NZC CESF Procurement RFP

CESF Procurement of external expert support to assess Urban Logistics Scenario Assessment and Pilot Street Implementation Framework for Bologna's ZTL (restricted traffic zone) and pilot street implementation framework aligned with Bologna's parking plan and tram corridors

SGA3-MCCC-029 Bologna Urban Logistic

Date~~: 07 October 2026~~ **UPDATE: 29 October 2026**

Authors: Luisa Carretti (Climate-KIC), Shuva Thapa (Climate-KIC)

A consolidated Questions and Answers List is included at the end of this document, following Section 6.3. Please refer to this section for clarifications provided to bidders.

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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: Sustainable Urban Logistics Strategy and Pilot Street Implementation for Bologna's ZTL (restricted traffic zone)

Date: ~~07 October 2026~~ **UPDATE: 29 October 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	Climate-KIC, acting on behalf of NetZeroCities, is seeking expert support to assist the City of Bologna in developing a targeted scenario assessment and a pilot street implementation framework for sustainable urban logistics and last-mile delivery within its restricted traffic zone (ZTL), specifically focusing on priority tram corridor streets affected by ongoing infrastructure works. The assignment will support the municipality in producing a comparative logistics scenario assessment matrix, establishing a progressive zero-emission transition roadmap towards 2030, defining spatial and infrastructure reference concepts for micro-hubs and loading bays, and grounding the framework in a structured stakeholder engagement process. The support will also generate practical replication methodologies and transferability outputs to inform wider city-scale logistics planning and peer learning across Mission Cities. The assignment is strategic, technical and qualitative in nature. No detailed economic or financial modelling is required from the supplier.
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	Bologna (Italy) Services will be delivered remotely to the following locations: • Bologna (Italy) Some onsite services may be required at: • Bologna (Italy)
Climate-KIC Contract Managers for submitting inquiries	Luisa Carretti Shuva Thapa CESF@netzerocities.eu
Proposed contract term for successful candidates	~~20 November 2026~~ **UPDATE: approximately** **04 December 2026** Expected duration: approximately 9 months

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
07 October 2026	RFP issued to bidders
20 October 2026 (23:59 CEST Time)	Deadline to submit questions
~~27 October 2026 (23:59 CEST Time)~~ **UPDATE: 09 November 2026 (23:59 CET Time)**	Bidders submit proposals / **Submission Deadline**
~~06 November 2026~~ Update: 20 November 2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
20 November 2026 Update: approximately 04 December 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 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.

3. Specification

3.1 Background

The City of Bologna, as one of the cities participating in the EU Mission for Climate-Neutral and Smart Cities, has laid our an ambitious climate neutrality pathway through its Climate City Contract (CCC), setting out a comprehensive vision for decarbonising the city by 2030. Mobility and the shift towards low-carbon, sustainable transport systems represent a central pillar of this pathway. In support to these objectives, the NetZeroCities programme has been providing tailored technical assistance to Bologna through the City Expert Support Facility (CESF), with the overall goal of accelerating the transition towards a low-carbon urban mobility system that reduces private car dependency and enables sustainable, accessible and efficient movement throughout the city.

In this context, the City of Bologna is currently receiving expert support via the CESF for the development of a new Parking Strategy for the historic centre. This work has already delivered several key outputs, including a detailed reconstruction of parking demand–supply dynamics and a robust evidence base to support the redesign of parking rules and tariffs. The analysis has explored the adequacy of park-and-ride facilities - which are currently insufficient - as well as alternative parking scenarios and regulatory levers, such as differentiated access pricing for the Limited Traffic Zone (ZTL) combined with strong public transport alternatives.

This work is closely aligned with major ongoing transformations in the city centre linked to the introduction of new tram lines. These include the pedestrianisation of Via Indipendenza (with part of the street becoming fully pedestrian and a strong reduction of transit and complete parking removal - even temporarily - along the tram corridor) and significant changes to car access and loading/unloading practices throughout the central area. The overarching objective of these combined interventions is to shift access to the city centre away from private car use and towards tram services and other sustainable modes of transport, thereby contributing to the development of a low-carbon, accessible and more liveable urban mobility system in line with the City's climate neutrality objectives.

In parallel, Bologna is developing other targeted plans that complement the municipal Parking Plan. In particular, a charging infrastructure plan has already been commissioned to a local consultancy, with the objective of defining rules and development scenarios for electric vehicle charging points across the entire municipality. This work responds to a rapidly evolving context, characterised by a growing number of operators and charging points compared to 15 years ago, and addresses risks related to oversupply, inefficient occupation of public space, and fragmented long-term planning. The plan aims to establish clear rules for concessions, tendering processes, and the use of public space.

Building on these experiences, the City now intends to develop a targeted scenario assessment and pilot street implementation framework for sustainable urban logistics and last-mile deliveries within the ZTL. The assignment will initially focus on four priority tram corridor streets and will provide a high-level replication methodology to guide the subsequent extension of the approach to the wider ZTL.. In this context, phased implementation-oriented refers to the definition of progressive measures over time, be it regulatory, spatial and operational, including intermediate implementation milestones, transition periods and gradual alignment with the City's 2030 targets. This strategy would be more concrete and implementation-oriented than the overarching Parking Plan, and would directly address the challenges created by tram construction works and pedestrianisation. More specifically, the key objective is to reorganise last-mile urban freight distribution in a way that reduces congestion and emissions, supports the transition towards low-emission and net-zero logistics models, safeguard tram operations and pedestrian areas, ensures a more efficient and coherent use of limited public space within the ZTL, and ultimately support Bologna's wider climate neutrality commitments.

The City faces a structural challenge in reorganising urban freight and loading/unloading activities within the ZTL in a sustainable and coherent way, particularly in areas directly affected by tram infrastructure and pedestrianisation. At present, freight logistics in the ZTL are characterised by a predominant use of internal combustion vehicles, including medium-sized vans and trucks; a concentration of loading and

unloading activities along streets that will host tram lines or become pedestrian; widespread but unevenly regulated use of temporary loading bays; frequent double parking and unauthorised stopping; and delivery patterns largely determined by individual operators rather than a shared organisational framework. Additionally, the overlapping of rules through the years created an unclear and complex regulatory system.

While tram construction works have already forced logistics operators and businesses to adapt their practices, this adaptation has occurred in the absence of a stable, long-term regulatory and spatial framework. There is currently no consolidated system that clearly defines where and how loading and unloading should take place, under which access conditions, during which time windows, and using which types of vehicles. As a result, there is a risk that once construction works are completed, logistics practices will revert to pre-construction patterns, undermining both tram operations and climate objectives.

Without a clear operational plan, the City also risks increasing conflicts between parking needs, tram operations, pedestrian spaces and freight distribution, and failing to translate its 2030 target — progressively shifting loading/unloading access in the ZTL to zero-emission vehicles, whilst restricting access to vehicles with internal combustion engines — into concrete, equitable and enforceable measures with intermediate milestones.

Central to this strategy is to develop a structured pathway for the progressive shift of freight access in the ZTL towards zero emission urban logistic systems, with intermediate milestones and accompanying regulatory and spatial measures that make this transition feasible while ensuring stakeholders acceptance. For these reasons, Bologna requires external support to develop a scenario assessment and pilot street implementation framework for tram corridor streets, as a concrete and actionable first step towards zero-emission urban logistics system. This work must be fully integrated with the broader redesign of parking and accessibility in the city centre, avoiding regulatory or spatial conflicts with the Parking Plan and tram system, and providing the analytical and regulatory groundwork for a wider city-scale Urban Logistic strategy to be developed in a subsequent phase.

The request represents a logical and timely follow-up to the ongoing CESF support for the Parking Plan. From January 2026 onwards, the City initiated a stakeholder dialogue process under the URBANE project (financed through Horizon Europe), together with the Istituto Trasporti e Logistica (ITL), focusing on delivery organisation along tram corridor streets. The proposed logistics plan would provide a structured analytical and regulatory backbone to this dialogue, ensuring continuity and avoiding parallel or disconnected planning processes.

