NZC CESF Procurement RFP

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

SGA-MCCC-013-Valencia (Schools)

Date: ~~23 March 2026~~ **UPDATE: 15 April 2026**

Authors: Luisa Carretti (CKIC), Andres Fernandez (CLIMATE KIC)

An updated version of the Request for Proposals has been published on 15 April 2026.

The update concerns a clarification of the description of Phase 1 (Inception) and Phase 2 on page 10 of the document.

This clarification does not modify the scope of services, deliverables, or contractual conditions.

A consolidated list of Questions & Answers is provided below.

Bidders are invited to take these clarifications into account when preparing their proposals.

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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
CCCH	Climate Cities Capital Hub

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Request for Proposal

For: Pre-feasibility Study for Schools

Date: ~~23 March 2026~~ **15 April 2026**

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) detailing 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.

This RFP is issued for the award of a **framework agreement** structured in **two phases,** as further described in this document.

1) Services and/or goods requested	Climate-KIC invites quotations for the engagement of an experienced consultancy company to conduct a pre-feasibility study for three (3) schools in Valencia, under a framework contract composed of two phases: - **Phase 1 Inception and Feasibility Confirmation**– assessment of the feasibility of previously proposed NbS/re-naturalisation of schoolyard interventions, including confirmation of data availability, methodology, scope boundaries, and overall feasibility within the predefined scope. No technical design or permit plans are to be produced during this phase.; - **Phase 2 Conditional Implementation**– execution of energy audits, detailed analysis of energy-efficiency interventions, and (where recommended) renewable energy generation projects for school building retrofits, as well as preparation of official NbS/re-naturalisation plans for building permitting. The activation of Phase 2 is **not automatic** and is strictly conditional upon the outcomes of Phase 1, as detailed in the Scope and Tasks sections of this RFP. The commissioning of services under each respective phase will be subject to a specific contracting mechanism in the form of individual statements of work detailing the specific scope of the services under each phase, the specific deliverables and performing obligations on the part of the supplier, as well as the specific payable price for the services.
2) The Legal Entity requesting these goods and/or services	Stichting Climate-KIC International Foundation
3) Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: • Valencia Some onsite services may be required at: • Valencia (see school list)

4) Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti CESF Manager CESF@netzerocities.eu
5) Type of contract proposed for the delivery of the services	A **Framework Agreement** comprised of separate statements of work for the delivery of the above-mentioned requested services, with services under phase 2 being conditional on the findings relating to the feasibility of the project conducted under phase 1. • **Statement of Work 1 (Phase 1)**: Fixed scope and fixed price, executed upon contract signature. • **Statement of Work 2 (Phase 2)**: Fixed scope and fixed price, executable following the assessment of Phase 1 deliverables.

1.2 Timelines

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

Planned Date*	Milestones
25 March 2026	RFP issued to bidders
10 April 2026	Deadline to submit questions
~~**17 April 2026 (23:59:59 CET)**~~ **UPDATE: 24 April 2026 (23:59 CET)**	Bidders submit proposals / **Submission Deadline**
~~30 April 2026~~ UPDATE: 08 May 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
18 May 2026 UPDATE: by 01 June 2026	Proposed contract start date

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

Table 1: Timeline table

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

1.3 About Climate-KIC

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

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

1.4 About NetZeroCities

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

1.4.1 NZC Climate City Contracts (CCC)

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

1.4.2 NZC Pilot Cities Programme

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

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.

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.

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3 Specification

3.1 Background

Valencia is participating in the Climate Neutral and Smart Cities and the Adaptation Missions, seeking to leverage the synergies between these two Missions. Valencia promotes energy transition with a citizen-centred approach, providing guidance and support to deploy renewable energy, fight energy poverty, carry out energy-efficient building renovations (retrofitting), and more. Public schools, many of which are aging and energy inefficient, offer a significant opportunity to improve energy performance, reduce greenhouse gas emissions, and enhance resilience to climate change. Additionally, schoolyards are often heavily paved and exposed to high solar radiation, exacerbating the urban heat island effect and negatively impacting student well-being.

During 2024, Valencia developed the **Green Schools Plan,** re-naturalizing various schoolyards in the city. Some Valencia municipal schools conducted participatory diagnosis processes and drafted strategic proposals for re-naturalizing their schoolyards via the Green Schools Plan and “Redibuixem l’espai”.

Valencia requested follow-up support from the NetZeroCities Consortium for three (3) of these schools, to further the NbS/re-naturalization of the schoolyards and expand to energy-efficiency and renewable energy generation retrofitting of the school buildings. The NetZeroCities’ support encompasses:

1. Using NetZeroCities expertise for the co-creation and citizen participation process, complementing a participatory diagnosis already started. (This will be lead and facilitated by Democratic Society (Demsoc))
2. Engaging a Consultancy Company to undertake a Pre-feasibility Study for: i) the further development of the NbS/schoolyard re-naturalization proposals for building permitting, ii) carrying out school building energy audits, and developing energy-efficiency and (where appropriate) energy generation building retrofit project concepts (**Subject of these RFP Terms of Reference**).
3. Leveraging the NetZeroCities’ Climate City Capital Hub (CCCH) support, to perform project preparation, financial modelling, financial structuring and mapping external financing for the projects proposed in the Pre-feasibility Study.

