



NZC CESF Procurement RFP

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

SGA-PCP3-002-Munich

Date: 19 May 2025 (updated 02 June 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: Local Financing Facility for the City of Munich

Date: 19 May 2025 (updated 02 June 2025)

Update (02/06/2025): The description of the key assignment activity - Capacity Building for the Climate Mission Team – has been clarified and adjusted (section 3.2), resulting in subsequent changes to the appropriate descriptions of Phase 2, milestones, estimations provided, implementation methodology, and deliverables. Due to the changes in the scope of the assignment, the deadline for submitting proposals has been revised to 13 June 2025 (23:59), and a deadline to ask questions to 04 June 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	Developing a concept for a Local Financing Facility for the City of Munich
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"> City of Munich Some onsite services may be required at: <ul style="list-style-type: none"> City of Munich
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti CESF Procurement Coordinator CESF@netzerocities.eu
Proposed contract term for successful candidates	To April 2026

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 04 June 2025	Deadline for procurement clarifications / to submit questions
9 June 2025 (23:59 CET) 13 June 2025 (23:59 CEST)	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

Munich is a city with an extensive ecosystem of finance actors, each of whom must be rapidly engaged by the Climate-neutrality Mission Unit for the success of the Mission. Yet, the municipality is not well positioned to define a process and engage these actors at the required speed. Expert support can help to deliver on these capacity and expertise needs.

Munich seeks to provide effective entry points and processes for external partners and support offers on climate finance, to meaningfully and successfully engage with the Climate City Capital Hub (CCCH) and other financial partners. As outlined in Munich's Climate City Contract (CCC), a promising concept is the idea of a **Local Financing Facility**, co-created with local stakeholders. The **Local Financing Facility would function as a 'socket' to 'plug in' diverse, innovative and external capital sources**, leveraging national City Finance Specialist (CFS) support and international CCCH project preparation and financial advisory into the Mission, and streamline the interaction between the demand and supply side of project finance at the local level. Specific scoping and feasibility efforts need to be undertaken to explore this concept further for Munich, including validating the concept in terms of both scale and institutional design parameters.

Furthermore, the pilot activities undertaken by Munich will ultimately lead to "Project Sheets", (separately from Project Intake Forms as developed by the CFSs and CCCH for project specific assignments) as a major final output, which capture the concrete results of a data-driven governance process with city stakeholders. In parallel, the Transition Team in Munich, as well as the City itself, will add a range of climate action projects and measures to the Mission portfolio. In order for these projects to be developed professionally, the City of Munich seeks:

- 1) A specialized local facility to provide a wide-range of deep financial expertise and a good understanding of international and European finance, applicable specifically to the context of Munich and its local finance ecosystem, in order to capacitate, advise and train the Munich Climate Mission Team (Stabstelle Mission Klimaneutralität at the Referat für Klima- und Umweltschutz).
- 2) Rapid engagement of an existing strong, comprehensive and trusted network of all key local finance stakeholders to engage with the Munich Climate Mission and the Transition Team to review climate action ideas, projects and project portfolios to provide targeted advice, support and appraisal along the entire project development cycle.
- 3) The scoping and development of a "Local Financing Facility" structure specifically for Munich's local context as a joint partnership activity with the Climate-neutrality Mission unit, based on a targeted adaptation of global best practices, particularly from the US and Europe, for the local legal, political and institutional context.

3.2 Scope

NZC / Climate-KIC are requesting quotation for the development and management of a Local Financing Facility (in Munich). The selected service provider will be responsible for mobilising key financial stakeholders, crafting the potential structure for a Local Financing Facility, and providing investment expertise for climate projects. This work will ensure that Munich's climate action portfolio is financially viable and attractive to local investors, reducing dependency on municipal and national budgets.

