

Request for Proposal

For: **Research and Analysis of Demand Side and Engagement for Climate Entrepreneurship Support**

Date: 26 September 2025

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details Climate KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Climate KIC is looking for expert services to conduct a comprehensive research and analysis of at least 30 Entrepreneurial Support Organizations (ESOs) previously supported by ESV Cluster, generating insights on their needs, perceptions, success metrics, and future collaboration opportunities.
The legal entity requesting these goods and/or services	Stitching Climate KIC International Foundation Plantage Middenlaan 45 1018 DC Amsterdam Netherlands
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to Climate KIC team members located in CET Time.
Climate KIC Contract Manager for submitting proposals and inquiries	Fabio Diaz Caballero Project Lead fabio.caballero@climate-kic.org
Proposed contract term for successful candidates	October – December 2025

1.2 Timelines

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

Planned Date*	Milestones
26 September 2025	RFP issued to bidders
6 October 2025	Bidders submit proposals / Submission Deadline
Expected 10 October 2025	Notification of contract award
Expected 13 October 2025	Proposed contract start date

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

1.3 How you can participate

1. Review the RFP documents provided by Climate KIC.
2. Email the Contract Manager letting us know you will submit a proposal (within 2 business days if possible).
3. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
4. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
5. Climate KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About Climate KIC

Climate KIC is the EU's climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation. Headquartered in Amsterdam, it operates from 13 hubs across Europe and is active in 39 countries. Climate KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. See <https://www.ClimateKIC.org/> for more information.

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 Stitching 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 her 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.

3 Introduction and Background

About the ESV Cluster

Within Climate KIC, the **Entrepreneurship Solutions and Ventures (ESV) Cluster** plays a central role in supporting and accelerating climate entrepreneurship to scale positive climate impact globally. Its primary mission is to empower Entrepreneurial Support Organisations (ESOs) that nurture climate startups, enabling them to scale their solutions and drive climate impact globally. More information can be found here: <https://www.ClimateKIC.org/programmes/climate-entrepreneurship/>

Main objectives of the Cluster include:

- Supporting ESOs in building capacity to better serve climate entrepreneurs.
- Developing methodologies for impact assessment and monitoring.
- Co-designing and implementing projects with ESOs across different regions.
- Supporting ESOs and startups in fundraising strategies and access to finance.
- Exploring sustainable and scalable business models, including the commercialization of tools and products.

Key activities include:

- Capacity-building programs for ESOs to strengthen their services to startups.
- Development and piloting of methodologies to assess and measure climate impact.
- Collaborative project development with ESOs in Europe, Africa, Latin America, and Asia.
- Design of fundraising strategies and facilitation of connections with potential funders.
- Exploration and testing of revenue-generating models for both ESOs and Climate KIC.

Key Challenges

Over the last three years, the ESV Cluster has doubled its network of ESOs and expanded significantly beyond Europe into Africa, Latin America, and Asia. This global expansion has positioned the cluster as a key global actor but has also revealed significant challenges in internal management, stakeholder engagement, and long-term sustainability. Challenges can be grouped into the following areas:

1. Global Focus vs. Local Needs

Our international expansion means we are working with ESOs across very diverse regions, each with distinct needs and ecosystem realities. This creates the challenge of tailoring our portfolio of products and services to be relevant and impactful at the local level. We need to adapt our support strategies, strengthen our value proposition, and ensure our interventions are context-specific and address the real challenges ESOs face in different geographies.

While we operate globally, our understanding of the nuances of each local ecosystem is uneven. This includes limited insights into supply-side dynamics, externalities, ecosystem actors, and regional particularities that affect ESOs' performance and needs. Our primary allies and beneficiaries as a Cluster are the ESOs with which we work. The type of support required by these organizations, as well as the scope

of collaboration, has evolved significantly in recent years. Currently, we work with approximately 100 ESOs worldwide, each with very different profiles in terms of size, maturity, and needs.