3.2 Objectives

The overall objective of the requested support is to provide Bologna with a targeted scenario assessment and pilot streets implementation framework for sustainable urban logistics and last-mile delivery in the ZTL, initially focusing on the streets directly impacted by the tram line, that:

- Produces a comparative assessment of logistics scenarios for regulatory, spatial and organisation measured with an evaluation matrix,;
- Delivers a Street Implementation Framework for the four (4) Priority Tram corridor streets, covering access rules, loading/unloading organisation, zero-emission transition milestones and conceptual infrastructure references, with wider replication methodology for the ZTL;
- Grounds the framework in a structured stakeholder engagement process built on previous municipality efforts; and
- Is fully coherent and integrated with:
    - the new Parking Plan;
    - the PGTU/SUMP;

- the tram project; and
- the results of the URBANE project.

3.3 Scope

Climate KIC, acting on behalf of NetZeroCities, is requesting proposals for expertise support for the development of a **scenario assessment and pilot implementation framework for sustainable urban logistics and last-mile delivery within Bologna's ZTL.**

Geographical scope

- Priority focus: tram corridors and streets affected by tram works and pedestrianisation, specifically focusing on the following priority streets: Via Indipendenza, Ugo Bassi, Via San Felice and via Lame).
- The expected level of analysis for the wider ZTL is strategic and indicative rather than street-by-street. The supplier is expected to provide a coherent regulatory and spatial framework derived from the experience on the priority streets, without the same granularity of data collection and mapping required for the priority tram corridor streets.

Thematic scope

- Business-to-business (B2B) and business-to-consumer (B2C) freight distribution within the ZTL.
- Vehicle types including vans, light trucks, cargo bikes and electric vehicles of different sizes.
- Infrastructure such as on-street loading bays, micro-hubs and consolidation spaces, parcel lockers and e-commerce pickup points, and interfaces with park-and-ride facilities and peripheral parking areas.
- Regulatory instruments including access permits, time windows, differentiated rules or tariffs, vehicle-based criteria (zero-emission versus combustion), and temporary derogations.

Integration requirements

The work must be fully coordinated with the Parking Plan, the EV charging infrastructure plan, the Sustainable Urban Mobility Plan (PUMS) and PGTU, and the tram network development.

3.4 Phased Tasks / Activities

3.4.1 Phase 1 – Baseline and diagnostics

Upon project start, the supplier will develop concise but robust evidence on current urban logistic operation in the ZTL, drawing primarily on existing data sources rather than extensive primary data collection.
The City will provide access to relevant datasets, including outputs from the URBANE project and the Parking Plan.
Bologna also has access to some simulation tools (URBANE Impact Assessment Radar, CERT Cityqore digital twin, that will be made available to the supplier subject to an initial technical assessment during the inception phase (Task 1), verifying their data compatibility and actual added value for the specific scenario under analysis. If deployed, the municipal team will provide clear guidelines on their operational use; otherwise, the supplier may rely on equivalent, consolidated analytical approaches agreed upon with the City.

1.1 Data Consolidation, mapping and regulatory review: Consolidate existing datasets and studies, map freight movements, vehicle types and delivery patterns on priority tram corridor streets and assess the current ZTL regulatory and spatial framework for loading/unloading. The analysis should identify key gaps, conflicts with tram operations and pedestrianisation initiatives, and priority issues to address.

1.2 Stakeholders insights and validation: analyse outputs from the interviews conducted by the municipal team with key representatives from logistics operators, shopkeepers on priority streets and relevant municipal staff, to incorporate and contrast these findings with the analytical findings, fill data gaps and ground-truth assumptions before moving to scenario development.
1.3 Synthesis and baseline report: synthetise findings into a baseline report (deliverable 1), clearly identifying priority challenges, key unknowns and the strategic questions to be addressed by scenario assessment in Task 2.

Expected output: Deliverable 1: Task 1 ends with Deliverable 1 – Baseline Analysis Report in both Italian and English versions

3.4.2 Phase 2 - Scenario assessment and matrix

Building on the baseline report, this task produces a Scenario Assessment Matrix comparing 2-3 alternative organisation and regulatory scenarios for last-mile logistics in the ZTL, from incremental improvements to more ambitious consolidated-based models. Scenarios should be also informed by European best practice from cities that have successfully integrated sustainable and zero-emissions logistics and last-mile delivery strategies.

2.1 Scenario Definition and best practice review: develop 2-3 scenarios including (i) optimisation of current system; (ii) regulated access with zero-emission focus; (iii) consolidated-based model with micro-hubs and lockers; informed by structured review of comparable European cities best practices. For each scenario, define delivery organisation, vehicle types (cargo bikes, light EVs, etc), infrastructure solutions (lockers, micro-hubs), and potential innovations (e.g. cargo hitching via tram, unattended delivery).

2.2 Scenario assessment matrix: assess the practical feasibility of each scenario using a qualitative multi-criteria matrix covering impacts on traffic, emissions, public space, operator acceptance, and market readiness. The assessment focuses on whether specific logistic models are operationally viable for Bologna's context. The City will provide access to relevant datasets, existing tools and outputs from the URBANE project and the Parking Plan. The supplier may use these existing analytical resources as appropriate for the delivery of the assignment.

2.3 Scenario selection: support municipality in assessing preferred scenarios, ensuring alignment with the parking plan, tram system, pedestrianisation initiatives and future SUMP update

Expected output: Task 2 ends with Deliverable 2 – Scenario Assessment Matrix in both Italian and English versions

3.4.3 Phase 3 Pilot street framework and zero-emissions roadmap

This task aims to produce a fully worked-up implementation framework for the priority tram corridors streets (Via Indipendenza, Ugo Bassi, Via San Felice and via Lame), covering regulatory, spatial, and organisational measures. The framework follows a two-phased approach. Phase 1 for priority streets, Phase 2 extending to the full ZTL via replication methodology and aligned with the tram construction timeline and mindful of the 2027 SUMP update.

3.1 Access rules and zero-emission transition roadmap: define access rules and loading/unloading organisation for the four priority streets, including time windows, vehicle-based criteria and dedicated delivery spaces. Develop a progressive zero-emission transition roadmap that progressively shifts access to zero-emission vehicles whilst restricting internal combustion engine and fossil fuel-driven vehicles, with intermediate milestones, temporary derogations and incentive mechanisms, scaling from the pilot streets to the full ZTL by 2030. Incentive mechanisms and differentiated tariffs are to be described at a conceptual level,

including their type, rationale, target users and indicative sequencing. Calculating tariff levels, revenue forecasts, funding requirements or economic impacts is not part of this assignment.

3.2 Spatial and infrastructure reference concepts: Building in URBANE project outputs for location identification, and other simulation tools provided by Bologna city team Provide conceptual spatial references for micro-hubs, parcel lockers and delivery areas on priority streets. Prepare illustrative concept layouts for spatial organisation, access and integration with pedestrian and tram infrastructure. Infrastructure solutions are presented as conditional on the preferred scenario defined on Task 2.

3.3 Replication methodology for the wider ZTL: define a clear replication methodology explaining how the pilot street framework can be extended to the full ZTL in a subsequent phase, including a governance model, enforcement responsibilities and alignment with SUMP revision. The replication guide does not require detailed street-by-street assessment of the wider ZTL. It should instead extract lessons from the priority streets to guide replication at scale.

3.4 Stakeholder engagement and validation: due to public works of the tram, the Municipality has already started consultative tables and engagement processes, including interviews with stakeholders. The provider is expected to build on this foundation and support the Municipality to perform additional consultation processes with key stakeholders. The supplier will support the Municipality as follows:

(i) **Interviews:** analyses the notes and results the Municipality shares, generating structured feedback from findings to feed deliverables;

(ii) **Survey management:** design one survey (in Italian) for logistics operators, shopkeepers, and other relevant stakeholders agreed by the Municipality, with a target of 30–50 completed responses. The supplier will set up and administer the survey, monitor responses, send one round of reminders in coordination with the Municipality, clean and analyses the results and integrate the findings into the deliverables. Purchase of software or licenses is not required;

(iii) **Materials for public meetings:** prepare up to two sets of presentation materials, in Italian and written for a non-technical audience, for the Municipality to present scenario results and proposed measures. The supplier may be asked to present technical content at these meetings, within the on-site days set out below;

(iv) **Validation:** support final validation of the framework with the Municipality. The stakeholder feedback should be integrated in the Pilot Streets Implementation Framework and support final validations with the Municipality to strengthen political and administrative adoption.

