proposals/suggestions for new practice innovations (fiscal innovation) including the Just Transition perspective, (the second part of Deliverable 1). It includes proposed tasks/inputs: <ul style="list-style-type: none"> • Benchmarking and comparative study • Desing suggestions for new practice and innovations and funding strategies (including considerations for replication potential) 	September - October 2025
Phase 3: This phase finalises Deliverable 1 and presentation of this to the City Council team and NZC Consortium Partners. Based on and following this exchange, it is anticipated Deliverable 2 can be developed, with any feedback from the City Council feeding into Deliverable 1 Final Report and recommendations: This phase includes the proposed tasks/inputs: <ul style="list-style-type: none"> • Drafting and presentation of final report to City council team and NZC Consortium Partners • Ongoing liaison with the City Council team and NZC Consortium Partners to iterate and finalise all Deliverables. 	October 2025
Delivery of CESF Delivery Report and submission of all Deliverables	End-October 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.

NZC also supports cities in areas such as citizen engagement and behavioural change. One of the current lines of work includes exploring how fiscal and financial systems can drive decarbonisation — a core focus of this assignment. The selected bidder is therefore encouraged to align with this broader objective and contribute insights that can complement ongoing NZC activities in this field. **As such, bidders are requested to provision for exchanges with relevant NZC partners/colleagues (see Deliverable 3). This should include meeting exchanges to be organised with NZC Partners and preparation of presenting findings from this Assignment.**

Where relevant, synergies may also be explored with the NZC Capital Hub, especially regarding financing mechanisms and municipal investment strategies related to climate neutrality.

Approach and estimation of time/effort: Bidders are requested to outline their approach to fulfilling this **Scope**, in line with the information provided in the **Methodology, Objectives** and **Deliverables** sections (3.4, 3.5 and 3.6 respectively) of this Request for Proposals. Proposals should include a schedule and delivery plan, along with the anticipated time/effort to accompany the price quotation. As a guide, it is expected that this assignment should be completed within 3-4 months.

3.3 Required Experience and Capabilities

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

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

Expertise required:

- Legal expertise in Spanish and Catalan environmental law, administrative law (especially municipal competencies), and municipal tax law.
- Experience in analysing regulatory and legal frameworks within the perspective of promoting decarbonisation and adaptation efforts.
- Experience in finance and taxation, and innovation in these areas in the context of public administration.
- Working knowledge of existing fiscal instruments (such as incentives and tax reliefs) and sustainable finance, to propose new or adapted measures to foster citizen and organisational engagement in decarbonisation and adaptation efforts.
- Developing and delivering analytical and audience-friendly reports about possibilities for more effective use of municipal revenues to finance accelerated climate actions.
- Familiarity with the NetZeroCities Mission and climate adaptation and mitigation strategies
- Adherence to evaluation professional ethics and quality standards
- Project and financial management showcasing on time and on budget delivery
- Written and spoken local language competency in Catalan and Spanish.

3.4 Methodology

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

- All interventions should be tailor-made to the specific realities, needs, and regulatory environment of the city of Barcelona. The approach should be co-developed in close collaboration with the City Council and aligned with the ongoing work of the Just Transition DWG, ensuring that principles of equity, inclusion, and social justice are embedded throughout the process.
- The methodology should also incorporate participatory elements where appropriate, ensure coordination with relevant stakeholders, and remain adaptable as new insights emerge through collaboration with NetZeroCities experts and other partners.
- The critical importance of enabling scaled impacts through replication efforts means this work will have to account for the combined dynamics of focused innovation and learning for specific objectives related to replication and scaled impacts. The project must go beyond documenting current best practices and provide a contribution to the development of new practice that goes further in terms of impact and learning.
- Working in local language is essential. Limited resources and time should be allowed for translation when interacting with NetZeroCities experts and non-Catalan partners and collaborators.

3.5 Objectives

The main objective of this assignment is to support the City of Barcelona in identifying legal, fiscal, and governance innovations within its municipal competencies that can accelerate decarbonisation and climate action, in line with its Climate City Contract and broader Climate Plan. Specific objectives include:

1. **Legal and regulatory analysis:** Conduct a comprehensive review of the existing legal and regulatory framework (including the Municipal Charter and relevant local, regional and national laws) to identify enablers and barriers for climate action.
2. **Fiscal innovation for climate action:** Explore and propose how municipal taxation and financing mechanisms can be adapted or innovated to promote decarbonisation and climate action, with a strong emphasis on equity and Just Transition principles.

