



# NZC CESF Procurement RFP

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

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## Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
CCC	Climate City Contracts
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CoP	Community of Practice

# Request for Proposal

## For: Expert Support to Facilitate the National Platform for Climate Neutral Cities in Poland

Date: 28 April 2026

## 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	Specialist support for the Polish Cities community of practice
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"> <li>Poland</li> </ul> Some onsite services may be required at: <ul style="list-style-type: none"> <li>Annual in-person national events to be held in Poland (2026 and 2027)</li> </ul>
Climate-KIC Contact Points for Proposals and Inquiries	Luisa Carretti Dominika Mickiewicz CESF@netzerocities.eu
Proposed contract term for successful candidates	<b>08/15 June 2026 – 30 October 2027</b>

Table 1: Procurement executive summary

### 1.2 Timelines

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

Planned Date*	Milestones
28 April 2026	RFP issued to bidders
12 May 2026 (23:59 CET Time)	Deadline to submit questions
<b>19 May 2026 (23:59 CET Time)</b>	Bidders submit proposals / <b>Submission Deadline</b>
29 May 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
08/15 June 2026	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](mailto:CESF@netzerocities.eu) by the deadline specified in the table above. We aim to respond in a timely manner wherever possible. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. NetZeroCities team will assess bids and notify bidders following the timeline at Section 1.2.

## 1.3 About Climate-KIC

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

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

## 1.4 About NetZeroCities

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

### 1.4.1 NZC Climate City Contracts (CCC)

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

### 1.4.2 NZC Pilot Cities Programme

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

### 1.4.3 NZC Community of Practice

The [NZC Community of Practice \(CoP\)](#) is a collaborative space on the Mission Platform, which gathers city officials, experts and practitioners from public organizations, private organisations or public-private organisations directly involved in climate neutrality programmes, activities or solutions. Through this community, we recognize that there are already many existing resources, knowledge, and solutions available, and we aim to foster their connection to cities to help them achieve their climate goals. Through the online portal group and monthly webinars, the CoP encourages the sharing of challenges, questions, and solutions related to climate neutrality, facilitating discussions that inspire innovative collaborations and drive city strategies for achieving climate goals.

The CoP plays a complementary role in the context of the City Expert Support Facility. While participation in the CoP is not required to submit an offer and has no influence on the evaluation process, it may provide added value for suppliers in other contexts. It provides a space where city needs can be openly shared and discussed, and where suppliers can stay engaged, respond to emerging

opportunities, and contribute their expertise. For more information on how to join the CoP and present your services, please contact [helena.suarezgroen@lgi.earth](mailto:helena.suarezgroen@lgi.earth).

## 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

NetZeroCities, through Special Grant Agreement 2 (SGA2) Task 1.6, 'Sub-European Peer-to-Peer Collaboration', is actively working to provide tailored support in various national contexts. The aim is to provide additional support to cities, foster communities of practice between cities in each country, i.e. to strengthen city-to-city collaboration spaces at national level and thus help to reinforce national support structures for climate neutral cities (national platforms). To achieve this, NZC has developed a country-specific support framework tailored to the unique characteristics and needs of each context.

In practice, the subcontractor should deliver the following activities (find detailed description under *Activities*), building on what has already been achieved and delivered in the Polish context:

- **External communication and outreach** - Promote the EU Cities Mission in Poland.
- **Internal communication, coordination, and knowledge management** - Develop and maintain the Community of Practice amongst Polish cities, incl. capacity-building activities, policy advocacy processes, systematic communication.
- **Alignment with national policy processes** - Use national windows of opportunities to advocate for support for climate neutral cities in Poland (finance & funding; policy & regulation; technical and topical support, coordination across levels and stakeholders).

The Cities of **Kraków**, **Łódź**, **Rzeszów**, **Warszawa**, and **Wrocław** are the **Mission Cities** from Poland and were awarded the **EU Mission Label** for their Climate City Contracts in May 2025. As part of the Mission, cities have participated in the **NetZeroCities Pilot programme**, in which they focused on accelerating deep renovation and decarbonisation of residential buildings through integrated technical solutions, innovative financing models, and strengthened local stakeholder cooperation ([NEEST - NetZero Emission and Environmentally Sustainable Territories](#)). Additionally, two Polish cities - **Poznań** and **Bydgoszcz** - have been accepted into the **NetZeroCities Twinning Learning programme**, through which they work with allocated Mission Cities on priority climate transition topics and share methodologies and good practices.

At the national level, the Polish **Ministry of Climate and Environment** and **Ministry of Funds and Regional Policy** engage in Mission-related activities, including dialogues and events with municipalities aiming to advance climate neutrality. To strengthen national engagement and city-to-city collaboration, NetZeroCities has also contracted **Union of Polish Metropolises** for the period May 2025 to May 2026 to facilitate a capacity-building programme in Poland. This programme aims at supporting the development of a Community of Practice of Polish cities, promoting collaboration across municipal and national stakeholders, and addressing collective needs flagged by the cities. The local partner has delivered a few dedicated learning and capacity-building events for municipalities, addressing such relevant topics as funding and financing, sustainable energy management in cities, energy efficient buildings, and smart solutions. Targeted cities included **Białystok**, **Bydgoszcz**, **Gdańsk**, **Katowice**, **Lublin**, **Poznań**, **Szczecin** in addition to the five Mission Cities. NetZeroCities collaborates also with the Warsaw University of Technology that offers additional support in facilitating multilevel dialogue for climate neutral cities in Poland, focusing on the engagement of relevant ministries and representatives of regional authorities through the **CapaCITIES programme**.