The Municipality will lead stakeholder engagement activities. The supplier will support the Municipality in preparing consultation materials, supporting the preparation and management of a targeted survey of operators, analyzing and synthesizing responses, and preparing materials for stakeholder and public meetings. The supplier is not expected to independently lead or facilitate the stakeholder engagement process.

Expected output: Task 3 ends with Deliverable 3 – Validated Pilot Street Implementation Framework in both Italian and English versions

3.4.4 Phase 4 Learning and Knowledge Harvest

Drawing on the full experience of this assignment, this final task aims to produce a concise transferability output aimed at other Mission Cities facing similar challenges – such as historic centres, restricted traffic zones, transit investments, or pedestrianisation strategies – who wish to apply a comparable approach in their context. The output is intended for the use by NetZeroCities for peer learning and knowledge exchange across the mission network, with special focus on the broader cohort of italian mission cities.

4.1 Transferability and learning output: deliver a concise note (8-10 pages max.) extracting key methodological steps, critical decisions and lessons learned from the Bologna experience, clearly identifying which elements are directly transferable to other cities and which require local adaptation, with reference to the types of urban contexts where the methodology is most applicable.

4.2 Replication factsheet: prepare a one or two-page factsheet summarising the Bologna pilot, the scenario assessment approach, key outputs and replication potential, designed to enrich

mission knowledge repository, support peer learning sessions, and city-to-city exchange across NetZeroCities and Mission platform.

Expected output: **Task 4 ends with Deliverable 4 – Learning and Knowledge Harvest Outputs (Transferability and Learning output; and Replication factsheet) in English.**

3.4.5 Phase 5 CESF Delivery Report

To be prepared following NZC provided template, as a concise but comprehensive account of the entire process, outcomes and learning, identifying any follow-up actions, next steps, and connectivity to NetZeroCities and Mission Platform service offers.

Expected output: Task 5 ends with Deliverable 5 –CESF Report in English.

3.5 Out-of-scope Activities

For clarity, the following services are specifically out of scope:

- **Detailed engineering or execution-level technical design** for physical infrastructure, such as full construction drawings, technical specifications or permitting documents for micro-hubs, loading bays, street redesigns or other works.
- **Procurement, purchase, installation or operation** of physical infrastructure, vehicles, equipment or software solutions, including but not limited to micro-hub facilities, delivery vehicles, parcel lockers or information technology platforms.
- **Long-term implementation support** extending beyond the duration of this assignment, such as multi-year project management, operational management of logistics systems, or monitoring and enforcement after plan approval.
- **Broad, city-wide community engagement processes** that are not directly linked to urban logistics stakeholders and the ZTL context. Engagement activities are limited to those specified in the Scope of Work, and must be agreed in advance with the municipal team.
- **Activities already covered by other ongoing municipal or European projects**, including work focused solely on electric vehicle charging infrastructure or general parking policy that is not directly connected to urban logistics and last-mile delivery.
- D**evelopment of a comprehensive city-wide Urban Logistics Plan.** This assignment delivers targeted analytical and strategic outputs – a scenario assessment matrix and a pilot street implementation framework – as a first step. The extension of these outputs into a full plan is explicitly positioned as a follow-on phase beyond the scope of this contract.

The selected bidder is expected to engage with experts from the NetZeroCities consortium as well as engaging with the Municipality and its key stakeholders. NetZeroCities city advisors and experts (who are resourced already and do not have to be represented in a financial offer) are to be engaged (together with the Municipality) on baseline briefings, the overarching strategic approach within which this assignment takes place, as well as for sharing good practices from other cities, where relevant.

3.6 Milestones

The services are expected to be delivered according to the following (indicative) milestones:

Milestone	Time frame
Kick off with the municipality	Month 1
Baseline Analysis Report (Task 1, Deliverable 1)	Month 2-3
Scenario Assessment Matrix (Task 2, Deliverable 2)	Month 3–5
Stakeholder engagement and validation (task 3, Subtask 3.4)	Month 3-7
Pilot Street Implementation Framework – draft. (Task 3)Month 5-7	Month 5-7
Validated Pilot Streets Implementation Framework – final (deliverable 3)	Month 7-8
Learning and Knowledge Harvest outputs (Task 4, Deliverable 4)	Month 8-9
Final CESF Report outputs (Task 5, Deliverable 5)	Month 9

The City will provide technical coordination, strategic decision-making on scenarios, access to data and integration with existing plans. It will also manage relations with stakeholders and ensure coordination with URBANE and other European projects.

All tasks will be performed with maximum 100 person days' work. The indicative breakdown per task is provided below.

Task	Person-days
Task 1 – Baseline and diagnostics	20
Task 2 – Scenario assessment and matrix	20
Task 3 – Pilot streets framework and zero-emission roadmap	45
Task 4 – learning and knowledge harvest	10
Task 5 – CESF Report	5
Total	**100**

3.7 On-site Meeting

The delivery of this assignment is expected to include a limited but meaningful number of in-person meetings in Bologna, alongside regular online coordination. These on-site moments are considered important to ensure a shared understanding of local conditions, support effective co-design with stakeholders, and facilitate informed decision-making at key stages of the work.

The selected supplier will be expected to support the City to plan, facilitate and participate in the following in-person activities as a minimum:

- **One in-person early-phase workshop in Bologna (one day)**, aimed at aligning on objectives, scope, data availability, governance arrangements and the overall work plan with the municipal technical team and key internal stakeholders.

- **One in-person working session during the scenario development and roadmap phase (one day)**, focused on discussing preliminary findings, reviewing alternative logistics scenarios, and jointly identifying a preferred direction with the Municipality.
- **Two in-person stakeholder engagement activities in Bologna (2 days)**, the format of which (workshop, target interviews, co-design sessions or other participatory formats) will be agreed in advance with the municipal team. . These meetings are expected to involve logistics operators, business associations, shopkeepers and other relevant stakeholders, and to support structured consultation on proposed regulatory, organisational and spatial measures. Suppliers should plan for a minimum of two such activities, while remaining flexible on format and timing

Additional meetings, coordination calls and working sessions may take place online, as agreed between the supplier and the Municipality during the inception phase.

Suppliers are required to include all travel and accommodation-related costs associated with the above on-site activities in their financial proposal. No separate reimbursement will be provided for travel costs outside the agreed contract value.

3.8 Expected Budget

The maximum budget available for the support is €65.000,00 (VAT excluded) including travel cost and budget for specialist / external experts.
Bidders are expected to propose the team composition they consider most appropriate to deliver the assignment and must show a breakdown of proposed team roles, effort allocation and applicable day rates, including involvement of any specialist / external experts insofar as they deem relevant. Should a bidder submit a financial proposal exceeding this planning budget, they are required to provide a detailed justification explaining the rationale behind the higher cost, outlining the added value or specific resource allocation that justifies the variance.

3.9 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 general requirements for the team delivering the services are:

- Ability to **work in Italian on complex technical and regulatory content**, including the drafting of formal planning documents suitable for municipal approval processes.

- A **strong understanding of the Italian regulatory and administrative context**, particularly in relation to urban mobility, freight transport, ZTLs, access regulation and local governance.

- **Methodological continuity** with data analysis and planning approaches already developed for the City of Bologna, including the ongoing Parking Plan supported through CESF.

- Adherence to recognised professional ethics and quality standards in planning, evaluation and advisory services.

- Proven experience in **project and financial management**, with evidence of delivering comparable assignments on time and within budget.

- Working knowledge of European and, preferably, Italian urban mobility and traffic regulation frameworks, including parking management and access control systems.

- Demonstrated experience in **integrating freight and urban logistics planning** with public transport investments (such as tram systems), pedestrianisation schemes and parking strategies.

- Experience in designing and facilitating **stakeholder engagement processes** involving logistics operators, business associations and public authorities, using participatory and co-creative approaches.