The dynamic nature of our projects and the continuous growth of our team requires us to better analyze the specific needs of our partners. This includes identifying opportunities to improve our portfolio of products and services, while also strengthening channels of engagement and support with ESOs. Furthermore, it necessitates exploring alternative sources of financing for local projects, in order to reinforce our role in nurturing climate innovation ecosystems globally. Without this deeper understanding of demand, our ability to design relevant offerings and scale impact sustainably will remain limited.

This is particularly relevant in Europe (and specially in RIS countries), where there is a pressing need to strengthen climate innovation ecosystems through targeted education, training, and capacity-building. By connecting European ESOs with insights and complementarities from other global regions, this work also adds value to the European ecosystem with a global perspective, ensuring balanced coverage across Europe, Latin America, Africa, and Asia.

2. Commercialisation of Portfolio

We have been investing in the development of new products, particularly tools for impact measurement for climate innovations as well as guidance and contents for ESOs to design better climate-focused programmes and/or to gain climate-related knowledge. The next challenge is defining pathways for commercialisation, either through donor financing or direct offerings to ESOs and other interested organisations. We need to assess demand, market trends, competitors, pricing models, and market opportunities to generate sustainable revenues while ensuring accessibility for our partners.

3. Relationship Management with ESOs

In our engagements with ESOs we face three main challenges:

- ESOs often receive repeated requests for the same information from different ESV colleagues due to weak internal coordination.
- No dedicated relationship manager exists for ESOs, leaving engagement fragmented.
- ESOs engaged in multiple projects often interact with different contact points within our team, who are not always connected with one another. Without a clear relationship management strategy for beneficiaries, this leads to poor coordination across programmes.

This procurement therefore aims at conducting a comprehensive research and analysis with a representative and balanced sample of ESOs across Europe (with a special focus on RIS countries), Latin America, Africa, and Asia. The focus will be on identifying ESOs' most urgent needs, assessing their perceptions of ESV's current support, and capturing opportunities for improved collaboration and innovative financial mechanisms.

The outcome will include a structured segmentation of ESOs, a deeper understanding of their demand for new products and services, insights into their experience of working with ESV, and identification of gaps to strengthen and consolidate our value proposition. Importantly, while this work will have a strong European focus, it will also integrate perspectives from other regions to generate complementarities and lessons that reinforce the European climate innovation ecosystem with a global perspective.

4 Specification

4.1 Scope

Climate KIC is requesting a proposal and quotation to conduct a comprehensive research and analysis with a representative sample of Entrepreneurial Support Organisations (ESOs) across different geographies to generate an evidence-based understanding of the needs, challenges, and success metrics in regards to our collaboration with them. The findings will guide the ESV Cluster in strengthening its value proposition, refining its service portfolio, and improving engagement strategies with ESOs as both partners and potential clients.

The assignment will:

- Map and analyse the diverse needs of ESOs in relation to Climate KIC products and services, identifying strengths, gaps, and opportunities for improvement.
- Deliver actionable insights on how ESOs define and measure success, their perception of working with ESV, and their willingness to engage in new service and financing models.
- Based on previous assignments provide a proposal for segmentation/taxonomy of ESOs aiming at tailoring strategies/capacity building delivery across the different regions of intervention as well as guiding the commercialisation of products/services of the cluster.

Additionally, the bidder is expected to carry out the following activities:

1. Work Plan & Methodology Alignment

- Define the overall work plan, milestones, and responsibilities, project planning and coordination, ensuring alignment with ESV's internal timelines and reporting needs.
- Agree on research design and replicable methodology for data collection, including tools, etc.
- Review and integrate existing knowledge, reports, and lessons learned from ESV's past and ongoing work with ESOs.
- Coordinate with ESV to access and engage our network of ESOs, ensuring balanced and representative participation.
- Initial coordination meetings will be held to ensure that the bidder has access to all information and analyses previously carried out by the ESV team (including lists, links, documents, etc. available).

2. Market Research, Demand Analysis & Stakeholder Insights

- Design and implement a research process that combines data collection, stakeholder engagement, and innovative tools to analyze the needs, challenges, and success metrics of at least 30 ESOs already supported by ESV.
- Assess ESOs' perceptions of ESV's support to date, including effectiveness, relevance, and areas for improvement, while identifying blind spots in capacity-building, relationship management, and value delivery.
- Identify future opportunities for collaboration by exploring ESOs' demand for new services, co-creation of products, and innovative financial mechanisms to enable sustainable engagement.