3.2 Scope

The assignment will take the form of a framework agreement, consisting of separate statements of work respectively covering the services under Phase 1 and Phase 2. The Statement of Work relating to Phase 1 will cover the services necessary to assess and confirm the feasibility of the project within the predefined scope described in this document The continuation of the project by means of the Phase 2, to be awarded through a separate Statement of Work, shall be strictly conditional upon the findings of Phase 1 confirming the feasibility of the project and the execution of the services already defined for Phase 2 in these Terms of Reference (Tor). Climate-KIC is seeking to award the framework agreement to the prospective supplier to carry out the services listed in this document on its behalf for a period of 20 weeks starting in April 2026.

Any assignment of work under this proposed framework agreement shall be at the sole discretion of Climate-KIC.

It is Climate-KIC’s preference to award the framework agreement to a single provider who can deliver the entire breadth of the services, including here a consortium of different participating entities jointly bidding for this contract. In the event of the latter, Climate-KIC acknowledges there may be specific

terms and conditions to be entered into in between all consortium members to ensure contract execution and performance.

[Clarified Section – Page 10]

The text below has been updated for clarity regarding the distinction between Phase 1 (Inception) and Phase 2. No changes have been made to the scope, deliverables, or contractual conditions of the assignment.

For Phase 1 of the assignment, the Inception Phase for a total of three (3) schools in the City of Valencia, Spain, will consist of Task 1 as described in these Terms of Reference.

This phase includes the review of available data and documentation, initial coordination with relevant stakeholders and the preparation of the Inception Report, which shall confirm the feasibility of delivering the services described in these Terms of Reference within the predefined scope, assumptions and outputs, and define a detailed work plan for their execution.

For Phase 2 of the assignment and subject to the formal approval of the Inception Report by Climate-KIC, the selected supplier will perform the services described in Tasks 2–9, including:

- the review and assessment of existing NbS / schoolyard re-naturalisation proposals and the preparation of building permit documentation (Tasks 2.1 and 2.2);
- the assessment of the energy performance of the school buildings and the identification of energy efficiency and renewable energy measures (Tasks 3.1 and 3.2);
- stakeholder consultation and participatory workshops (Task 5);
- the integration of proposed interventions into coherent and viable project options (Task 6);
- the preparation and submission of the Draft and Final Pre-Feasibility Study Reports (Tasks 7 and 8), and the CESF Delivery Report (Task 9).

The Pre-Feasibility Study shall support the City of Valencia in making informed decisions regarding the potential implementation of NbS / schoolyard re-naturalisation projects, energy efficiency retrofits and renewable energy generation.

For the execution of the scope of work described in these Terms of Reference, the successful bidder will be required to collaborate with:

- the Municipality, Valencia Clima i Energia Foundation, and the school staff;
- the NetZeroCities Consortium, including the City Advisor and Democratic Society (Demsoc);
- the Climate City Capital Hub (CCCH) deal team and Climate Finance Specialist (CFS), for review and feedback on deliverables (with a maximum of two (2) rounds of feedback).

[End of clarified section – Page 10]

SPECIFIC OBJECTIVES

The successful bidder is requested to undertake a comprehensive pre-feasibility study on the three (3) selected schools, to be delivered in phases in accordance with the framework contract structure described in these Terms of Reference. by conducting the below tasks. The pre-feasibility study shall be carried out by performing the tasks set out below. The detailed description of each task is provided in Section 3.3 (Tasks).

PHASE 1

Task 1: Inception Phase

The objective of the Inception Phase is to confirm the feasibility of delivering the services described in these Terms of Reference within the predefined scope, assumptions and outputs, and to establish a detailed work plan for their execution.

Task 1 shall include:

- confirmation of the availability, completeness and usability of existing data and documentation provided by the City and relevant stakeholders for the execution of the services described in Tasks 2–6;
- confirmation of key technical assumptions underpinning the pre-feasibility study;
- refinement of the implementation methodology, timeline and coordination arrangements with the City, schools and NetZeroCities partners;
- identification of any constraints or risks affecting delivery within the predefined scope.

Task 1 shall not result in:

- the addition of new tasks or deliverables;
- a modification, expansion or redefinition of the scope of Tasks 2–6;
- an increase in the level of detail or depth of analysis beyond what is explicitly described in these Terms of Reference.The outputs of Task 1 are intended solely to validate feasibility and inform implementation planning within the agreed scope and shall not give rise to changes in price, scope or contractual obligations.

PHASE 2

Note: Phase 2 tasks must not commence until Phase 1 outcomes are reviewed and approved by Climate-KIC

Task 2: NbS/ Re-naturalisation of Schoolyards

The core schools have requested official signed-off schoolyard re-naturalisation plans as part of the delivered services. This Task is to be prioritised.

2.1 Review of Schoolyard Assessment and NbS/ Re-Naturalisation Strategy, and Performance of Conditional Scope - This task consists of reviewing existing studies and proposed NbS / re-naturalisation interventions developed under the Green Schools Plan and Redibuixem l'espai, in order to:

- assess their completeness, technical coherence and readiness for further development;
- identify gaps or clarifications required within the scope of the services described in these Terms of Reference;
- confirm the applicability of the proposed interventions to the selected schools.

The review shall be limited to analysis and validation activities and shall not include the definition or execution of additional services beyond those explicitly described in Tasks 2.2–6.

Where differences in the level of maturity or completeness of existing documentation across schools require different levels of effort within this task, such variations shall be addressed within the predefined scope and price structure of the assignment and shall not constitute an extension of scope or the introduction of new deliverables.

Task 2.2: NbS /Schoolyard Re-naturalisation Design Procedure Review, Permitting and Signature by Architect - Performing an architectural review and preparing the building permit plans for the Nature-based Solutions (NbS)/ Schoolyard re-naturalisation interventions envisaged in the Green School Plan and Redibuixem l'espai to mitigate heat island effects.