The experience and capabilities for the key experts are the following:

Key Expert 1: Team Leader

- **Education:** University degree in transport planning, urban planning, logistics, engineering, or related field;
- **General professional experience:** Minimum 7 years of relevant experience. At least 3 years in a leading role (team leader or project manager)
- **Specific professional experience**: Proven experience in urban logistics planning and policy design. Experience integrating logistics with sustainable mobility policies (e.g. ZTLs, pedestrianisation, public transport projects).
- **Languages:** Fluency in Italian (C1/C2) and English.

Key Expert 2: Stakeholder Engagement / Facilitation Expert

- **Education:** University degree in social sciences, urban planning, public policy, communication, or related field.
- **General Professional Experience:** Minimum 5 years of experience in stakeholder engagement and facilitation.
- **Specific Professional Experience:** Proven experience in participatory processes in urban or mobility projects. Ability to translate technical content into accessible communication. Experience managing conflicting interests is a strong asset.
- **Languages:** Fluency in Italian (C1/C2) and English.

Other Relevant Expertise

These profiles are not mandatory individually, but bidders should demonstrate that these competences are covered within the team.

- Data analysis/modelling specialist (to work with and interpret existing datasets and analytical tools/modelling outputs; no new economic or traffic modelling is required)
- Urban design / Spatial planning relevant to street-level mobility and logistics intervention.
- Stakeholder Consultation experience in supporting public authorities with stakeholder consultation, operator surveys and participatory processes, with ability to translate stakeholder input into recommendations.

These capabilities may be combined across team members and do not necessarily require separate dedicated experts.

3.10 Methodology

The service provider is expected to apply a suitable and professionally recognised methodology to deliver the assignment. The proposed approach should be flexible, proportionate and tailored to the City of Bologna's context.

Therefore, the supplier needs to describe

- Detailed methodological approach that covers all tasks with responsibilities and a defined timeline.

- Detailed approaches for structuring the work.
- Detailed approaches for survey to be delivered.
- Detailed risks and risk mitigation measures.

Specifically, the methodology should:

- Provide the flexibility to be revised **together with the City of Bologna** at the start of the service, to build upon existing data, plans and project outputs, including URBANE, the Parking Plan, the tram project and the EV charging infrastructure plan.
- Combine quantitative analysis, where reliable data are available, with qualitative insights from stakeholder engagement and local expertise. The supplier is not expected to conduct detailed economic modelling. Any quantitative material should be proportionate to the 100 person-day envelope.
- Explicitly address alignment with Bologna's broader climate neutrality objectives and its Climate City Contract under the EU Cities Mission.
- Include a small provision of time to engage with NetZeroCities experts around the subject matter.

Suppliers are encouraged to clearly describe their proposed analytical tools, data sources and engagement approaches, while maintaining sufficient flexibility to adjust the methodology in agreement with the City during the inception phase.

3.11 Deliverables

The following deliverables are requested, linked to the task structure and indicative timeline set out above, Where specified, bilingual versions (Italiana and English) are required to ensure usability both by the City and by NetZeroCities for knowledge exchange purposes.

Deliverable 1 (Task 1) – Baseline Analysis Report (in English and Italian)

A concise report synthetising the current situation of freight logistics in the ZTL, drawing on existing data sources and modelling tools (URBANE project outputs, Parking Plan, other studies and available datasets), and key findings from interviews already conducted by the municipal team. The report should clearly identify priority challenges, key gaps in regulatory and spatial framework, and the strategic issues to be addressed by the scenario assessment in task 2.

Deliverable 2 (Task 2) – Scenario Assessment Matrix (in English and Italian)

A structured comparison of 2-3 logistics scenarios for the ZTL, assessed through a qualitative multi-criteria assessment matrix covering regulatory, spatial, operational and feasibility dimensions. The matrix should evaluate impacts on traffic, emissions, public space, operator acceptance, readiness, and be informed by European best practice from comparable cities. The document should provide the City with a clear, evidence-based framework to support strategic decision making and scenario selection, supported by the municipal team. No monetised cost-benefit analysis, detailed economic appraisal, financial modelling or detailed economic modelling is required from the supplier.

Deliverable 3 (Task 3) – Pilot Street Implementation Framework (in English and Italian)

A fully worked up implementation framework for the four (4) priority tram corridor streets - Via Indipendenza, Ugo Bassi, Via San Felice, and Via Lame - validated with the municipality. The framework should include

- Access rules and loading/unloading organisation for priority streets, including windows, vehicle-based criteria and dedicated delivery spaces.
- Conceptual references for micro-hubs, parcel lockers, and delivery areas, including illustrative concept layouts at a non-engineering level, building on URBANE project outputs.
- A replication explaining how the framework can be extended to the wider ZTL in a subsequent phase, including indicative governance model and alignment with the 2027 SUMP revision.
- A progressive zero-emission transition roadmap scaling from pilot streets to the full ZTL by 2030, with intermediate milestones, temporary derogation criteria, and indicative incentive mechanisms.

Deliverable 4 (Task 4) – Learning and Knowledge Harvest Outputs (in English)

Two complementary outputs designed for use by NetZeroCities for peer learning and knowledge exchange across the Mission network, with particular relevance for the broader cohort of Italian Mission Cities:

- A Transferability and Lessons Learned Note (maximum 8-10 pages): extracting key methodological steps, critical decisions and lessons from the Bologna experience, clearly identifying which elements are directly transferable to other cities and which require local adaptation.
- A Replication Factsheet (1-2 pages): summarising the Bologna pilot, the scenario assessment approach, key outputs and replication potential, designed to enrich the Mission knowledge repository and support city-to-city exchange.

Deliverable 5: CESF Final 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-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

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

3.12 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.

3.13 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

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. The Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- 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 no less than 30 days net 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 supplier's 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 criterion 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 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** 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.**

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 English and 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 3/3.11 (Scope of Work/Deliverables).
   The financial proposal shall be submitted as a fixed-price quotation covering the full scope of the assignment. Unless expressly stated otherwise in the Request for Proposal, no additional costs, expenses or fees (including travel, accommodation, subsistence, overheads, administrative costs or any other incidental expenses) shall be reimbursed by Climate-KIC during contract implementation.

   Each row of the Main Quote Table must correspond to a deliverable and include:

- Deliverable name (as listed in Section 3/3.11)
- 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.

The subtotal for each deliverable shall be fully traceable to the corresponding effort and daily rates presented in the Resource Plan (Table 7) and Rate Card (Table 6).

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 (including subcontractors or external specialists, where applicable.) 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).

This plan ensures full traceability between the resources, the deliverables and the associated costs. The total cost shown in the Resource Plan shall reconcile with the total quotation submitted in Table 5.

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

- The **deliverable(s)** planned for that period (as listed in Section 3.11 – 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 3.11)
- 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. For External Suppliers (Non-NZC Consortium): Travel and subsistence costs required for the delivery of the assignment shall be fully included in the fixed-price quotation and clearly itemised. No additional reimbursement of travel or accommodation costs will be made during contract implementation. Time spent travelling is not considered billable. Bidders 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. The quotation shall be signed by an authorised representative of the supplier.
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. The bidder shall also declare any potential conflict of interest that could reasonably be perceived to affect the impartial performance of the assignment.

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 Managers identified 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 alternative suppliers where the successful bidder is, or becomes, uncompetitive
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 bids@netzerocities.eu by the submission deadline specified in Section 1.2.
10. Where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Managers identified in Section 1.1, confirming whether they intend to submit a proposal by the submission deadline specified in Section 1.2.
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.
18. Following notification of the procurement outcome, Climate-KIC will observe a standstill period of seven (7) calendar days before entering into the contract with the successful bidder. During this period, unsuccessful bidders may submit a written request for clarification regarding the evaluation outcome or request a review of the evaluation process where they consider that the procurement procedure has not been conducted in accordance with the provisions of this Request for Proposal. Any such request must be submitted in writing within the standstill period to the CESF Contract Manager, **Luisa Carretti**, by email at **CESF@netzerocities.eu**. Climate-KIC will consider all requests received before proceeding with contract signature. Upon expiry of the standstill period and provided that no outstanding review requests remain under consideration, Climate-KIC may proceed with the contract award and execution.