- Synthesize insights across regions (Europe (with an emphasis on RIS countries), Latin America, Africa, and Asia), ensuring representation of different ESO profiles (by size, maturity, and thematic focus) with a minimum of 5 ESOs per region.

3. **ESO Needs, Relationship Analysis & Insights**

- Assess ESO goals, capacities, capability gaps (skills), and success metrics.
- Analyze ESOs' perception of ESV's current services and identify blind spots in capacity-development.
- Map ESOs' role as both beneficiaries and potential clients of ESV's products/services.
- Recommend a taxonomy for segmenting ESOs (by size, maturity, thematic focus, fundraising potential, geography).
- Explore ESOs' willingness to pay for services for their own benefit and potential to co-fundraise with ESV.

4. **Analysis, Reporting & Validation**

- Draft report with preliminary findings and ESO segmentation framework.
- Facilitate at least one **validation workshop to discuss findings/analysis** (online for ESV members).
- Deliver a final report with recommendations and a presentation deck.

The proposal should consider the following:

Research Approach & Methodology

- Interpretation of the purpose, scope, and objectives of the service to be provided.
- Proposed methodology (qualitative, quantitative, mixed methods) and justification.
- Data collection tools and how they will be adapted to diverse regional contexts.
- Sampling strategy: how they will select and ensure a representative mix of ESOs across Europe, Latin America, Africa, and Asia.

Work Plan & Timeline

- Detailed work plan with clear phases, activities, milestones, and deliverables.
- Project coordination plan with ESV team members (who will also actively participate by providing ongoing contributions, ideas, and feedback during service delivery).
- Proposed timeline aligned with the estimated level of effort.

Team Composition & Expertise

- Profiles of the experts(s) involved, their roles, and relevant expertise.
- Demonstrated experience with:
 - Market/needs assessments or segmentation studies.
 - Ecosystem mapping and stakeholder analysis.
 - International assignments, ideally in climate innovation, entrepreneurship, or related fields.
- Language capabilities (English required; Spanish/French/Portuguese desirable).
- Past assignments or case examples demonstrating capability.

Data Management & Knowledge Use

- How the bidder will ensure confidentiality, data quality, and ethical research standards.
- How findings and tools (survey templates, interview guides, taxonomies) can be reused by ESV in the future.

Deliverables & Reporting

- Clear description of the expected outputs (reports, presentations, workshops, tools, etc.).
- Approach to ensuring outputs are solution-oriented, practical, and usable by ESV.

Budget & Financial Proposal

- Clear cost breakdown: daily rates, number of days, and any reimbursable expenses.
- Total cost estimate, provided in EUR.

Additional services related to this Scope may be requested on a day rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

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

Climate KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services.

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

Milestone	Time frame
Kick-off and coordination meeting with Climate KIC	13-17 October 2025
Inception phase (Refined Research Design + validation).	20-31 October 2025
Market Research & Stakeholder Insights	3-28 November 2025
Preliminary Analysis & Draft Findings	17 November – 5 December 2025
Validation Phase + feedback integration	8 -12 December 2025
Final Reporting & Handover	15-23 December 2025

4.2 Methodology

The service provider has flexibility in the design of the methodology for delivery of the services. However, final design must be discussed and agreed upon jointly with ESV members. Some guidelines are provided here and should include:

Flexibility & Innovation

- The bidder is free to propose the most suitable methodological approach.

- Innovative and cutting-edge methods (e.g. ecosystem mapping software, trend analysis) are welcome if they strengthen insights and efficiency.

Data Quality & Ethics

- Processes to ensure reliability, validity, and consistency of data across regions.
- Respect confidentiality and data protection standards when engaging ESOs.
- Provide Climate KIC with access to anonymized raw data and tools for future use.