EXCLUSION NOTE: Following up on building permit procedures (and subsequent execution of the plans) is not part of the RfP. Any further involvement of an officially assigned architect will be subject of a follow-up contract by the City/Schools with the same or another architect.

Task 3: Energy Efficiency and Renewable Energy Generation Retrofits

Task 3.1: Energy Audits and Baseline Establishment - Establishing an accurate energy baseline through performing detailed energy-efficiency audits (ASHRAE level 2)

Task 3.2: Identification and Assessment of Energy Efficiency Measures (EEM) And Renewable Energy Generation through Selected Sources (RES)- Developing a detailed cost-benefit analysis for each EEM, RES and their integration and combination into one or more retrofit scenarios. Where NbS/ re-naturalisation, EEMs and RES interventions are combined, the interferences between measures must be considered (e.g. reduction of the building cooling load by the presence of schoolyard trees or the greening of façades).

Task 4: Interim Report

Task 5: Stakeholder Consultation and Participatory Workshops - Presenting and discussing the findings and proposed intervention measures/scenarios in a participatory workshop with the energy teams of the schools. (Multi-stakeholder consultations with teachers, parents, municipalities, and students will be facilitated and conducted by a Net Zero Cities Consortium Organisation - Demsoc).

Task 6: Integrated Options Analysis and Project Design - Designing the most viable integrated project incorporating the EEMs, RES and NBS solutions with the optimal energy savings and GhG emissions reduction compared to value for money.

Task 7: Draft Pre-Feasibility Study Report

Task 8: Final Pre-Feasibility Study Report and Presentation

Task 9: CESF Delivery Report

3.3 Milestones

The consulting services should be planned and delivered to meet the following milestones:

Milestone	Deliverable No	Time frame (indicative) (in weeks after signature of contract)
Kick-Off		1 week after signature
Inception Report delivery	A	3 weeks after signature
Schoolyards Building Permit Plans delivery	B (B1+B2)	9 weeks after signature
Interim Report delivery	C (C1+C2)	15 weeks after signature
Stakeholder Workshop + Report	D (D1)	16 weeks after signature
Draft Pre-feasibility Study Report delivery	E (A+B+C+D + E1)	18 weeks after signature
Final Pre-feasibility Study Report delivery	F (update of E)	19 weeks after signature
CESF Delivery Report delivery	G	20 weeks after signature

The indicative time frame may be extended, depending on the requirements of the conditional scope in Task 2.1 (if applicable). Further, the timeline may be adjusted if deemed necessary during the project implementation and with agreement from the supplier, the City, and Climate KIC.Tasks

3.4 Tasks

The tasks described below are structured in two phases under the framework contract.

Phase 1 – Inception and Feasibility Confirmation: Task(s) to be executed upon contract signature to confirm the feasibility of delivering the overall project scope.

Phase 2 – Conditional Implementation: Task(s) to be executed only upon confirmation of Phase 1 outcomes and issuance of the Phase 2 statement of work under the framework contract. All tasks, where activated, shall be conducted for all three (3) schools.

PHASE 1 - Inception and Feasibility Confirmation

Phase 1 consists solely of Task 1. This task is intended to confirm the feasibility of delivering the full scope described in these Terms of Reference and does not itself trigger the remaining tasks.

Note: The outcome of this task will determine whether Phase 2 tasks are activated under the framework contract.

TASK 1: INCEPTION PHASE

- Conduct a kick-off meeting with the Client, City, Valencia Clima i Energia Foundation and school representatives and relevant authorities and stakeholders (including the City Advisor, representatives from Demsoc, the City Finance Specialist and Climate City Capital Hub)
- Collate and review existing documentation (Utility data, energy bills, school building and infrastructure plans, post intervention files, municipal strategies and relevant reports (including Green School plans, Redibuixem l'espai) for comprehensiveness to enable the study commencement.
- Flag any missing data and determine who will obtain it.
- Flag any insufficiency in the previous studies that are expected to be relied upon for this work.
- Confirm and operationalise the predefined study approach and methodology including , data collection methods, energy audit and modelling methods, viability assessment techniques to be used, work plan, team mobilization, school prioritization and scheduling and stakeholder engagement approach.
  (Note that the Person- days should be adjusted to optimize the delivery and cost in consultation with Climate-KiC supported by CCCH).
- Confirm the expected outcomes of the Pre-Feasibility Study .
- Draft the Table of Contents for the Pre-Feasibility Study Report.
- List the relevant EU Standards and corresponding National/ Regional/ Local Regulations, Policy and guidance to be followed and complied with in relation to energy Performance, Building Codes, re-naturalisation).
- Confirm the benchmark energy efficiency targets to be used (consult with the Municipality)

No technical analysis, NbS interventions, or energy audits will be executed in Phase 1. These activities will only be carried out in Phase 2, upon formal activation of the corresponding statement of work.

Task 1 only produces Deliverable A.

Deliverable A: Inception Report with Work Plan, Methodology, Resourcing, School Prioritization, Engagement Plan and Data Requests and draft Table of Contents for Pre-Feasibility Study Report

PHASE 2 – Conditional Implementation

Phase 2 tasks are conditional upon the outcomes of Phase 1 and include all remaining technical and implementation activities. Phase 2 will be activated only following approval of Phase 1 results by Climate-KIC.

Note: This task is conditional on the successful completion of Phase 1.

TASK 2: NbS/ RE-NATURALISATION OF SCHOOLYARDS

The core schools have requested official signed-off schoolyard re-naturalisation plans as part of the delivered services. This Task is to be prioritised.