List of Q&As SGA3-MCCC-029 Bologna Urban Logistic

Questions	Answers
1. Proposal templates and response documents - Sections 6.1 and 6.3 Section 6.3, point 13, states that the formatting of the RFP and the “attached response document” should not be altered. However, we have not identified a separate response template among the documents available on the procurement webpage. Could you please confirm whether a mandatory response document or any other templates must be used? If so, please provide these documents or indicate where they can be downloaded. If no mandatory templates are provided, please confirm that bidders may use their own format, respecting the overall limit of 30 pages, including attachments.	No mandatory proposal response template is provided. The reference in Section 6.3(13) to an “attached response document” does not apply to this procurement, as no separate response template has been provided. Bidders may use their own format, provided that the proposal follows the sequence and numbering of the RFP, in accordance with Section 6.3(12), and addresses all requirements set out in the RFP. Under Section 6.2(6), the quotation must be submitted in PDF format and signed by an authorised representative of the supplier. The total submission, including attachments, must not exceed 30 pages, as specified in Section 6.1(4). The standard exception is a separate attachment containing CVs only, with a maximum of three pages per CV. Alternatively, relevant information on the proposed team may be included within the 30-page limit. Exceptionally, additional documentation strictly necessary to substantiate specific eligibility circumstances may be submitted separately, subject to the conditions set out in the response to Question 2. This exception does not apply to other documents required under the RFP, including the Main Quote Table, Rate Card and Resource Plan, which must remain within the 30-page limit and comply with Section 6.2.
2. Evidence of eligibility — Section 3.12 Section 3.12 identifies circumstances that may lead to rejection, including insufficient technical, professional or financial capacity, but does not specify the supporting documents required at submission. Could you please confirm whether a declaration signed by the bidder’s authorised representative, confirming compliance with the eligibility requirements and disclosing any applicable circumstances, is sufficient at proposal stage, alongside the information expressly required elsewhere in the RFP? Please clarify whether supporting evidence would be requested subsequently, if necessary, or whether any documents must accompany the proposal. If supporting documents are required at submission, please specify their type, required format and any applicable minimum financial or capacity thresholds. Please also confirm whether the eligibility declaration and any required supporting documents count towards the overall limit of 30 pages, including attachments, specified in Section 6.1, or whether any of these documents are excluded from that limit.	A signed self-declaration covering the relevant eligibility circumstances is sufficient at submission stage. The RFP does not prescribe a standard eligibility declaration or a fixed list of supporting documents. Bidders must disclose relevant eligibility circumstances, including relationships with the beneficiary City and potential conflicts of interest, as required under Section 6.2(9). No minimum turnover threshold is specified in the RFP. Technical, professional and financial capacity will be assessed in accordance with Section 3.12, taking into account the relevant requirements under Section 3.9 and the information provided in the proposal, including the proposed team's experience, expertise and capacity to deliver the assignment. Climate-KIC reserves the right to request additional information, clarifications or supporting documents where necessary to assess eligibility and compliance with the RFP. The 30-page limit in Section 6.1(4) applies, subject to the separate CV attachment described in the response to Question 1. Exceptionally, additional documentation strictly necessary to substantiate specific eligibility circumstances may be submitted separately, provided that the bidder explains in the submission email why the documents are provided separately and which circumstances they substantiate. This is not a general exemption from the page limit.

Questions	Answers
3. Evidence of “Capacity to Deliver” — Section 5.2.2 Section 5.2.2 specifies the information to be provided on current workload and capacity management but does not prescribe a format or supporting evidence. Could you please clarify the minimum information and level of detail required to address both subcriteria? Is a concise statement by the bidder covering existing time commitments and capacity management measures sufficient, without additional supporting documents?	Yes. Bidders may use their own format to present the proposed team's current workload and capacity management, provided that the information is clear, sufficiently detailed and allows Climate-KIC to assess the availability of the proposed team and the bidder's capacity to deliver the assignment. The RFP does not prescribe a mandatory format or require separate supporting documents for these two aspects. **Current Workload:** As set out in Sections 5.2.2 and 6.2 of the RFP, bidders should provide a list of the projects currently being delivered by the individuals proposed for this assignment and indicate, for each individual, the percentage of their time already committed to other projects. This information should make it possible to understand each team member's existing commitments and availability to work on the Bologna assignment. To present this information clearly, bidders are invited to use a table showing, for each proposed team member and role, their current commitments to other projects and the time allocated to the Bologna assignment. The table should make clear how much time each individual can dedicate to this assignment in relation to their overall working capacity. **Capacity Management:** Bidders should explain how they manage their team's workload and ensure that sufficient resources remain available to deliver the assignment as planned. This should include the measures they would take if capacity constraints arise, if the scope of work increases or if additional resources are needed to accelerate delivery. The simplified, non-exhaustive table provided in Section 6.2 may be used as a reference. The Resource Plan submitted under Section 6.2 must be consistent with the workload information and clearly show the resources and working days allocated to the Bologna assignment.
4. Participation through a grouping or joint proposal Could you please confirm whether two or more organisations may submit a joint proposal, including through a temporary grouping of undertakings under Italian law (RTI), either already established or to be established following award? If joint proposals are permitted, please clarify: - whether a lead organisation must be designated and whether it would act as the sole contracting and invoicing entity; - which documents and signatures are required at submission and which may be provided following award; - whether a grouping agreement or mandate must already be executed at submission, or whether a signed commitment to establish the grouping is sufficient;	The reference to RTI under Italian law does not, in itself, determine the legal framework applicable to this procurement. The procurement process must be conducted in accordance with the applicable European Union rules and principles governing public procurement and the use of EU funds, together with the applicable Dutch national legislation. Article 18 of Climate-KIC's Standard Terms and Conditions provides that the Contract awarded following this procurement will be governed by Dutch law. Accordingly, the reference to an RTI under Italian law does not, by itself, establish the form of participation or contractual arrangement applicable to this procurement. Yes. A proposal may include contributions from more than one organisation. However, Climate-KIC will not enter into a contract with a grouping of organisations: one organisation must be clearly identified as the lead bidder and will be the sole contracting and invoicing entity towards Climate-KIC. The lead

Questions	Answers
- whether any specific allocation of responsibilities or liability among the participating organisations is required.	organisation will remain responsible for the delivery of the assignment and the fulfilment of all contractual obligations. At submission stage, the quotation must be signed by the authorised representative of the lead bidder, in accordance with Section 6.2(6) of the RFP. The RFP does not prescribe a specific mandate or grouping agreement to be submitted with the proposal, nor does it establish a requirement for joint and several liability among participating organisations. The proposal must, however, clearly describe the proposed delivery arrangement and identify all organisations involved. Bidders must explain the role and contribution of each organisation, the tasks or parts of the assignment for which it will be responsible and the team members or consultants associated with each organisation. The allocation of roles, tasks and resources must be consistent with the proposed methodology, Rate Card and Resource Plan. Where an organisation is proposed as a subcontractor, this must be clearly stated and the work to be subcontracted must be identified. Under Article 13 of Climate-KIC's Standard Terms and Conditions, subcontracting is subject to Climate-KIC's prior written consent. Climate-KIC will assess the proposed arrangement before granting any required authorisation. No subcontracting may be carried out without the required prior written consent. The lead contractor remains responsible towards Climate-KIC for the performance of the entire assignment, including activities carried out by subcontractors. The prior written consent requirement applies regardless of which set of terms and conditions governs the contract. Article 13 of Climate-KIC's Standard Terms and Conditions provides as follows: “The Supplier shall not assign, delegate, subcontract, transfer, charge or otherwise dispose of all or any rights/responsibilities under the Contract without Climate-KIC’s prior written consent.” The applicable Standard Terms and Conditions are provided alongside this clarification for the information of all bidders.
5. Assessment of requirements and experience in a joint proposal If joint proposals are permitted, could you please confirm that capacity and experience may be demonstrated collectively by the grouping and that references from all members will count towards the evaluation score? If different rules apply, please specify which requirements must be met individually and any restrictions on the references considered for scoring.	Yes. A proposal may include contributions from more than one organisation, subject to the conditions set out in the response to Question 4. Relevant experience and references of other participating organisations may be taken into account to the extent that they relate to the tasks those organisations are proposed to perform under the assignment. Each Key Expert must individually meet the requirements of the relevant profile in Section 3.9. Bidders must identify the organisation associated with each proposed team member and describe their role, relevant experience and contribution to the assignment. Bidders must provide relevant information on all individuals who will contribute to the assignment, irrespective of whether they are employed by the lead bidder or associated with another participating organisation. This information must include their relevant experience, skills and capabilities, their