Segmentation & Analysis Framework

- Clear methodology for grouping ESOs (taxonomy) based on relevant dimensions such as maturity, thematic focus, financing potential, or geographic context.
- Identification of success metrics and needs at different ESO stages.
- Practical recommendations for strengthening ESV's value proposition and engagement model.

Knowledge Transfer

- Ensure tools and methodologies are transferable so Climate KIC can replicate and update the research in the future.
- The bidder should propose methods that are clear, systematic, and can be replicated or adapted in the future by the ESV team.

Action-Oriented Outputs

- Methodological choices should ultimately lead to **practical recommendations and tools** that support decision-making, strengthen ESV's value proposition, and clarify the unique role Climate KIC can occupy within the ecosystems where ESOs operate.
- Outputs should also integrate lessons from the models of other organizations, identifying how they can inform and enhance ESV's own strategies and approaches.
- Some of the key questions we want to resolve at the end of this research are:
 - **Effectiveness of Support:** To what extent has ESV's current capacity-development process met the needs of ESOs, and where do blind spots or areas for improvement exist?
 - **ESO Profiles and Needs:** What are the main goals, skills, knowledge levels, and capability gaps of the ESOs we engage with?
 - **Defining Success:** How do ESOs measure progress, and what outcomes or success indicators matter most to them?
 - **Perceptions of Collaboration:** How do ESOs perceive their experience working with ESV in terms of relevance, quality, and value delivered?
 - **Segmentation & Taxonomy:** What is the most meaningful way to categorize or group ESOs (e.g., by size, maturity, thematic focus, fundraising potential, or geography)?
 - **Sustainability of Engagement:** What is the willingness of ESOs to pay for services, and which financial models or options are most attractive to them?
 - **Co-Fundraising Potential:** What opportunities exist for ESOs and ESV to fundraise jointly or mobilize resources together?

4.3 Deliverables

The following deliverables are requested:

Deliverable 1: Work Plan & Methodology Note

Requirements:

- Detailed work plan with milestones, activities, and responsibilities.
- Clear outline of the proposed research methodology, tools, and data sources.
- Integration of existing ESV knowledge, reports, and lessons learned.

Deliverable 2: ESO Demand Insights & Strategic Analysis

Requirements:

- Analysis of needs, expectations, and success metrics of at least 30 ESOs supported by ESV (min. 5 per region).
- Assessment of ESOs' perceptions of ESV's support, highlighting strengths, gaps, and blind spots.
- Insights on future collaboration opportunities, including demand for new services and financial mechanisms.
- Strategic lessons to guide ESV's positioning and differentiation in the ESO ecosystem.

Deliverable 3: Validation Session & Results Sharing

Requirements:

- Facilitation of an online validation workshop with the ESV Team to present interim findings, test assumptions, and gather feedback before finalisation.
- Workshop materials (slides, agenda, facilitation notes).
- Consolidated feedback to be integrated into final report.

Deliverable 4: Final Report

Requirements:

- Comprehensive ESO needs analysis across four regions.
- Final validated segmentation framework (taxonomy).
- Analysis of ESOs' perception of ESV services and engagement.
- Knowledge Transfer Package (final handover)
 - Tools and analysis frameworks.
 - Anonymized raw data.
 - Presentation Deck (High-level summary of key findings, insights, and recommendations)
 - Practical recommendations for replicating the research in the future.
- Recommendations for:
 - Strengthening ESV's value proposition.

- Enhancing engagement/relationship management.
- Exploring ESOs' willingness to pay and co-fundraising potential.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. 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. Further requirements regarding the reports include:

- The Climate KIC brand guidelines provide the requirements for use of our logo. These are publicly available at <https://www.Climate KIC.org/who-we-are/media-and-brand/>. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager.
- The provider should allow for rounds of review by Climate KIC and subsequent edits to ensure acceptable quality of the completed report.