TASK 2.1 REVIEW OF SCHOOLYARD ASSESSMENT AND NbS/RE-NATURALISATION STRATEGY, AND CONDUCTING OF CONDITIONAL SCOPE Confirm whether the previous Green Schools Plan / Redibuixem l'espai reports have sufficiently covered the required analysis :

- Current schoolyard conditions(surface materials, underground structure and infrastructures, soil types and quality including contamination, vegetation cover, shade availability, microclimate data).
- Exposure to solar radiation and urban heat island (*UHI) effects, ex ante and ex post.*
- Evaluate and propose site-specific nature-based solutions including:
    - Shading with trees or pergolas
    - De-paved areas with shrubs or other low vegetation
    - School orchards and vegetable gardens
    - Permeable and reflective pavements
    - Green walls and roofs
    - Water retention features including rainwater harvesting, storage and redistribution
    - Infrastructural elements like watering systems and their supply means, composting facilities for pruning waste.
- Produce visual site maps with the proposed interventions and UHI results before and after interventions

.Where gaps are identified , the consultant shall complete the analyses listed below, :

- Perform a cost/ benefit analysis of the proposed NBs interventions.
- Calculate the impact on indoor temperature for later EEM and RES measure evaluation.
- Propose the recommended preferred design incorporating the NbS interventions.

Sub-Deliverable B1: Schoolyard Assessment Review Report, NbS/ Re-naturalisation Conceptual Designs, Conditional Scope Outputs.

TASK 2.2: NbS/ SCHOOLYARD RE-NATURALIZATION DESIGN PROCEDURE REVIEW, PERMITTING AND SIGNATURE BY ARCHITECT

NOTE: The core schools have requested official signed-off plans as part of the delivered services. This Task is to be prioritised.

- Based on the planned NbS interventions, identify a to-do list of procedural steps that must be undertaken to realise these interventions (e.g. applying for a building permit).
- Have a competent/certified architect involved in the service provision draw and sign off the necessary building permit plans.

Sub-Deliverable B2: Signed-off schoolyards building permit plans (for NbS/ re-naturalisation)

TASK 3: ENERGY EFFICIENCY AND RENEWABLE ENERGY GENERATION RETROFITS

TASK 3.1 ENERGY AUDITS AND BASELINE ESTABLISHMENT

Record the general building information (Type, size, function, year of construction and past retrofits)

- Conduct on-site energy audits using local standards.
- Verify the compliance with building energy codes.
- Determine the Current energy Consumption and Costs:
    - Analyse historical energy bills to determine the monthly and annual energy costs.
    - Where possible, collect submetering data for different applications and systems.
    - Record the Historical energy Usage Trends including seasonal variation in energy consumption.
    - Interview school staff for operational patterns.
- Perform an energy Related Equipment and Systems Audit (ASHRAE level 2):
    - List the existing energy-consuming equipment.
    - Establish the energy baseline consumption per system (Lighting, appliances, domestic hot water (DHW), heating, cooling, ventilation etc) as far as possible.
    - Record the condition and efficiency levels of each system (lighting, heating, cooling, ventilation, insulation, energy-consuming equipment, controls etc.)
- Review operational practices for inefficiencies and energy wastage.
- Benchmark against Similar Buildings:
    - Compare energy Performance Coefficient (e.g. kWh/m², year) and carbon emissions (e.g. kg CO2eq /m², year)
    - Evaluate and determine optimal thermal comfort, daylighting and glare, ventilation and indoor air quality conditions.
    - Identify areas of energy overconsumption.
    - Evaluate the climate change, urban heating effect and the proposed NbS measures from Task 2 on building energy consumption and indoor thermal comfort when agreeing the benchmarks.
    - Determine the cost /optimal energy demand for design of measures.

Sub-Deliverable C1: Energy Audit Reports per school and Consolidated Baseline Report

TASK 3.2: IDENTIFICATION AND ASSESSMENT OF ENERGY EFFICIENCY MEASURES (EEMs) AND RENEWABLE ENERGY GENERATION THROUGH SELECTED SOURCES (RES)

- Propose one or more feasible mixes (retrofit scenarios) of EEM and RES combinations:
    - Lighting systems optimization (e.g., LED lighting retrofits, occupancy sensors and smart lighting controls)
    - HVAC System Improvement: High-efficiency chillers, heat pumps, and boilers, Variable speed drives (VSDs) for fans and pumps. Improved ventilation and air distribution systems
    - Building envelope improvements (Insulation: walls, roof, windows; High-performance glazing and shading devices)
    - renewable energy integration (Feasibility of solar PV installation, Integration of solar thermal or wind energy systems, Solar Water heating, ambient heat and cold capture through heat pumps)
    - Smart controls and energy management systems (Building automation systems, Smart metering and real-time energy monitoring)
    - Water and Waste Heat Recovery (Heat/cold exchangers, Condensate recovery systems, Greywater recycling for HVAC cooling)

- Outline a guidance document for users, both technical maintenance experts and regular users of the school. For the latter (direction, teachers, pupils), suggestions for energy-conscious behaviour will be included. This may also be supported by proposed monitoring equipment, e.g. public displays showing momentary energy consumption and solar PV energy generation.