To support these developments in Poland, and to build on services delivered by a Polish local partner between May 2025 and May 2026, the support services are planned to continue throughout 2026 and beyond until October 2027. These services, which will be contracted through this tender, are to be delivered by an individual or organisation with deep expertise in the Polish national context and experience in convening stakeholders from local, regional and national governments. This approach ensures targeted support that directly addresses the objectives outlined in this RfP.

Finally, as part of this specific support, each country has a NetZeroCities partner responsible for coordinating and monitoring the work. In the case of Poland this role is fulfilled by ICLEI.

## 3.2 Scope

In the context of the efforts of Polish cities within the EU Mission for 100 Climate-Neutral and Smart Cities, and specifically the opportunity identified to provide additional support to the community of cities working toward the Mission's objectives within the Polish national ecosystem, NetZeroCities / Climate KIC is requesting a quotation for services from an organisation or individual able to operate within this national context. The role involves supporting teams from NetZeroCities, as relevant, to take charge of and facilitate the process described below.

The following is a **general description of the services and actions** to be provided by the awarded supplier, followed in subsequent sections with detailed information.

- (1) *Expert support* aimed at fostering collaboration between cities with regards to financing climate transition in Polish cities, with specific focus on energy – both on the technical and policy aspects (four dialogue meetings and one Policy Brief), increasing their capacities and improving the cooperation of the community of practice of cities with national authorities, and different stakeholders in Poland. This support will be directed towards Polish cities that are already participating in the Mission activities (e.g. Mission and Twin Cities) as well as other interested cities wanting to achieve climate neutrality. Additionally, the learnings from this process will be disseminated with a wider group of cities via webinars.
- (2) *Coordination support* aimed at establishing coherent collaboration processes for Polish cities, regular meetings, feedback loops, process documentation, meaningful links to national authorities and other relevant stakeholders ("secretariat" function).
- (3) *Organisation of two annual EU Cities' Mission Events / Poland* (one in 2026 and one in 2027) to promote the EU Cities Mission and its activities in Poland amongst wide group of cities as well as other relevant stakeholders.

Presentations and technical support will take place predominantly in Polish; therefore, presenters must be fluent in Polish. The collaboration and interaction with NetZeroCities partners will be in English and full professional proficiency in English of those engaged in the delivery is mandatory.

The **general objective** of the described support is to enhance collaboration between cities in the Polish context through the facilitation of the policy advocacy process on financing climate transition in cities, with specific focus on energy, as well as organising complementary capacity building activities that can support the process and/or communicate its progress to a wider community of cities. Specifically, it aims to strengthen the exchange between cities on climate neutrality (Community of Practice) and the national support for climate neutral cities ("National Platform") in Poland. To this end, **strong internal coordination skills** (knowledge sharing and management, delivery of collaborative processes, maintaining long term collaboration) as well as **external outreach and communication skills** (multilevel and multi-stakeholder collaboration, awareness raising, promotion) are crucial.

Additionally, this targeted support is intended as seed funding with the primary objective of maximising impact by strengthening collaborative networks within each country. Therefore, this initiative also aims to serve as kick-start and to encourage the continuity of funding once the support described in this RfP is completed.

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

Milestone	Time frame
Launch of the policy advocacy process – work with cities	June to Sept 2026
Two dialogue meetings	Sept to Dec 2026
First annual EU Cities' Mission Event / Poland	Sept to Dec 2026
First Deep Dive Series	Dec 2026
Two dialogue meetings	Jan to June 2027
Second Deep Dive Series	June 2027
Policy Brief	June to Sept 2027

Milestone	Time frame
Second annual EU Cities' Mission Event / Poland	Sept to Oct 2027

The selected supplier is expected to work collaboratively with experts from the NetZeroCities consortium, as well as to engage with the cities and key stakeholders of the Polish national ecosystem. NetZeroCities representatives (who are resourced already and do not have to be represented in a financial offer) and Mission Cities are to be engaged on a day to day basis where needed, on baseline briefings, the overarching strategic approach within which this assignment takes place, and for sharing good practices/learning from other Mission and Mission-minded cities, where relevant.