Questions	Answers
	role in the assignment and their allocation of resources. The proposal must identify the organisation with which each individual is associated and explain that organisation's contribution to the assignment. All information will be assessed against the requirements and evaluation criteria set out in Section 5.2 of the RFP.
6. With reference to the RFP in question, we would like to ask for a clarification on Section 3.9 (Required Experience and Capabilities), where two Key Experts are defined: Team Leader and Stakeholder Engagement/Facilitation Expert. Could you please confirm whether: A)the two roles must be held by two distinct individuals, or whether a single person who meets all the requirements of both profiles may be proposed for both roles; B)if the same person may cover both roles, whether any additional condition applies (for example, how their effort should be shown in the Resource Plan and how their workload will be assessed under “Capacity to Deliver”).	The RFP defines two Key Expert profiles: Team Leader and Stakeholder Engagement / Facilitation Expert. It does not expressly state that these roles must be performed by two different individuals. Accordingly, a bidder may propose the same individual for both roles, provided that the individual meets all the requirements specified for each profile and that the proposed team can credibly deliver all the activities required under the assignment. Where the same individual is proposed for both roles, bidders should clearly indicate this in the Resource Plan by including a separate line for each role and showing the working days allocated to each role. The allocation must reflect the individual's overall availability and show non-overlapping working days, so that the same working days are not counted twice in the total resource allocation for the assignment. During the evaluation, the evaluators will assess whether the proposed team composition, including any allocation of two roles to the same individual, is adequate to meet the requirements of the RFP and provides sufficient capacity to deliver the assignment effectively. The assessment will take into account the proposed responsibilities, resource allocation and the individual's availability, in accordance with the evaluation criteria set out in the RFP.
7. With reference to the RFP in question, we would like to ask for a clarification on how bidders may involve partners in the delivery of the assignment. The RFP does not specify the formula to be used, so we would like to understand how this works. Could you please clarify: A) Admissible formulas: whether a bidder may submit the proposal as a single lead entity with partners acting as subcontractors, as a joint bid (e.g. consortium or temporary association), or both, and whether one option is preferred; B) Documentation at submission: whether partners or subcontractors must be named in the proposal (with their roles, days and rates in the Rate Card and Resource Plan) and whether a formal contractual link is required at bid stage (e.g. letter of intent or partnership agreement), or whether it can be formalised after award.	Please refer to the response to Question 4 for the conditions applicable to proposals involving multiple organisations. A proposal may involve multiple organisations, but Climate-KIC will enter into a contract with one identified lead organisation only. A joint contract with a grouping of organisations will not be concluded. Where other organisations are involved as subcontractors, this must be clearly stated in the proposal and their contributions must be identified. The RFP does not prescribe a specific formula or standard format for describing the arrangement, nor does it require a specific letter of intent or partnership agreement at proposal stage. Bidders must clearly identify the lead organisation and describe the proposed delivery arrangement and the roles and contributions of all organisations involved, in accordance with Question 4. The Rate Card and Resource Plan must include all roles, resources, working days, daily rates and costs required for the assignment, including those provided by other participating organisations, subcontractors and external specialists, where applicable. Rates must reflect the amounts actually charged to Climate-KIC for the relevant services. Where subcontractors are proposed, their involvement is subject to Article 13 of Climate-KIC's Standard Terms and

Questions	Answers
	Conditions, which requires prior written consent before subcontracting is carried out.
8. With reference to Section 3.12, which mentions proposed suppliers who "will continue to be a full-time employee of an EU grant recipient or a Net Zero Cities Consortium partner during the contract term", would an expert employed full-time by a public university (e.g. a full time Professor) that has received EU funding be eligible to participate as a team member or subcontractor, provided they contribute in a personal capacity and not on behalf of the university? We would also appreciate clarification on whether this restriction applies to any organisation receiving EU funding, or only to organisations that are beneficiaries of NetZeroCities or its related programme. Finally, could you please advise what type of documentation, if any, should be included in the application in such cases (e.g. a declaration or authorisation from the employer), particularly given that the clause appears to be applied on a discretionary basis?	Section 3.12 of the RFP states that proposed suppliers who will continue to be full-time employees of an EU grant recipient or a NetZeroCities Consortium partner during the contract term are subject to the eligibility restriction set out in that section. As currently worded, the restriction is not limited to organisations receiving funding under NetZeroCities; it refers to EU grant recipients generally and to NetZeroCities Consortium partners. The fact that an expert is employed full-time by a public university or another organisation that has received EU funding does not, by itself, establish whether the expert's proposed participation complies with the RFP. The assessment must take into account the requirements of Section 3.12, as well as the applicable rules on double funding. Under the applicable EU Financial Regulation, the same costs cannot be financed twice by the EU budget. Accordingly, the costs of an expert's work on this assignment must not also be charged to another EU-funded action or grant. In assessing the circumstances described in the question, bidders should consider the following: **Employment and eligibility:** The identity and status of the expert's employer must be disclosed, including whether the employer is a NetZeroCities Consortium partner. The RFP states that NetZeroCities Consortium partners should not participate in the procurement. This restriction must be considered separately from the prohibition on double funding. **Potential double funding:** Bidders must ensure that the costs associated with the expert's work on this assignment are not also charged to another EU-funded action or grant. The fact that the employer receives EU funding does not, in itself, establish that double funding would occur. **Employer authorisation:** Bidders are responsible for checking whether the expert's participation requires authorisation from their employer under the applicable national labour laws and regulations in the country where the expert is based, and for obtaining any authorisation required. The RFP does not prescribe a standard declaration or employer authorisation specifically for this situation. Bidders must disclose the relevant circumstances in their proposal, including the expert's employment relationship, the identity and status of the employer, the proposed arrangement for the expert's participation and any relevant funding considerations. Climate-KIC may request additional information or supporting documentation where necessary to assess compliance with the RFP. Eligibility will be assessed against the requirements of Section 3.12 and the applicable rules. Participation in a personal capacity, rather than on behalf of the employer, does not in itself resolve the eligibility question.