- Conduct technical and financial feasibility analysis for each EEM/RES combination including:
  - Quantifying potential energy savings, of each EEM: Estimate reduction in kWh/MWh consumption per measure and calculate corresponding CO_2 emissions reduction.
  - Quantifying potential energy yields, of each RES: delivered kWh or MWh/year.
  - Quantifying the potential financial savings/yields per measure (EUR/year).
  - Estimating the Cost for each EEM and RES (CAPEX, OPEX and include the Breakdown of material, labour, and installation costs)
  - Describing the optimal combinations of EEM and RES in one or more preferential retrofit scenarios. In case, the scenarios shall account of the influence of greening the schoolyard on the energy performance of the (retrofitted) building(s).
  - Calculating a Payback Period and Return on Investment (ROI) Analysis for the retained scenario(s)
    - Perform a Simple and discounted payback period analysis. Calculation of Net Present Value (NPV) and Internal Rate of Return (IRR).
  - Performing a Life Cycle Cost Analysis (LCCA):
    - Considering the total cost over the lifespan of measures.
    - Conducting scenario modelling for various combinations of measures.
  - Establishing a Measurement and Verification (M&V) Approach
    - Defining key performance indicators (KPIs)
    - Baseline adjustments and energy performance tracking

- Review the EEMs and RES against and confirm compliance with applicable EU and local laws, regulations, policies and practises.
  - Analyse National and Local energy efficiency and RES Policies and assess compliance with energy efficiency targets for retrofits (i.e. compliance with EPBD).

- Conduct a high- level risk assessment of implementing the proposed Measures and propose risk mitigation strategies. Including:
  - Operational and maintenance risks: Analysing the sustainability, operability and maintainability of the EEMs and RES and their combination in building energy systems, considering training and capacity of operators, maintainers.
  - Regulatory and compliance risks such as Change-in-law (energy efficiency, RES share)
  - Stakeholder risks: such as resistance from neighbours, interference with school routine
  - Market Risk: Fluctuating energy prices

Sub-Deliverable C2: EEM and RES Assessment Report

TASK 4: SUBMIT DELIVERABLE C

Compile Interim Report with initial finding containing Sub-Deliverable Reports C1, C2

Deliverable C: Interim Report including Sub-deliverables C1, C2

TASK 5: STAKEHOLDER CONSULTATION AND PARTICIPATORY WORKSHOPS

The successful bidder is expected to consolidate the findings from *tasks 2, 3 and 4* into one presentation per Core school and present them at a stakeholder consultation workshop. It is expected that the successful bidder presents the findings at one (1) workshop per school and takes inputs from the attending participants into account for the further design of the energy efficiency, RES and re-naturalization interventions.

The workshops will be organized and facilitated by one of the Net Zero Cities Consortium Organisations (Demsoc). The successful bidder is mandated to coordinate their presentation with Demsoc. The workshops are targeting the consultation of energy teams in each school consisting of: School directors and teachers, Parent-teacher associations (AMPAs), Municipal staff, Student groups.

The successful bidder is expected to target the following objectives during the workshops:

- Share findings and proposed measures and therewith build the understanding and capacity of workshop participants, considering that they are often not energy experts.
- Confirm the operational viability of the proposed interventions/measures with the workshop participants (building users).
- Collect feedback and inputs for integration into the design/ implementation plan.

Sub-deliverable D1: Presentation and Workshop

Deliverable D: Stakeholder Consultation Report with Workshop Summaries and Feedback Analysis

TASK 6: INTEGRATED SCHOOLYARDS AND BUILDING RETROFIT OPTIONS ANALYSIS AND PROJECT DESIGN:

- Further consolidate the technical measures (EEMs, RES and NbS) and their combinations from *Task 2 and Task 3* into 1 to 3 integrated alternative retrofit scenarios/ projects per school, depending on the feasibility of selected scenarios. Where EEMs, RES and NbS interventions are combined, the interferences between measures must be taken into account (e.g. reduction of the building cooling load by the presence of schoolyard trees or the greening of façades).
- Hereby, integrate the feedback from the Stakeholder consultation (*Task 5*). This may include the removal of certain retrofit scenarios based on specific objections or bottlenecks, which must come with a justification.
- Compare and evaluate the retained retrofit scenarios/ projects based on cost-effectiveness, return on investment & payback period, energy savings, emissions reduction, scalability, implementation complexity and phasing, operational sustainability and acceptance, risks, regulatory compliance.
- Recommend the preferred most viable, integrated project design.
- Propose the high-level implementation plan: project phasing and timelines (from this prefeasibility to implementation)
- Based on the planned interventions, identify a to-do list of procedural steps that must be undertaken to realise these measures (e.g. applying for a building permit). Identify whether the proposed measures require the official assignment and intervention of an architect, engineer or similar.
- Collate and provide base data to the CCCH for later financial modelling.

Sub-Deliverable E1: Project Design and Integrated Schoolyards and Building Retrofit Options Analysis Report

TASK 8: SUBMIT DELIVERABLE F: DRAFT FEASIBILITY REPORT

Compile all deliverables into a consolidated pre-feasibility study. All previous reports (Inception report A, Sub-deliverables (B1, B2), Interim report C (C1, C2) + Deliverable D, Sub deliverable E1

Deliverable E: Draft Pre-Feasibility Report

TASK 9: FINAL REPORT AND PRESENTATION

- Finalize the Pre-feasibility study according to inputs from CCCH, recipients/clients (max three (3) rounds of feedback).
- Present final findings and recommendations to stakeholders.