### 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 organisation, team or individuals delivering the services must be able to demonstrate the following experience and capabilities:

#### *Minimum Requirements*

- Fluency in Polish (native speaker or C1 level)
- Professional proficiency in English (minimum C1 level)
- Proven knowledge of Polish local authorities' competencies and national regulatory frameworks
- Proven connection with Polish national and local stakeholders for at least 5 years
- Ability to engage with Polish local elected representatives, drive cooperation between local authorities of different sizes, demonstrated by at least 5 years of work with local authorities; outreach abilities to a large number of cities
- Good embeddedness into Polish national structures; direct connection to critical national institutions and penholders, including financial eco-system players
- Excellent understanding of Polish policies and regulations linked to **financing climate transition in cities** (specific focus on energy), as well as relevant national processes, institutions and stakeholders
- Strong project management and administrative skills in order to coordinate the Community of Practice
- Good understanding of Polish governance systems and competencies relevant for climate neutrality across different levels of governance

#### *Desirable experience and capabilities:*

- Good understanding of Polish cities' challenges in achieving climate neutrality at the latest by 2050; direct connection to cities.
- Good understanding of the Cities Mission approach.
- Good understanding of the NetZeroCities and CapaCITIES programmes.
- Ability to propose systemic approaches to reach climate-neutrality and apply the Mission-oriented innovation approach.
- An apolitical / neutral role to ensure the ability to build trust among actors from different political spaces, both at the local and between other levels of government.
- Ability to facilitate cooperation with other stakeholders (private companies, third sector, etc.).
- Ability to coordinate the involvement of the national government, the European Commission and finance institutions (national banks, regional / municipalities public banks, etc).

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

### 3.4 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology must build upon and complement the Cities Mission approach, and take into account

- Systemic approach, methodologies and tools developed by NetZeroCities (e.g. Climate Transition Map, Climate City Contracts, etc.)
- Community building by fostering shared goals, active participation and supportive environments
- Commitment to high quality of service delivery and stakeholder communication
- Participation in onboarding activities and regular coordination calls with NetZeroCities partners
- Aligning service delivery to relevant national processes and windows of opportunities (e.g. EU Multiannual Financial Framework / National Regional Partnership Plan; National Climate and Energy Plan)
- Aligning service delivery to a European multi-project and multi-actor environment
- Adaptive management and ability to thrive in a fast-paced environment

### 3.5 Objectives

General objectives		
Objective		
1	Mobilise Polish municipalities for the implementation of the EU Cities Mission	The EU Mission of Climate Neutral and Smart Cities become a catalyst for local governments in Poland to accelerate their transition towards climate neutrality.
2	Strengthen and grow the Community of Practice amongst Polish cities	The EU Cities Mission is promoted amongst Polish municipalities. Learnings and knowledge from the Polish Mission and Twin Cities are collected and shared with a broad range of Polish municipalities. The NetZeroCities offer for cities interested in the Mission is disseminated.
3	Coordinate the Community of Practice amongst Polish cities and its activities	<p>The Community of Practice brings together Mission Cities as well as cities from outside of the Mission (Mission-minded cities) to offer a dedicated dialogue, learning, and workspace on key challenges linked to climate neutrality. It delivers relevant trainings, learning and capacity-building activities as well as provides needed expertise.</p> <p>The Community of Practice is a structured and coordinated space for municipalities that aims to operate long term and address systemic challenges for cities to transition to climate neutrality. It is managed by the subcontractor, including maintaining regular communication, documenting all meetings and processes, spotting windows of opportunities at the national level, and logically structuring thematic and/or policy processes for cities.</p>
4	Mobilise relevant national authorities for the implementation of the EU Cities Mission	<p>The EU Cities Mission is a catalyst for policy, regulatory, governance, funding, and technical processes to be unlocked at the national level to support local governments in reaching climate neutrality.</p> <p>Relevant ministries and national institutions are aware of the EU Cities Mission and involved in the activities organised within the Community of Practice amongst Polish cities. Municipalities are included in key strategic discussions at the national level linked to local climate neutrality.</p>
5	Mobilise relevant stakeholders from outside of the public sector for the implementation of the EU Cities Mission	The EU Cities Mission is a catalyst for multi-stakeholder dialogue and collaboration with business, academia or civic society actors relevant for local climate transformations.

## 3.6 Services and Activities

### General information

The following outline workplan contains the activities to be delivered. It is designed to offer flexibility so that the service providers, taking advantage of their specific and valuable knowledge of the national ecosystem in Poland, can adapt the activities as well as propose additional ones that they consider necessary to achieve the objectives described above.

Therefore, proposals including complementary approaches or additional services to enhance the process described above would be welcomed, where they can contribute to the objectives. To integrate this flexibility into the subcontracting process, it is foreseen that applicants will submit a 'Proposed Workplan' as part of the required documentation (See section 3.7 Deliverables). In the 'Proposed Workplan,' the bidder may propose modifications to the mandatory activities, provided these are well-reasoned and justified.

### Workplan: Mandatory and Recommended Activities

To achieve the objectives stated in Section 3.5, the following activities must be carried out by the service provider in the 17-month period after the contract signature. All activities will be carried out in coordination with the NetZeroCities partner responsible for coordinating the work, in this case ICLEI. For each activity, the listed Key Performance Indicators (KPIs) must be achieved.