Key assignment activities:

1. **Expediated Stakeholder Engagement** – Identified stakeholders should be mobilised rapidly. Task includes rapid engagement of Munich's financial ecosystem, including banks, institutional investors, and private capital providers.
2. **Development of a Local Financing Facility concept/structure** – Developing the conceptual structure of the platform, integrating external and innovative capital sources for climate action projects. Co-design of preliminary concepts will be done in collaboration with NetZeroCities, and preliminary concepts will be incorporated into stakeholder engagement activities.

3. **Investment Strategy & Financial Structuring** – Designing financing models, risk mitigation strategies, and funding pathways suitable for projects and overall financing needs as identified in the Munich Investment in the Climate City Contract.
4. **Capacity Building for the Climate Mission Team** (updated 02/06/2025) – Training and support for City staff will be needed. For this scope, the focus will be on understanding the capacity and expertise needs and creating a proposal for capacity-building sessions to follow.
 - *Bidders are requested to create a preliminary estimation of the scope of training and support needs for City staff. The scope should seek to cover the three main topics described (financial structuring, investment planning, and stakeholder engagement), and ensure participants obtain practical and useful knowledge in taking the proposed Local Financing Facility forward.*

Delivery will follow two phases:

Phase 1: June/July – October/November 2025:

- a) Engagement of local stakeholder ecosystem for the Munich Climate Mission, to support the Transition Team and Pilot Cities Programme team.
- b) Scoping and development of a Munich Local Financing Facility together with the Munich Climate Mission Team.
- c) Leadership briefing to prepare political leadership and to gather feedback.

Phase 2: November 2025 – April 2026

- a) Review, appraisal and financial stakeholder engagement for climate action projects in the CCC.
- b) Co-creation of financial models for project sheets developed for Munich under the Pilot Cities Programme with local financial stakeholders (CCD2.0).
- c) Assess and define capacity building for the Climate Mission Team. (updated 02/06/2025).
- d) Assess and prepare for political-level decision-making needs, stakeholder engagement

The proposal should consider the following:

- Alignment with Munich's Climate Mission & Climate City Contract (CCC) Goals
- Alignment with the local landscape
- Alignment with the Climate Cities Capital Hub and NZC
- Innovative & Practical Financial Solutions
- Scalability & Replicability

For clarity, the following services are specifically “Out of Scope”

- Direct allocation or management of municipal budgets.
- Legal structuring of financial instruments beyond advisory recommendations.

Scope Coordination: The work will be delivered by a team that includes the selected expert supplier, as well as partners from the Cities Mission platform / NetZeroCities consortium. The selected expert supplier will be the responsible in supporting Munich in local ecosystem engagement. It is intended that the supplier has experience working with stakeholders, local governments, and ministries; that it has relationships with private and municipal entities; and that it has local knowledge of Munich's context.

In addition, the Cities Mission Platform will also actively support this work, and the selected supplier is expected to engage not only with Munich, but also with partners from the Cities Mission Platform / NetZeroCities consortium. The NetZeroCities Consortium partner is resourced already and does not have to be represented in a financial offer from the supplier. The exact ways of working between the expert supplier and NZC consortium partner will need to be clearly and efficiently defined to ensure maximum efficiency, with sign-off from the City of Munich as part of launching the scope of work. The breakdown of work between the two parties is generally summarized as follows:

- Selected expert supplier:
 - Lead role on all the work described above.
 - Advise and help the City bring together various local stakeholders.

- NZC Consortium Partner will:
 - **Assisting** the Supplier (and City) in designing the stakeholder engagement processes.
 - **Help orient** the Supplier to relevant materials and resources already created by the Cities Mission Platform. This will involve close coordination with NetZeroCities City Support individuals to ensure alignment and streamlining of workstreams.
 - **Advise** the Supplier and City in developing the overall collaboration structure including defining strategies and providing methodologies for implementing innovative forms of collaboration and participation among the entire eco-system of actors.
 - **Support** the Supplier and City in the creation of narratives and communication, which can be used in other cities, linked to local financial ecosystem engagement.
 - Provide strategic **input** into the work, drawing on experiences within the Mission and examples from other Mission Cities.
 - Ensure individuals can engage in the work in German.