Deliverable F: Final Pre-Feasibility Study and Presentation Materials

TASK 10: CESF DELIVERY REPORT

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

Deliverable G: CESF Delivery Report

3.5 Required Experience and Capabilities

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

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

- Experience in:
  - Knowledge of key EU legislative packages, namely the recast Energy Efficiency Directive (EED), the recast Renewable Energy Directive (RED), and the recast Energy Performance of Buildings Directive (EPBD).
  - Undertaking EU-aligned energy efficiency pre-feasibility and feasibility studies
  - Performing EU-aligned building energy audits for energy baseline establishment (especially public buildings / school buildings)
  - Designing, evaluating and proposing climate mitigation targeted building energy efficiency measures (retrofits) and RES measures
  - Undertaking climate resilience diagnostic measurements and assessments (heat island effect, shade, runoff) of urban yards/ schoolyards
  - Designing and evaluating urban climate adaptation and nature-based solutions for public spaces/ urban yards/ schoolyards
  - Developing building retrofit and NbS implementation roadmaps and action plans.
  - Stakeholder consultation and participatory design
- Working knowledge of:
  - Landscape Architecture
  - Building Permit plans
  - Urban Climate Modelling
  - Urban climate mitigation strategies
  - Urban climate adaptation strategies
  - Urban energy transition strategies

  - EU-aligned Building Retrofit- energy efficiency Measures and RES for Schools,
  - EU-aligned building retrofit- energy efficiency and RES procurement and contracting models for public buildings.
  - nature-based solutions for buildings and school yards/ re-naturalisation of schoolyards/ interventions for combating heat island effects.
  - Relevant National/ Regional and local legislation/policy/guidance/ standards
- Developing and delivering analytical and audience-friendly reports
- Adherence to evaluation professional ethics and quality standards
- Project management showcasing on time delivery.
- Written and spoken local language competency in Spanish.

SUGGESTED KEY EXPERTS:

Role	Qualifications
Team Leader / Energy Efficiency Expert	10+ years in public building EE and RES projects; project management
Certified Energy Auditor	EU/nationally certified; experience in schools
Architect/ Landscape Architect (Licenced in Spain)	Integration of energy measures and schoolyard design into coherent architectural and urban plan. Licenced in Spain for building permit plans in Valencia
Building Energy Engineer	HVAC, renewables, building systems design
Climate Adaptation / NbS Specialist / Urban Climate Modeller	Expertise in re-naturalisation of schoolyards and NbS
Legal/ Regulatory Expert	Experience with EU energy, procurement, construction legislation and regulations

3.6 Methodology

The successful bidder is asked to adopt a suitable and professionally accepted methodology to deliver the services.

The methodology should consider:

- Energy audits and schoolyard re-naturalisation (NbS) studies will require site visits by the successful bidder.
- The bidder's scheduling should consider school scheduling and availability of staff to carry out the scope of work specifically the onsite energy audits, schoolyard analysis, coordination for collation of data and documents.
- All proposed interventions should be tailor-made in collaboration with the city and energy Team stakeholders.
- The CORE school's implementation roadmap should be designed such that it is easily adaptable and replicable in the remaining schools.
- The selected methodology should promote participative and co-creative processes where possible.
- The successful bidder will build on prior work done on the schools through the proposed NbS interventions of the Green Schools Plans and "Redibuixem l'espai".

Bidders shall explain their methodology for implementation showcasing their capacity to deliver all the scope of work described in this tender in their application. Furthermore, references from previously conducted similar work are to be submitted with the application.

SPECIAL CONSIDERATIONS FOR THE PROPOSAL

The proposal should consider the following:

- Each of the schools List of Schools has been previously involved in Green Schools Plan / "Redibuixem l'espai" and therefore may require different depths of pre-feasibility work, which the Consultant will clarify by undertaking the inception Task 1 and Task 2.1. (Refer to the

detailed Section 3.3 Tasks). The resulting Conditional Scope listed in Task 2.1 should be priced separately.
- The sub-deliverables of each task have also been bundled to simplify the number of reports to be delivered to the Client. (See section 2.6 Deliverables)

- The average educational gross floor area (including patio areas) is 2,800 m2 per school.
- Site visits and consultations will take place in selected public schools in Valencia, in coordination with regional and municipal authorities
- The bidder is encouraged to propose an optimized bundling of the scope and execution to reduce the person-days.

3.7 Deliverables

In scope of this work the successful bidder is requested to produce and submit the below deliverables. Each deliverable includes sub-deliverables as outlined in the tasks above. Sub-deliverables of the tasks have been consolidated to reduce the number of report submissions.

Phase 1 – Inception and Feasibility Confirmation: Deliverables to be submitted upon completion of Phase 1 tasks

Deliverable A: Inception Report: Including Work Plan, Methodology, Resourcing, School Prioritization, Engagement Plan, other Data Requests and draft Table of Contents for Pre-Feasibility Study report.

Phase 2 – Conditional Implementation: Deliverables to be submitted only upon activation of Phase 2 tasks following the Phase 1 outcomes.

Note: All the deliverables below are conditional on Phase 1 approval.

Deliverable B: Interim Schoolyards Report:
- Sub-Deliverable B1: Schoolyard Assessment Review Report and NbS/ Re-naturalisation Conceptual Designs + Conditional scope outputs
- Sub-Deliverable B2: NbS/ Re-naturalisation Building Permit Plans

Deliverable C: Interim Building Retrofit Report: Energy Baseline, EEM and RES Cost/Benefit
- Sub-Deliverable C1: Energy Audit Reports and Consolidated Baseline Report
- Sub-Deliverable C2: EEM and RES Assessment Report

Deliverable D: Stakeholder Consultation Report with Workshop Summaries and Feedback Analysis:
- Sub-Deliverable D1: Presentation and Workshop

Deliverable E: Draft Prefeasibility Report: The draft report should cover all the scope of work including:
- Inception Report (A)
- Interim Reports (B, C) and D
- Sub-Deliverable E1: Project Design and Integrated Schoolyards and Building Retrofit Options Analysis Report

Deliverable F: Final Pre-Feasibility Study Report and Presentation Materials
- The final report should be the refined version of the Draft Pre-Feasibility Study (Deliverable E) incorporating feedback received from Stakeholders especially the CCCH deal team.