Mandatory activities	
<b>Activity 1: Orchestration and implementation of the policy advocacy process on climate neutrality in cities</b>	
Description	<p>The supplier will design and deliver a structured and continuous policy advocacy process aimed at driving concrete improvements in the legislative, programmatic, and financial framework conditions for the climate neutrality (in particular energy transition), including in the context of the post-2028 EU Multiannual Financial Framework (MFF).</p> <p>The process will go beyond a series of standalone meetings and will be designed as a <b>coherent policy impact pathway</b>, combining structured dialogue, targeted interventions, and follow-up actions with relevant ministries, regional authorities, cities, and other key stakeholders, including business and industry actors. Its objective is to ensure that discussions translate into actionable outcomes, including policy changes, programme adjustments, and improved financing mechanisms for cities. The activity will focus on strengthening the enabling environment for cities, in particular those participating in the EU Cities Mission (Łódź, Kraków, Warsaw, Wrocław, Rzeszów) as well as other Polish municipalities, by addressing regulatory and financial barriers and fostering long-term multi-level cooperation. As part of this process, the subcontractor will organize and facilitate a <b>series of multi-stakeholder dialogue meetings</b> (minimum four during the contract period). However, these meetings will not be treated as isolated events, but as milestones within an ongoing policy development cycle, ensuring continuity, follow-up, and progressive refinement of solutions between sessions. Participants will include representatives of cities, national ministries, regional institutions, business and industry stakeholders, and other relevant actors. The discussions will focus on identifying and jointly addressing key barriers to implementing energy transition actions, including regulatory constraints, financing gaps, investment conditions, and administrative challenges. Building on the full cycle of dialogue and follow-up engagement, the supplier will develop targeted, concrete policy recommendations in the form of a <b>policy brief</b> addressed to national and regional decision-makers. These recommendations will go beyond usual, general statements and will include specific, actionable proposals for within the areas of legislation, regulation, governance, programming, finance/other as needed, co-shaped with input from cities and stakeholders, including business.</p> <p>In addition, the supplier will ensure <b>active follow-up and strategic use of policy opportunities</b>, including consultations, legislative processes, and funding programme revisions, to advance the identified recommendations and support their uptake. Finally, a <b>comprehensive report</b> in both Polish and English will be prepared</p>

	<p>summarizing the entire process, including progress achieved, barriers addressed, stakeholder inputs (including from business), and a forward-looking implementation roadmap to support continued policy engagement and concrete follow-up actions beyond the contract period</p> <p>The supplier will also represent the interests and perspectives of Polish cities, both Mission and outside of the Mission, in relevant national climate and energy fora, including public consultations on strategic documents, programmes, and legal acts, ensuring that cities’ and perspectives are systematically reflected in national and EU-level policy processes.</p> <p>The main legislative process includes Mission’s cities insights on financing climate neutrality into the legislative process concerning the upcoming MFF 2028+. Other concrete topics will be selected in consultation with NetZeroCities and shall consider:</p> <ul style="list-style-type: none"> <li>• Addressing energy poverty in the light of the Social Climate Fund</li> <li>• Transformation of energy systems in cities (finance/technical/legal forms, including the whole spectrum of stakeholders)</li> <li>• Low-temperature heating systems – bottlenecks and solutions (including the issue of district heating design temperatures)</li> <li>• Acceleration of the process of deep retrofit of residential buildings without high increase of prices due to higher demand – the biggest obstacles (financing, lack of suppliers, lack of quality proof etc.) and solutions</li> <li>• Stronger engagement of business in the climate-neutrality works – what incentives could work (legal, process, permits, price/cost)</li> <li>• Introduction of decentralised heating solutions in cities – how to engage business and speed up the process</li> </ul>
Participating stakeholders	Five Mission Cities, cities from outside of the Mission, relevant ministries, relevant experts, business and industry
KPIs	<p>At least 20 Polish municipalities will be included in the policy advocacy process (5 Mission Cities and 15 Mission-minded cities of at least 50 000 inhabitants).</p> <p>Minimum 4 multi-level and multi-stakeholder dialogue meetings, including cities, national / regional authorities and other relevant stakeholders.</p> <p>One Policy Brief addressed to national and regional policy makers summarising the recommendations harvested in the process.</p> <p>Report summarising the outcomes of the multi-level dialogue process.</p>
<b>Activity 2: Organisation of annual multi-stakeholder events and capacity-building activities for cities (Community of Practice)</b>	
Description	<p>The supplier will design and deliver two annual, high-level, multi-stakeholder events to raise awareness about the EU Cities Mission; communicate its activities in Poland (e.g. policy advocacy process in A1); engage with bigger number of cities through capacity-building activities; and engage with the national / regional authorities as well as other relevant stakeholders (e.g. business).</p> <p>The events will contribute to strengthening the capacities of cities by facilitating structured exchanges, sharing practical experiences, and fostering collaboration with national and regional authorities, as well as relevant stakeholders such as the private sector. A key objective of both events will be to initiate and nurture ongoing learning processes, encouraging participating cities to join a Mission Community of Practice that will continue working on key challenges and solutions related to local climate neutrality transformations beyond the events themselves.</p> <p>The first annual EU Cities’ Mission Event / Poland, to be organised in Q4 2026, will focus on financing the energy transition, including in the context of the upcoming EU Multiannual Financial Framework post-2028. Ideally embedded within a larger national conference or forum to maximise outreach, the event will combine high-level dialogue with interactive formats (e.g. workshops, peer exchanges, and thematic sessions) designed to build practical knowledge and skills among participating municipalities. It will bring together representatives of Mission Cities and Mission-</p>