Questions	Answers
9. Section 4.1 allows bidders to request a deviation from the standard 100% payment upon acceptance of the Final Delivery Report. Would a schedule of payments linked to the acceptance of Deliverables 1, 2, 3 and 4–5 be considered acceptable in principle?	Yes, in principle. Under Section 4.1 of the RFP, bidders may propose a payment schedule linked to the achievement and acceptance of defined deliverables, subject to prior written approval by the Climate-KIC Contract Manager. Any proposed schedule must be included in the financial proposal. Monthly payment schedules are not accepted, and approval of any deviation remains at Climate-KIC's discretion.
10. Does the 30-page limit in Section 6.1 include the CVs of the proposed experts and the financial quotation (Tables 5–7), or can these be submitted as separate annexes outside the page count?	The 30-page limit in Section 6.1(4) applies to the full proposal submission, including attachments. The standard exception is a separate CV-only attachment, with a maximum of three pages per CV, as explained in the response to Question 1. The Main Quote Table (Table 5), Rate Card (Table 6) and Resource Plan (Table 7), as specified in Section 6.2, must be included within the 30-page limit. Additional eligibility evidence may be submitted separately only in the exceptional circumstances and under the conditions described in the response to Question 2.
11. Can the proposal be submitted by a lead company with independent experts (freelancers) engaged as subcontractors, including in Key Expert roles? If so, are any specific documents or declarations required from the subcontracted experts?	Yes. A lead organisation may propose independent experts (freelancers) as subcontractors, including for Key Expert roles, provided that the experts meet the relevant requirements of Section 3.9 and that the proposed team has sufficient capacity to deliver the assignment. The proposal must identify the experts, their roles and contributions, and the resources allocated to the assignment. Their working days, daily rates and costs must be reflected consistently in the Rate Card and Resource Plan required under Section 6.2. The RFP does not prescribe a specific declaration or standard document for subcontracted experts at submission stage. However, all proposed experts and subcontractors must comply with the applicable eligibility requirements under Section 3.12. Subcontracting requires Climate-KIC's prior written consent under Article 13 of the Standard Terms and Conditions.
12. For the Key Experts' Italian and English fluency (C1/C2), is an official certification (e.g. CILS, Oxford) or a declaration in the CV considered sufficient evidence?	The RFP does not require an official language certificate as evidence of proficiency. Bidders should indicate the Italian and English proficiency of each Key Expert in the proposal or CV, including the required Italian level (C1/C2), as specified in Section 3.9. Climate-KIC reserves the right to request further information or supporting evidence where necessary to assess compliance with Section 3.9.
13. Could you indicate which datasets the City expects to provide at inception (e.g. ZTL access data, inventory of loading/unloading bays, permit data, URBANE Living Lab outputs, Parking Plan outputs) and in which format? Could you also confirm approximately how many stakeholder	As set out in Sections 3.4.1 and 3.4.2 of the RFP, the City will provide access to relevant existing datasets, studies and analytical resources, including outputs from the URBANE project and the Parking Plan. The City has confirmed that the following datasets have been collected and are expected to be relevant to the assignment:

Questions	Answers
interviews have already been conducted by the municipal team, and whether notes/transcripts will be shared in full?	• ZTL boundaries, including restricted-access and pedestrian zones (Shapefile); • ZTL access control gates (Shapefile); • Traffic counts at ZTL gates, categorized by access permit type (Excel); • Road network (Shapefile); • Locations of loading/unloading bays (Shapefile); • Parcel locker locations (Shapefile); • Parking space locations by type (Shapefile); • Loading/unloading bay occupancy data (Excel and Shapefile); these data originate from a mobile application used by service operators, and their reliability and representativeness will need to be assessed; • Current regulatory framework, including access permits, time windows, vehicle classification criteria and temporary exemptions (PDF/Excel). This list is indicative and may not be exhaustive. The availability, relevance and usability of the datasets and any additional information will be reviewed with the City during the inception phase. In accordance with the scope of work set out in the RFP, the supplier is expected to build primarily on existing information rather than undertake extensive primary data collection. The City has confirmed that approximately 120 questionnaires have been completed, representing a response rate of around 22%. The full survey results and questionnaire template will be provided at inception. The City has not confirmed the number of qualitative stakeholder interviews conducted to date or whether full interview notes or transcripts will be made available. The availability of any additional stakeholder engagement materials will need to be confirmed during the inception phase. Bidders should propose a proportionate and flexible approach, taking into account the information made available at inception.
14. Section 5.2.4 states that scoring is applied per pricing schedule section and then combined. Could you confirm whether the price score is calculated on the total fixed price of the quotation?	The price evaluation is based on the total price of the quotation, excluding VAT, for the full scope of the assignment. The total price must include all costs required to deliver the assignment, including any applicable travel and accommodation costs. Any such costs must be identified separately in the Main Quote Table and included in the final total price. The total price must be consistent with the proposed Resource Plan and Rate Card. The lowest evaluated total price will receive the maximum score of 40 points. The scores for the other quotations will be calculated using the following formula: Price score = (Lowest evaluated total price / Tendered total price) × 40

STANDARD TERMS AND CONDITIONS FOR SUPPLY OF GOODS OR SERVICES TO CLIMATE-KIC (STANDARD TERMS & CONDITIONS)

1. INTERPRETATION

In these Standard Terms & Conditions the following words have the following meanings:

Background IPR means any and all Intellectual Property Rights which were already in possession of a party before the starting date of the agreement and/or which were generated by a party outside the scope of the Services.

Climate-KIC means Stichting Climate-KIC International Foundation (or the applicable identified subsidiary) purchasing the Goods or acquiring Services from the Supplier.

Contract means the agreement between Climate-KIC and the Supplier comprising: (i) the Commercial Terms, (ii) these Standard Terms & Conditions, (iii) Any Annexures (iv) the Ethical Standards for Climate-KIC Contractual Counterparties available at https://www.climate-kic.org/policies and (v) if applicable and listed in the Commercial Terms.

Employment Liabilities means all claims, demands, losses, liabilities, actions, proceedings, damages, compensation, awards, judgements, fines, costs (including legal and professional costs) and expenses.

Fees means the fees specified in the Contract as payable in exchange for the Services.

Foreground IPR means any invention or discovery (whether patentable or not), copyright, trademark, design right or confidential know-how conceived, produced or reduced to practice by the Supplier in carrying out its Services under the Contract.

Goods means any goods (or any part or parts thereof) agreed in the Contract to be purchased by Climate-KIC from the Supplier.

Services means the services agreed to be provided by the Supplier to Climate-KIC under the terms of the Contract.

Supplier means the individual or organisation who accepts or agrees the Contract.

TUPE means the transfer of undertakings as per Council Directive 2001/23/EC, any local legislation implementing such Directive or any local legislation to a similar effect or covering the same topic as the Directive, and in each case, as such law may be amended, supplemented or replaced from time to time.

In these Standard Terms & Conditions, references to any statute or statutory provision shall be construed as a reference to that statute or provision as from time to time amended, consolidated, modified, extended, re-enacted or replaced, and references to the singular include the plural and vice versa as the context admits or requires.

2. APPLICATION OF TERMS & CONDITIONS

These Standard Terms & Conditions shall govern the Contract to the entire exclusion of the Supplier's terms or conditions. No terms or conditions endorsed upon, delivered with or contained in the Supplier's quotation, proposal, acknowledgement or acceptance of a purchase order, specification or similar document will form part of the Contract and the Supplier waives any right which it otherwise might have to rely on such terms and conditions.

Climate-KIC's rights under these Standard Terms & Conditions are in addition to the statutory terms implied by other applicable laws in relation to the sale of goods and supply of goods and services.

3. ACCEPTANCE & PRECEDENCE

These Standard Terms & Conditions are an offer by Climate-KIC to buy from the Supplier and become part of the binding Contract on the terms set forth herein when accepted by the Supplier by the commencement of performance or such earlier act evidencing agreement such as execution of the Commercial Terms.

Notwithstanding the foregoing, in the event of a conflict between these Standard Terms & Conditions and the Commercial Terms or any other documents specified in the Commercial Terms, these Standard Terms & Conditions shall prevail.

4. INDEPENDENCE & EMPLOYMENT LIABILITIES

The Supplier shall perform the Services independently, at its discretion and without supervision or guidance of Climate-KIC. Climate-KIC is however entitled to provide the Supplier with directions and instructions concerning the outcome of the Services.

Nothing in the Contract shall prevent the Supplier from entering into other agreements for services during the term of the Contract provided always that such other agreements do not impose restrictions on the Supplier's ability to perform the Services properly and effectively and in accordance with the Contract, nor place the Supplier in a position of conflict of interest with Climate-KIC.

The Supplier shall indemnify Climate-KIC against all Employment Liabilities relating to claims that the Supplier, or any individual associated with the Supplier's provision of the Services, has become an employee or worker of the Company by operation of TUPE as a result, of any of the events contemplated by this Contract.

5. SUPPLY OF SERVICES/PROVISION OF GOODS

The Supplier will provide the Goods or Services to Climate-KIC from the specified date in accordance with the Contract.

The Supplier will meet any performance dates for the Goods or Services specified by Climate-KIC and time is of the essence in relation to all specified performance dates.