Deliverable G: CESF Delivery Report
- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city/ies in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing the entire process, outcomes and learnings, and any identified follow-on actions,

next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

NOTE: The recipient of the Deliverables reserves the right to review and request corrections, amendments and improvements of all deliverables (in reasonable format compliant with the scope of work described in this tender) which will need to be integrated by the successful bidder until satisfaction of the recipient.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

3.8 List of Schools

NOTE: This is the current list of CORE SCHOOLS. The school's names will be confirmed at Kick-off. If any school, no longer requires support, it will be replaced by an identical school.

SCHOOL NUMBER	SCHOOL NAME	PREVIOUS PARTICIPATION
1	Colegio Municipal Santiago Grisolia	Green Schools Plan
2	Colegio Cavite Isla de Hierro.	Redibuixem l'espai
3	La Fonteta	Redibuixem l'espai

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 group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)
- **Has a price more than the Public Procurement Directive threshold, currently EURO 221,000. Bids of this size cannot be accepted under this procurement process.**

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

3.10 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 (third parties)

4.1 Payment & Invoicing

Invoices for Phase 1 deliverables will be issued upon submission and approval by Climate-KIC. Invoices for Phase 2 deliverables will be issued only upon activation and completion of Phase 2 tasks. The supplier must clearly separate Phase 1 and Phase 2 costs in all reporting and invoices.

- 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 Final 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 framework agreement is proposed for the 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 x 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 (p*lease 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 0
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.
4. The total submission (including attachments) must not exceed 30 pages total.

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

All responses shall be made to the Contract Manager via electronic copy, at **CESF@netzerocities.eu**

All proposals/offers must be submitted via email to **bids@netzerocities.eu** by the deadline indicated in this RFP.

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:
    - The supplier's VAT number, including country code, if applicable.
    - Whether prices are inclusive or exclusive of VAT.
    - Where VAT is applicable, the exact VAT rate (%) to be applied.
    - Whether the reverse charge mechanism is expected to apply.

To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:
If VAT will not be charged:

- Confirm whether the reverse charge mechanism applies.
- Provide a brief explanation of the legal basis (e.g. intra-EU B2B supply of services under Article 196 of the EU VAT Directive).

If VAT will be charged:

- Explicitly state the VAT rate (%) that will be applied to the invoice.
- If the supplier is established in an EU Member State other than the Netherlands, briefly explain why the reverse charge mechanism does not apply, with reference to the relevant national or EU VAT provisions.

Invoicing will be directed to the company **STICHTING CLIMATE-KIC INTERNATIONAL FOUNDATION, VAT NL860987541B01.**

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.

2. **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.

Suppliers must clearly indicate for each deliverable which Phase it belongs to (Phase 1 – Inception and Feasibility Confirmation, Phase 2 – Conditional Implementation). Phase 2 deliverables are conditional and will only be executed following approval of Phase 1 outcomes.

3. **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.

4. **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).

For Phase 2 resources, suppliers should provide the planned allocation assuming Phase 2 is activated. Phase 2 costs will only be invoiced upon formal activation of Phase 2 under the framework contract.

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.

5. 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.
6. 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.
7. The quotation should remain valid at least 90 calendar days from the submission deadline.
8. 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.
9. 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

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 0. 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 0 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 0 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.

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SGA-MCCC-013_Valencia_Schools_Q&A_Clarifications

Questions	Answers
1. Will the Inception Report be subject to a formal review and comment process by Climate-KIC and/or the Climate City Capital Hub prior to Phase 2 activation, and what would be the indicative timeline for this review?	Yes. The Inception Report will be subject to a formal review and approval process led by Climate-KIC and the City of Valencia. The Climate City Capital Hub (CCCH) will provide technical support and input as relevant during this process. The review process may include up to two rounds of feedback. The indicative timeline for this review is approximately 2 weeks following submission.
2. Could you clarify the criteria that will be used to confirm feasibility and formally trigger Phase 2 following completion of Phase 1?	Phase 1 (Inception) is intended to validate the feasibility of delivering the services described in these Terms of Reference within the predefined scope, assumptions and outputs and to establish a detailed work plan for their execution. The activation of Phase 2 is strictly conditional upon the formal approval of the Inception Report by Climate-KIC and the City of Valencia. Key elements to be confirmed in the Inception Report include: • the availability, completeness and usability of the data required to perform the tasks described in Phase 2; • the confirmation of the key technical assumptions underpinning the assignment; • a refined methodology, work plan and coordination approach for the execution of Phase 2. The Inception Phase shall not result in changes to the scope, deliverables or contractual value of the assignment.

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Questions	Answers
3. Will baseline documentation (energy bills, as-built drawings for MEP and envelope systems, and existing Green Schools Plan / Redibuixem l'espai studies) be available at contract start, or should data gaps be anticipated within Phase 1?	The Municipality and school directions will provide data and documents as available. The following documents (Green Schools and l'espai studies) are readily available. Initial documentation will be collated and reviewed by the awarded supplier during Task 1 (Phase1). The awarded supplier should identify data gaps during this Phase. The supplier is responsible for flagging missing data and the specific plan to obtain these missing data will be defined in the Inception Report by the awarded supplier.
4. What level of detail is expected for the schoolyard re-naturalisation permitting drawings (for example, concept-level permit versus more developed basic design or RIBA Stage 2)?	The awarded supplier is required to produce signed-off building permit plans (Task 2.2). The level of detail must be sufficient for a formal building permit application to the City Council, roughly equivalent to "Proyecto de Ejecución" or basic design required by local urban planning regulations.
5. Can you confirm whether a lead architect, or an equivalent coordinating role, is already appointed for each school to oversee the permitting process, including responsibility for the accuracy of as-built information, coordination of technical disciplines and compliance with applicable urban planning regulations?	No. As specified in Section 3.5, the bidders, and subsequently the awarded supplier, must include a Spanish-licensed Architect/Landscape Architect in their team. This expert is responsible for the technical accuracy, coordination and signature of the permit plans.
6. Regarding the requirement to collect sub-metering data where possible, could you clarify which systems or	This information will be confirmed during the Phase 1. Bidders should assume that availability varies by school.