	<p>minded cities, alongside national and regional authorities and private sector actors. The content and structure will build on and reflect the results of ongoing dialogue processes and thematic work. This includes, but is not limited to, recommendations developed under relevant initiatives (such as the Better Funding Dialogue), outcomes of working groups involving municipal finance officers, and contributions from discussions on the future financial perspective.</p> <p>The second annual EU Cities' Mission Event / Poland, to be organised in Q3 2027, will focus on consolidating and advancing the learning process by presenting the achievements and concrete results of the overall process. This includes showcasing progress made by participating cities, sharing practical experiences and lessons learned, presenting developed policy recommendations, and highlighting tangible outcomes related to improving the financing framework for the energy transition. In addition, the event will provide space for peer-to-peer reflection and mutual learning, allowing cities to exchange on implementation challenges and successful approaches. It will also serve to outline next steps, announce further commitments, and reinforce engagement within the Community of Practice, ensuring continuity of collaboration across governance levels and sectors. Similarly to the first event, it may be organised within a broader national event and will involve representatives of municipalities, national and regional authorities, and the private sector.</p> <p>Event ideas include:</p> <ul style="list-style-type: none"> <li>- for 2026   Forum Ekonomiczne w Karpaczu; Local Trends. Europejskie Forum Samorządowe;</li> <li>- for 2027   Europejski Kongres Samorządów; Forum Nowoczesny Samorząd; Polski Kongres Klimatyczny.</li> </ul> <p>Both events shall be designed to ensure active and meaningful stakeholder participation, foster cross-sectoral and multi-level dialogue, and, crucially, embed structured learning and capacity-building elements. Together, they will strengthen the link between local needs and national policy processes while contributing to a sustained ecosystem of collaboration and knowledge exchange supporting climate neutrality in Polish cities.</p>
Participating stakeholders	Five Mission Cities, cities from outside of the Mission, relevant ministries, regions relevant experts
KPIs	<p>At least 30 Polish cities will participate in both events (20 cities participating in A1 + 10 additional cities of at least 50 000 inhabitants).</p> <p>At least 10 other relevant stakeholders (e.g. national / regional authorities, business) join the annual event.</p> <p>The capacity-building process for cities should be embedded in the events (e.g. thematic workshop).</p>
<b>Activity 3: Coordination and communication mechanisms for the EU Cities Mission in Poland</b>	
Description	<p>The supplier will establish and operationalize a dedicated coordination and communication mechanism (“secretariat”) to ensure an effective interface between the local, national, and European levels, in particular within the framework of NetZeroCities (NZN). This mechanism will be structured around three core components:</p> <p><b>1. External communication and outreach</b></p> <p>The supplier will develop and implement a comprehensive communication approach to increase awareness of the EU Cities Mission and its activities in Poland. This will include tools such as dedicated social media channel, a website or webpage, a newsletter, and other targeted outreach activities. A primary objective will be to reach a broad range of Polish cities and encourage their participation in, or engagement with, the Mission Community of Practice.</p> <p>In addition, communication efforts will target Polish national and regional authorities, as well as other relevant stakeholders (e.g. private sector actors), showcasing ongoing work, results, and opportunities for collaboration.</p>

## 2. Internal coordination, knowledge management, and capacity building

The supplier will establish effective internal coordination mechanisms to ensure smooth and continuous interaction within the Mission Community of Practice, including both Mission Cities and additional participating cities. This will include regular exchanges, structured feedback loops, and systematic communication processes, ensuring that all stakeholders have a clear and up-to-date overview of ongoing activities and developments.

A central element of this component will be the development of structured learning and capacity-building processes for cities. The supplier will organize at least two dedicated Deep Dive Series in which Mission Cities will cooperate with Mission-minded Cities on solving specific issues related to climate neutrality.

Each Deep Dive Series will be structured as following:

- it will consist of at least 3 consequential meetings (webinars or in person) organized around a specific topic in line with those listed under *Activity 1: Orchestration and implementation of the policy advocacy process on climate neutrality in cities*. Attendees are expected to take part in the whole series in order to provide continuity of knowledge across each deep dive series.
- The first meeting will be dedicated to Mission Cities sharing their approaches, lessons learned, and practical solutions on the selected topic with Mission-minded Cities and selecting specific areas for the following deep dive sessions.
- The second and third meeting will focus on getting into more detail of those selected specific areas in cooperation between Mission Cities and Mission-minded Cities and around structuring concrete conclusions, recommendations and solutions.
- Each Deep Dive Series will contribute to the preparation of at least one expertise, reflecting the knowledge shared during the series and outlining conclusions, recommendations, and solutions
- The supplier will initiate the follow up action resulting from the conclusions, recommendations, and solutions (e.g. sending each Deep Dive Series closing document and recommendations to relevant ministries).
- The supplier will ensure robust knowledge management across all activities. This includes setting out a clear plan for each Deep Dive Series, systematic documentation of meetings, webinars and workshops, as well as the development of a structured and accessible knowledge base for stakeholders.