3. **Benchmarking and good practices:** Identify and analyse relevant examples from other municipalities in Catalonia and Spain, highlighting transferable practices that could inform Barcelona's strategy.
4. **Funding strategies:** Assess how municipal revenues (including taxes and fees) can be better aligned to fund ambitious climate policies, and propose financially sustainable pathways to support this acceleration.
5. **Deliver a final report:** Produce a detailed, actionable report in Catalan, synthesising findings and recommendations. The report will also be shared with other Spanish cities as a transferable resource to support similar objectives nationally.

3.6 Deliverables

The following deliverables are requested:

Deliverable 1: Report: Strategic analysis and innovation opportunities: Regulatory, legal, and fiscal framework supporting Barcelona's decarbonisation and climate action efforts

Requirements:

- An actionable report in Catalan, synthesising findings (based on the above research/study scope) and recommendations accordingly. The report should outline how the Barcelona City Council could finance itself more efficiently and effectively to accelerate decarbonisation and climate action, taking into consideration the revenues it obtains from the various taxes and fees it collects. The report should outline how the City Council could innovate in relation to fiscal incentives aimed at accelerating or facilitating decarbonisation and climate action, whether at an individual level for citizens or for organisations. The report will also be shared with other Spanish cities as a transferable resource to support similar objectives nationally.
- This Deliverable should be accompanied by presentation material(s) suitable for presentation to the Climate Plan Executive Committee and for discussion with NetZeroCities policy innovation leaders.

Deliverable 2: High-level Report: Replication of regulatory, legal, and fiscal framework innovation: Catalan, Spain, EU

Requirements:

- High-level summary analysis for how the findings/learning from this study could inform replication in other cities across Catalan/Spain and thereby scale proposed opportunities/innovations. Analysis should also consider broader learning for other cities across the Mission and Europe, where the Spanish/Catalan legal and taxation context is similar or where opportunities/innovations might be jurisdiction-agnostic.
- This Deliverable should also contain findings, insights and recommendations – and be accompanied by presentation material(s) suitable for presentation to NZC Partners and other stakeholders - as related to citizen engagement and behavioural change and how fiscal and financial systems can drive decarbonization.

Deliverable 3 (Mandatory): CESF Delivery Report

Requirements:

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

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

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

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)

The below is applicable for External Parties only, i.e. not a NZC Partner.

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 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

6.2 Quotation requirements

- Please provide a fully itemised quotations in Euros, detailing all applicable costs related to the assignment. Specify if the quote includes / excludes VAT or any other taxes. In case you are registered outside the EU, please clarify your tax obligations and how VAT is treated in your jurisdiction.
- 1.1 Provide a rate card that specifies roles and their daily/hourly rates for all personnel involved in providing services (e.g., Project Manager, Technical Expert, Analyst, Lawyer, etc.). Avoid average or mixed rates.
- Include a weekly or monthly resource plan, broken down by role, number of days and daily rates. Clearly indicate the delivery schedule and allocation of human resources throughout the project life cycle by referencing the required deliverables. Refer to table 5. Clearly distinguish any optional services or value/added components of the offering. Price these services separately and mark them as “*optional*”.
- Provide a detailed quote that specifics all applicable costs related to the assignment. Associate cost items with each deliverable, work package, or service activity, as defined in the scope of work (refer to Section 3). Provide a summary table of the total proposed cost, indicating all direct and indirect charges. The rates and prices indicated in the quote are fixed and not subject to revision for the entire duration of the contract.
- 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.
- 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 should remain valid at least 90 calendar days from the submission deadline.
- 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.

Table 5: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Services ... as per Section 3
Deliverable 1 of ... as per Section 3.4
Deliverable 2 of ... as per Section 3.4
Deliverable 3 of ... as per Section 3.4
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (excl. and incl. VAT, if applicable)
Rate card for services (per day/hour, 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
Grand total (incl. VAT – if applicable)						€ 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 ninety (90) days from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for

- any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
 9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.
 10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
 11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
 12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
 13. The formatting of this document and the attached response document should not be altered.
 14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
 15. Unsuccessful bidders agree, by the submission of their proposals, to return to Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
 16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
 17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, Climate-KIC does not warrant the information accurate or comprehensive.