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end-uses (for example, HVAC, lighting or kitchen facilities) in the core schools already have dedicated meters?	
7. Can you confirm whether ASHRAE Level 2 audits are expected to include on-site measurements or sub-metering where available, or whether they should mainly rely on site inspections and existing consumption data?	During Phase 1 (Inception), the awarded supplier shall review and assess the availability, completeness and usability of existing data, including energy consumption data and any available measurements. Based on this assessment, the supplier shall define in the Inception Report the proposed approach for carrying out the energy audits under Task 3.1. In Phase 2, ASHRAE Level 2 audits are expected to be conducted in line with standard practice for pre-feasibility studies, combining available data, site inspections and, where appropriate and justified within the predefined scope, targeted measurements.
8. For the interviews regarding operational patterns, will a technical facility manager be assigned as a point of contact for each school, or will all coordination be facilitated through the Valencia Clima i Energia Foundation?	Coordination will be facilitated through the Valencia Clima i Energia Foundation, Demsoc, the Municipality, and school staff. A specific point of contact for each school will be confirmed during the Task 1 kick-off.
9. Please confirm whether one technical workshop per school is expected and whether there is flexibility in scheduling site visits and	Yes, one workshop per school is expected (Task 5) to present the results. Milestones are indicative. Specific scheduling flexibility to accommodate the summer period can be proposed and finalized during the Phase 1 Inception Phase.

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workshops given the summer period.	
10. Please confirm that stakeholder engagement and workshop facilitation will be led by the appointed engagement partner, with our role focused on providing technical input and integrating validated feedback into the pre-feasibility outputs.	Confirmed. Democratic Society (Demsoc) will lead and facilitate the workshops. The awarded supplier's role is to coordinate with Demsoc, provide technical presentations of findings and integrate feedback into the final project design.
11. Confirmation on whether the result of Task 2 is a fully signed "Proyecto de Ejecución" ready for submission to the City Council or a set of signed technical drawings (by an architect) for each school's proposal.	As specified in the Terms of Reference, the deliverable under Task 2.2 consists of building permit documentation for the proposed NbS / schoolyard re-naturalisation interventions. This includes a set of technical drawings and supporting documentation prepared and signed by a duly qualified architect, with a level of detail sufficient to support a formal building permit application in accordance with applicable local regulations. The scope of the assignment does not include the execution of works or follow-up of the permitting process beyond submission.
12. In the case of solutions included in the RFP that involve structural calculations or structural justification, we understand that these must be submitted along with the full project documentation. In this regard, it is necessary to obtain the corresponding	The assignment concerns a pre-feasibility study. As such, it is expected that the level of analysis remains consistent with pre-feasibility scope and does not extend to detailed engineering studies such as geotechnical investigations. Where structural considerations are relevant (e.g. roof capacity for PV installations), these should be assessed at an appropriate level for a pre-feasibility study, based on available information.

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Questions	Answers
geotechnical studies. If such studies do not already exist, would the procurement be at the bidder's expense? What options does the bidder have to adjust the 5-week deadline for Task 2?	During Phase 1 (Inception), the awarded supplier shall identify any constraints, risks or data gaps that may affect the implementation of the tasks described in Phase 2 and reflect these in the Inception Report. Any proposal requiring activities beyond the predefined scope should be clearly identified as such and will not be considered part of the contracted services.
13. What flexibility does the bidder have in adjusting the deadlines for the different deliverables, considering that section 3.3 ("Milestones") states they are indicative (not exceeding 20 weeks total)?	Bidders have flexibility to propose a tailored timeline and resource allocation in their technical proposal to ensure high-quality delivery. While the total project duration is expected to be 20 weeks, specific milestone dates (A–G) are indicative and can be refined and agreed upon during the Task 1 Inception Phase to reflect the supplier's proposed methodology. Section 3.3 clarifies that the indicative timeframe "may be extended, depending on the requirements of the conditional scope in Task 2.1" and can be adjusted with agreement from the supplier, City and Climate-KIC. For example, the bidder may propose measurement campaigns that span more than 20 consecutive weeks, as far as these would be needed to support the pre-feasibility study's goals.
14. Regarding legal aspects: is it correct that expertise related to construction legislation and regulatory matters corresponds to the professional knowledge of the qualified technicians responsible for the license application (i.e., the architect)?	Yes. Responsibility for construction legislation and regulatory matters for license applications rests with the qualified technicians. As per Section 3.5, the team must include a licensed Architect for schoolyard designs and a Certified Energy Auditor for audits. The awarded supplier shall ensure overall compliance with EU and relevant national standards.

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Questions	Answers
15. Is August considered a working month in the project timeline, given school closures?	The timeline provided in the RFP is indicative (see Section 3.3 – Milestones). Bidders are expected to propose an appropriate scheduling of activities in their technical proposal, taking into account local constraints such as school calendars and periods of reduced occupancy. Activities may be adapted accordingly, while ensuring the overall feasibility and quality of delivery.