Furthermore, internal coordination will include regular engagement with national authorities, ensuring continuous exchange between the local and national levels and enabling cities' experiences and needs to be reflected in policy discussions.

To guide implementation, the supplier will develop a clear and structured work plan outlining thematic priorities, planned activities, and expected outcomes. This work plan will ensure strong alignment between dialogue processes, policy advocacy efforts, and capacity-building activities.

## 3. Alignment with national policy processes

All activities under this component will be closely aligned with relevant and ongoing national policy processes to maximize impact and relevance. In particular, the supplier will ensure strong linkages with key processes such as the preparation and negotiation of the EU Multiannual Financial Framework for the period post-2028, the development and updates of the National Energy and Climate Plan (NECP), and legislative initiatives related to the energy transition (including renewable energy, energy efficiency, building regulations, and spatial planning). Where relevant, activities should also connect to consultations and implementation processes related to the National Urban Policy and associated action plans. Whenever possible, activities will be embedded within or linked to these processes, strengthening the

	contribution of cities to national policy development and ensuring that local perspectives are effectively reflected in decision-making.
Participating stakeholders	Five Mission Cities, cities from outside of the Mission, relevant ministries, regions relevant experts
KPIs	A dedicated website or webpage will be established. Social media (including LinkedIn) and other communication channels (newsletter) will be developed and used regularly to communicate about the ongoing activities.
	At least 30 Polish cities of at least 50 000 inhabitants will be included in the Mission Community of Practice (20 cities participating in the policy advocacy process + 10 additional cities). Smaller cities may participate but will not be counted for the KPI.
	At least 1 expertise developed after the Deep Dive Series
	At least 2 thematic Deep Dive Series for the extended Mission Community of Practice. Regular communication will be established and maintained with at least two relevant ministries.

### 3.7 Deliverables

The following deliverables are requested:

#### Deliverable 1: Detailed Workplan and Brief Baseline Report

Requirements:

At the start of the contract, the awarded individual/organisation will be required to deliver:

- A **detailed workplan** aimed at precisely establishing the activities that will take place during the contract period. This Workplan will be approved by NetZeroCities.
- A brief **baseline report** (2-page max) aimed at documenting the current state of key aspects of the national ecosystem. This document will serve as the foundation for monitoring the activities and services implemented as part of this support initiative.

The **Workplan** will include:

- A detailed outline of the activities to be carried out, specifying the dates, content, cities to be invited, other stakeholders involved, the criteria established for these selections, and any additional information deemed relevant.

The Brief **Baseline Report** will include the following information on the existing national conditions:

- Concise summary of status quo for the relevant elements of the work, including Community of Practice; National Platform; policy, regulatory and funding framework on financing energy transition in cities; outline of key challenges for local climate transformations.
- Level of embedment of the EU Cities Mission in the national context
- Mapping of relevant national processes for the Community of Practice
- In case the Community of Practice already exists - frequency of meetings among the participating local governments, types of representatives involved (e.g., technical staff and/or political level), participation of other stakeholders (e.g., other levels of government, private sector, academia, others), the existence of multi-city projects (if applicable), etc. In case the supplier proposes a methodology based on existing collaboration and initiatives, they must explain how the activities performed in this contract will be complementary and increase the impacts.

To be submitted in Month 2 (M2) of the contract start date.

#### Deliverable 2: Ongoing documentation of activities

Requirements:

The **Ongoing documentation** will include:

- The running documentation of the whole process, including meeting notes, summaries from events and discussions, list of communication items shared with cities, etc.
- This will be a living document systematically populated by the coordinator, which can be accessed by all relevant stakeholders (e.g. cities, ministries, NetZeroCities team)

To be started in Month 2 (M2) and submitted at the end of the contract (M17); document should be systematically (at least once a month) updated by the supplier and made accessible to the NetZeroCities team at all times.

### **Deliverable 3: Final Report**

Requirements:

- At the conclusion of the contract, the awarded individual/organization will deliver a comprehensive Final Report. This report will provide a detailed account of the outcomes of the activities and services delivered during the support period, as well as the progress achieved in relation to the baseline situation documented in the Baseline Report. The report will aim to assess the advancements made, evaluate the effectiveness of the actions taken, and propose strategic next steps to further strengthen both the Community of Practice among local governments and the national platform.
- The Final Report (10-page max) will include details about the activities conducted throughout the contract period. It will include an evaluation of the outcomes achieved, highlighting key results, challenges encountered, and the strategies used to overcome them. Evidence shall be provided regarding the achievement of the KPIs (list of attendees, agendas, pictures, etc.). A survey (proposed by NetZeroCities) addressed to participants to events, and to the capacity-building program, to assess their satisfaction and gather suggestions shall be included in annex of the report, as well as any materials developed (concept note, advocacy note, materials for capacity building sessions, etc.). Furthermore, it will reflect on the alignment of the activities with the overarching objectives, including their contribution to strengthening the Community of Practice among local governments and the national platform. Lastly, the report will provide actionable insights and recommendations to inform and guide future initiatives, ensuring continued growth and collaboration within the ecosystem. Additionally, the report will include any information the awarded individual/organization considers relevant.