Reflective of the nature of the above contributions, the NZC Consortium Partner's role is supporting, contributory, and advisory, rather than executing the development of the Facility itself.

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

Milestone (updated 02/06/2025)	Time frame
Phase 1: Stakeholder engagement activities completed (and preparation of DEL 1)	October 2025
Phase 1: Local Financing Facility concept scoped with the Munich Climate Mission Team (and preparation of DEL 2)	October/November 2025
Phase 2: Review, appraisal and financial stakeholder engagement for climate action projects in the CCC (DEL 3)	November - April 2026
Phase 2: Co-creation of financial models for project sheets developed for Munich under the Pilot Cities Programme with local financial stakeholders (CCD2.0) (and preparation of DEL 3.)	November - April 2026
CESF Delivery Report (DEL 4)	April 2026

*Milestones will be finalised and agreed with the city during the contract process – please treat these as indicative.

Based on discussions with the City of Munich and a review of tasks, NetZeroCities projects a total budget not to exceed €100,000 for this scope (updated 02/06/2025). Proponents are asked to delineate costs per the Phases and Milestones to enhance effective collaboration in the execution of the work, and to enable calibration of work with planned scope in establishing the formal contracting agreement.

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:

- Experience in climate finance, urban investment, and public-private partnerships.
- Working knowledge of climate finance mechanisms, investment structuring, and innovative financial instruments.
- Experience working with local stakeholders, local governments, and ministries.
- Experience in developing relationships with and knowledge of local private and municipal actors/entities.
- Local knowledge of Munich's context in terms of financial ecosystem and connection to local financial stakeholders
- 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 German and English.

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, relevant in the local context, and in collaboration with Munich and stakeholders.
- Selected methodology should promote participative and co-creative processes.
- A stakeholder-driven approach, ensuring active engagement with local financial actors, municipal departments, and private sector partners.
- A phased implementation strategy, beginning with financial ecosystem mapping, followed by structured engagement, feasibility analysis, and development of financial models.
- The use of co-creation workshops and consultations to align financial structuring efforts with local policies, investment needs, and international best practices.
- Scoping and defining needs for specific capacity-building sessions for the Climate Mission Team, ensuring long-term sustainability and knowledge transfer. (updated 02/06/2025)

3.5 Deliverables

The following deliverables are requested:

Deliverable 1: Stakeholder Engagement Report (Deadline: October 2025)

A detailed report about Munich's engaged financial ecosystem, with key finance actors, and mobilisation tasks implemented. Summary of stakeholder meetings and consultations, including key insights and commitments.

Deliverable 2: Local Financing Facility Concept Study (Deadline: November 2025)

Building on the stakeholder engagement, a study elaborating the basic concepts and conceptual structure of the Local Financing Facility (including scale, institutional design parameters, streamlined interactions between demand and supply sides of project finance at the local level, and interactions with key stakeholders including City Finance Specialist (CFS) and the Climate City Capital Hub (CCCH)) that will integrate external and innovative capital sources for climate action projects.

Deliverable 3: Project Appraisal and Recommendations Report (Deadline: April 2026) (updated 02/06/2025)

Financial assessment of climate action projects and recommendations for funding pathways. Review of project sheets developed under CCD2.0 and suggestions for strengthening investment-readiness. Description of training and capacity-building plan to meet needs for the City staff to continue to advance this work.

Deliverable 4: CESF Delivery Report (Deadline: April 2026)

Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by Munich 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.

3.6 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 submitted a price more than the Public Procurement Directive 2004/39/EC 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.

3.7 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 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

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

- 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.
- 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.
- **With reference to Section 3 - 3.2 (scope), assignment 4 "Capacity building for the Climate Mission Team", the supplier shall explain how (rationale, method, assumption) it calculates the number of training and financial consultancy sessions.**
- 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 (excl. VAT)						€ 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.