4.4 Service Level Requirements

In providing goods and/or services to Climate KIC, the following service levels are requested:

- The service provider should be generally contactable and responsive during business hours by phone or email.
- The service provider is available for regular coordination meetings with Climate KIC. Specific agreements will be made during the kick-off meeting.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.5 Sustainability

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

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

- The services are to be delivered digitally following a paperless policy

4.6 Eligibility

Climate KIC is looking for experts with proven experience in market or needs assessments, stakeholder analysis, and segmentation studies, preferably in climate entrepreneurship or international development. Applicants should demonstrate strong research and analytical skills, experience working with ESOs or similar organizations across multiple regions, and the ability to deliver actionable insights, reports, workshops, and knowledge-transfer materials. Fluency in English is required; regional languages (Spanish, French, Portuguese) are a plus.

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 an Climate KIC or group entity (discretionary basis)
- Will continue to be a full time employee of a 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.

4.7 Required Experience and Capabilities

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

- Experience in conducting market, needs, or demand-side assessments, stakeholder analysis, and segmentation studies, preferably within climate entrepreneurship, international development, or innovation ecosystems.
- Working knowledge of entrepreneurial support organizations (ESOs) and the challenges they face across diverse regions.
- Developing and delivering analytical, clear, and audience-friendly reports, presentations, and knowledge-transfer materials.
- Adherence to professional ethics, confidentiality, and high-quality research standards.
- Project and financial management experience, demonstrating on-time and on-budget delivery.
- Written and spoken local language competency in English (required); Spanish, French, or Portuguese considered an asset.

4.8 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate KIC. The Climate KIC contract manager will inform the successful bidder where to submit invoices.
- 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, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- 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.
- The total budget available for this contract is < EUR 15,000 (excluding taxes).
- Based on deliverables in section 4.3, payments will be disbursed as follows:
 - 30%: after submission of deliverable 1

- 70%: after submission of deliverables 2, 3 and 4.

4.9 Contract Management

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

Climate KIC can share their standard terms and conditions but 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;
- Climate KIC's primary source of funds is the European Institute of Innovation and Technology (<http://www.europa.eu/>). Consequently, Climate KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See <http://www.Climate KIC.org/policies/>;
- 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

Climate KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope.	40%
Quality – suitability and capability of the proposed services to deliver the scope and requirements in the Specification as evidenced by its proposal.	20%
Ability of bidder to fulfil the scope of services, in a manner consistent with Climate KIC's objectives and those of this project, as evidenced by its proposal	10%
Methodology and approach – meeting the requirements at Section 4.2 as evidenced by its proposal	20%
Experience and Capabilities – ability to meet the requirements at Section 4.9 as evidenced by its proposal	10%
Total	100%

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 Concise Proposal** that sufficiently details the bidder's solution and responds to the requests contained in this document (maximum 5 pages + annexes).
 - Include the resume(s) and a short bio on the person(s) to be developing and delivering this work
 - The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
2. **A Quotation** that meets the requirements described at Section 6.2

Any alternative solutions or services that the bidder may wish to bring to the attention of Climate KIC should be included at the end of your response. 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 (refer Section 1.1) via electronic copy

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;
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please use the format in table 1 as an example to create the quotation.

Table 1: Example resource-based quotation for proposed labour

Deliverables	Description	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Deliverable 1	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 Subcontracting guidance

It is not anticipated that the delivery of these services will require subcontracting.

6.4 Complaints handling

Climate KIC offers bidders a mechanism to foster transparency and enable procurement best practice.

Bidders have the right in this procurement procedure, within a reasonable time, to address questions, request additional information and obtain feedback, as well as submit complaints. Requests for information or clarifications and complaints will be directed to the contact person (the Contract Manager or other designated person) indicated in this Request for Proposal. Climate KIC reserves the right not to action complaints received after any applicable standstill period.

The Contract Manager will acknowledge, review and respond to complaints or clarifications presented by bidders in a reasonable time. Climate KIC reserves the right to conduct a procedural review, make changes to the published procurement documents or take other action in response to complaints at its discretion.

In the event of a serious irregularity in connection with this procurement, and after first exhausting the recourse of obtaining a reply from the contact person for this procurement, bidders and suppliers are referred to the channels outlined in Climate KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption (refer whistleblowing) available at <https://www.ClimateKIC.org/policies/>.

6.5 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 reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate KIC, 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 an Climate KIC entity and a supplier(s) will obligate an 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 1.2.
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 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.