To be submitted in Month 17 (M17) of the contract start date.

### **Deliverable 4: NZC CESF Delivery Report**

Requirements:

- Upon completion of the delivery of support, the appointed supplier must submit the NZC CESF Delivery Report. This report should be validated by NetZeroCities contact point/Task Partner for Poland (ICLEI and Polish Mission Cities' Advisors in receipt of the support, as described in the Assignment contract). It should serve as a brief but comprehensive report summarising 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.

All the deliverables must be written in English and respect 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.

### 3.8 Indicative Budget

All tasks are defined to be performed in time period of 17 months, starting in June 2026.

The total quotation must not exceed 70.000 EUR (excluding VAT).

### 3.9 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 the overall Climate-KIC Group (discretionary basis)
- Will continue to be a full-time employee of an EU grant recipient or a Net Zero Cities Consortium 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.

Moreover, Net Zero Cities Consortium partners should not participate in this request for proposals as subcontracting between consortium partners is prohibited under EU funding rules.

### 3.10 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

### 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.
- The standard payment term is 100% of the total contract value upon acceptance of the NZC CESF Delivery Report. Invoices for the Final Delivery Report may only be submitted following formal written acceptance by the Climate-KIC Contract Manager.
- Payment terms associated with the delivery of goods and/or services must be not less than net 30 days from the date a correct and undisputed invoice is received.
- Any request for a deviation from the standard payment term (e.g., payment in tranches) must be explicitly raised within the bidder's proposal and is subject to the review and prior written approval of the Climate-KIC Contract Manager. If a deviation is approved, all payments will be strictly linked to the achievement of one or more clearly defined deliverables. The Contract Manager reserves the right to approve or reject any requested payment schedule deviation.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Requests for deposit payments are generally not accepted.
- 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 its standard terms and conditions on request. Bidders may propose their own terms and conditions; however, any final contract must incorporate the requirements below regarding Intellectual Property, liability, data protection and ethical standards:

- Background IPR
  - Each party keeps ownership of the Intellectual Property Rights it held before the contract or created independently of the assignment ("Background IPR").
  - The supplier must grant Climate-KIC a non-exclusive, royalty-free, perpetual and transferable licence to use any supplier Background IPR needed for Climate-KIC to use, adapt or further develop the contract deliverables. This licence may be sub-licensed to Climate-KIC group companies, affiliates or project partners for the same purpose.
  - The supplier receives no rights over Climate-KIC's Background IPR beyond what is strictly necessary to perform the services.
- Foreground IPR: All Intellectual Property Rights created in providing the services ("Foreground IPR") will be owned by Climate-KIC. The supplier must be able to assign these rights to Climate-KIC and take reasonable steps to support this.
- 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 (10%)

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 (5%).

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 (5%).

### 5.2.3 Methodology (20%)

The purpose of this criterion is to assess the suitability of the technical approach detailed by the supplier in the offer, particularly with regard to the overall scope of the contract and specifically with regard to the services therein comprised. The proposed methodology should be, therefore, fit for purpose, considering the specific characteristics of the services, the needs of the city or local authority, and risks identified in relation to the contract execution, among other aspects. Some aspects to consider for assessing the proposed methodology:

1. The specific methods and tools the supplier will use to deliver the services and attain the overall objectives of the assignment;
2. The proposed logical sequence of phases for the deliverables (e.g., intake, analysis, reporting, implementation);
3. The intellectual and professional approach to the challenges or issues indicated in the tender specifications, and more in particular, how the team proposed by the supplier will work together and how their specific expertise will be applied to the assignment;
4. How the team will identify potential project risks and what mitigation strategies they propose;
5. The internal quality controls to ensure that the deliverables provided are of a consistently high standard.

### 5.2.4 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.

**All proposals/offers** must be submitted via email to [bids@netzerocities.eu](mailto:bids@netzerocities.eu) by the deadline indicated in this RFP.

For **any requests for clarifications or questions** related to the contents of this RFP, bidders must send an email to [cesf@netzerocities.eu](mailto:cesf@netzerocities.eu).

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

### 6.2 Quotation requirements

1. Please provide a fully itemised quotation in Euros, detailing all applicable costs related to the assignment. The quotation must specify:
  - Whether prices are inclusive or exclusive of VAT.
  - The supplier's VAT number, including country code, if applicable.
  - Whether the reverse charge mechanism is expected to apply.
2. To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:
  - If you do not intend to charge VAT, briefly confirm whether the reverse charge mechanism applies and provide a short explanation (e.g., intra-EU B2B supply of services under Article 196 of the EU VAT Directive).
  - If you do intend to charge VAT, specify the VAT rate and, if you are based in a different EU country than the Netherlands, briefly explain why the reverse charge mechanism does not apply under your national legislation.
3. Please note: The correct application of VAT and related legislation is the sole responsibility of the supplier. Climate-KIC reserves the right to request supporting documentation or legal clarification regarding VAT treatment at the contracting stage.
4. **Main Quote Table:** Suppliers must provide a **main quotation table** summarising all deliverables listed in Section 3/3.7 (Scope of Work). Each row must correspond to a deliverable and include:
  - Deliverable name (as listed in Section 3.7)
  - Unit of measure (e.g. days, weeks, or months — use the most appropriate for the task)
  - Quantity
  - Unit price
  - Subtotal

Please check below "**Table 5**" which is a simple and non-exhaustive example of the main quote table.

5. **Rate Card:** Suppliers shall provide a **rate card** listing each personnel category/role that will contribute to the assignment, together with the applicable **daily rate in EUR (EUR/day)**. Rates must be **specific to each role** and **must not be blended or averaged** across personnel.

If your organisation normally operates with **hourly rates**, you must also indicate the equivalent **daily rate**, applying the following standard conversion to ensure comparability across bids:

**Standard conversion:** 1 working day = 8 hours.

The rate card must include all roles foreseen in the delivery of the assignment and shall use **the same role names** that appear in the **Main Quotation (Table 5)** and the **Resource Plan (Table 7)**. All rates must be **fixed for the entire contract duration** and expressed in EUR, excluding VAT (VAT treatment is covered in the previous section).

**Required columns for Table 6:**

- Role (use consistent naming across all tables)
- Daily rate (EUR/day)
- Hourly rate (EUR/hour) — optional
- Short description of role

Please check below "**Table 6**" which is a simple and non-exhaustive example of the rate card table.

6. **Resource Plan:** Suppliers shall also provide a **Resource Plan**, showing the allocation of human resources across the project life cycle. The plan must use a **single consistent time unit**, which for this assignment is **monthly** (i.e. time buckets in calendar months).

This plan ensures full traceability between the resources, the deliverables and the associated costs.

For each **month** (or project phase, if more relevant), the supplier shall indicate:

- The **deliverable(s)** planned for that period (as listed in Section 3.4 – Scope of Work),
- The **role(s)** involved,
- The **number of days** allocated to each role,
- The **daily rate** (EUR/day) — as provided in the Rate Card (Table 6), and
- The **calculated cost** (EUR = days × daily rate).

The **same role names and rates** used in Table 6 must be used in this table and referenced consistently in the **Main Quotation (Table 5)**.

Suppliers may also include a **summary line** at the end of the table totalling the days and cost per role, as well as overall totals per deliverable.

**Required columns for Table 7:**

- Month / Phase
- Deliverable ID (ref. Section 3.4)
- Role
- Days in month
- Daily rate (EUR/day)
- Cost (EUR = days × rate)

Please check below "Table 7" which is a simple and non-exhaustive example of the resource plan table.

7. For External Suppliers (Non-NZC Consortium): Travel and subsistence for this assignment are expected to be minimal and must be clearly itemised in the quotation. While no travel is currently foreseen, suppliers are required to estimate and include in their quote any potential costs related to travel or accommodation that may arise during the implementation of the assignment. This includes potential domestic and international travel. Please note that time spent travelling is not considered billable. Suppliers are encouraged to propose remote collaboration and digital engagement methods wherever possible to minimise environmental and financial impact.
8. 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.
9. The quotation should remain valid at least 90 calendar days from the submission deadline.
10. 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.
11. The bidder shall explicitly declare any current or past institutional, commercial, financial, or organizational relationship with the City/Municipality for which the tender is issued, including but not limited to: a) Membership or affiliation in the bidder's organization b) Any contractual, financial, or in-kind support received from or provided to the Municipality c) Involvement in previous or ongoing projects funded or coordinated by the Municipality d) Participation in governance, technical, or advisory bodies.

**Table 5: Example – Main Quotation Table**

Deliverable ID / Name	Unit	Quantity	Unit price (EUR)	Subtotal (EUR)
D1 – Inception Report	days	13	–	10,100
D2 – Final Report	days	20	–	15,800
Total				25,900

**Table 6: Example – Rate Card (Resource-Based Quotation)**

Role	Daily rate (EUR/day)	Hourly rate (EUR/hour, optional)	Short description of role
Project Manager	900	112.50	Overall coordination and liaison
Technical Expert	700	87.50	Technical lead on energy audits

**Table 7: Example - Resource Plan (Monthly Allocation)**

Month / Phase	Deliverable ID	Role	Days	Daily rate (EUR/day)	Cost (EUR)
Month 1	D1	Project Manager	5	900	4,500
Month 1	D1	Technical Expert	8	700	5,600

Month 2	D2	Analyst	12	450	5,400
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### 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.