The Supplier will:

a. cooperate with Climate-KIC in all matters relating to the Goods or Services and comply with all instructions of Climate-KIC,
b. perform the Services or provide the Goods with reasonable skill and care and in accordance with industry best practice prevailing in the relevant sector from time to time and the laws and regulations in the relevant jurisdiction(s) applicable to the Services,
c. use suitably skilled and experienced personnel to deliver the Services or provide the Goods,
d. ensure that all the Supplier's personnel who access Climate-KIC's physical premises or virtual environment comply with those of the Climate-KIC's policies that apply to persons who are allowed such access,
e. use the best quality goods, materials, standards and techniques in providing the Goods or Services and ensure that all goods and materials supplied and used in the Services or transferred to Climate-KIC will be free from defects in workmanship, installation and design,
f. ensure that the Goods or Services conform with all descriptions and specifications provided by Climate-KIC and are fit for any purpose that Climate-KIC explicitly or implicitly makes known to the Supplier,
g. obtain and maintain all licences and consents which may be required for provision of the Goods or Services, and
h. not do or omit to do anything which may cause Climate-KIC to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business comply with all applicable laws, regulations, policies, guidelines or industry codes, and with the specific requirements applicable to this relationship as specified in the Contract.

6. FEES, PAYMENT TERMS & TAX

In consideration for satisfactory delivery of the Services, Climate-KIC agrees to pay the Supplier the Fees in accordance with the Contract.

Unless otherwise specified in the Commercial Terms, the Supplier shall invoice Foundation for the Fees monthly in arrears with payment of undisputed amounts due no later than 30 days after the date of receipt of invoice by Foundation.

In consideration of the length and complexity of the assignment, Climate-KIC and the Supplier may agree to periodic payment terms, except for monthly payments.

Fees are exclusive of any value added tax or any other locally applicable equivalent transaction taxes (including sales tax, excise tax, goods and services tax, consumption tax, business tax or similar taxes) (VAT), all of which is payable by Climate-KIC at the rate and in the manner from time to time prescribed by law.

7. WARRANTIES & REPRESENTATIONS

The Supplier represents, warrants and undertakes that any Goods and Services comply with applicable laws and regulations of the country/ies of origin and destination, including those relating to manufacture, labelling, transportation, importation, exportation and licensing.

The Supplier warrants and undertakes that they will observe all health and safety rules and regulations and any other security requirements that apply at any place where the Goods or Services are delivered.

The Supplier represents, warrants and undertakes that they:

a. will accept this Contract and operate their business in compliance with all applicable laws and regulations,
b. will not take any action that will cause Climate-KIC to be in breach of any applicable laws or its own policies as available at https://www.climate-kic.org/policies including those for the prevention of fraud, bribery and corruption, racketeering, money laundering or terrorism and in relation to conflicts of interests and gifts,
c. have taken reasonable steps to ensure that there is no modern slavery or human trafficking in their supply chain or in any other part of their business and have implemented due diligence procedures to that effect,
d. have not nor have nor any of their officers, employees or other persons associated with the Supplier:
e. been convicted of any offence involving slavery and human trafficking, or
f. been the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking,
g. will not offer, pay, request or accept any bribe, inducement, kickback or facilitation payment, and will not make or cause another to make any offer or payment to any individual or entity for the purpose of influencing a decision for the benefit of Climate-KIC, and
h. will ensure that they and their affiliated companies, suppliers and subcontractors performing Services with Climate-KIC operate their business in compliance with all applicable laws and in a manner consistent with the principles above.

The Supplier represents, warrants and undertakes that it is not on any applicable official national or international sanctioned party lists and that performance of this Contract will not violate applicable embargo regulations. Climate-KIC has the right to conduct screening checks of the Supplier, including verification of the Supplier's identity, including full name, country location and address, against official national and international sanctioned party lists and embargo regulations. If the screening indicates that the Supplier is an international sanctioned party or is in violation of embargo regulations, Climate-KIC may immediately terminate this Contract for material breach as below.

8. CONFIDENTIALITY

Confidential Information means any information relating to a party's services, operations, plans or intentions, service information, design rights, trade secrets, market opportunities and business affairs or those of its clients or affiliates, whether or not marked or indicated as confidential and howsoever disclosed to the receiving party, for as long as that information is not in the public domain (except where in the public domain by reason of a breach by the receiving party), except where the receiving party receives it independently of the disclosing party either from a third party or where it was in the receiving party's possession prior to the date of the Contract.

Each party agrees that it will only use the Confidential Information for the purposes of delivering or receiving the Goods or Services and will exercise no lesser security measures and degree of care in relation to the Confidential Information than it would apply to its own Confidential Information. Each party agrees not at any time during the term of these Conditions nor for 5 years after termination of the Contract to disclose Confidential Information except to its employees, officers, third party funders, representatives, subcontractors or agents (who it shall ensure are bound by obligations of confidentiality on terms no less onerous than those under the Contract), or as required by law.

9. DATA PROTECTION

The parties shall comply with applicable data protection legislation including but not limited to the General Data Protection Regulation (EU) 2016/679 (**GDPR**) and any national implementing laws, regulations and secondary legislation, in each case as amended, supplemented or replaced from time to time.

The Supplier warrants that it has obtained the informed, clear and explicit consent of any data subject whose personal data (within the meaning of applicable legislation) it transfers to Climate-KIC, including but not limited onward processing and transfer by Climate-KIC in line with Climate-KIC's publicly available Privacy Policy at https://www.climate-kic.org/policies/privacy-policy/ as updated from time to time.

The terms data controller, data processor, data subject and personal data shall have the same meaning as in Regulation (EU) 2016/679 as amended, supplemented or replaced from time to time. For the purposes of the Contract, both parties can be data controllers and processors.

The data processor shall process personal data only to the extent, and in such a manner, as is necessary for the performance of these Contract and shall not process the personal data for any other purpose nor beyond the term of the Contract.

The data processor shall promptly comply with any request from the data controller requiring the data processor to amend, transfer or delete the personal data and shall provide the data controller with full co-operation and assistance in relation to any request made by a data subject to have access to that person's personal data.

The data processor shall provide the data controller with full cooperation and assistance in meeting its obligations under the GDPR or any other data protection legislation, including but not limited to ensuring the security of processing and the conduct of data protection impact assessments.

The Supplier (or any subcontractor) must not transfer or otherwise process personal data outside the European Economic Area (EEA) unless the following conditions are met: (a) The Supplier is processing personal data in a territory which is subject to a current finding by the European Commission under the data protection legislation that the territory provides adequate protection for the privacy rights of individuals (EC Adequacy decisions at https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en; as amended or replaced from time to time). Specifically, there can be only an adequate level of data protection for an organisation in the USA if that organisation participates in the EU–US Data Privacy Framework; or (b) they can ensure that appropriate technical, organisational and security measures have been implemented in a way that the processing will meet the requirements of the data protection legislation and ensure an adequate level of protection with respect to the privacy rights of individuals as required by the General Data Protection Regulation ((EU) 2016/679); or (c) the data subject has explicitly consented to the transfer after having been informed of the possible risks of such a transfer.

The data processor shall promptly inform the data controller if any personal data is lost or destroyed or becomes damaged, corrupted, or unusable or if it becomes aware of any unauthorised or unlawful processing, or if it receives any request to act in a way which is incompatible with the GDPR and any other local data protection legislation.

The data processor warrants that:

a. it will process the personal data in compliance with all applicable laws, enactments, regulations, orders, standards and other similar instruments,
b. it will ensure that employees and other workers are subject to a duty of confidentiality in relation to personal data processed under these Conditions,
c. it will not permit sub-processing of personal data under the Contract except as permitted herein, other than with the prior written consent of the data controller,
d. it will take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against the accidental loss or destruction of, or damage to, personal data including, but not limited to, appropriate security measures, and
e. on termination of the Contract, if requested by the data controller, it will delete or return all personal data in accordance with the data controller's instructions.

10. INTELLECTUAL PROPERTY

"Intellectual Property Rights" means patents, rights to inventions, copyright and related rights, trade-marks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

Any and all Intellectual Property Rights which were already in possession of a party before the starting date of the Contract and/or which were generated by a party outside the scope of the services, hereinafter referred to as Background IPR, remain with that party. The Supplier acknowledges and agrees that (i) Climate-KIC shall retain exclusive rights to all Climate-KIC Background IPR; and (ii) Supplier has no right to use or license the Climate-KIC Background IPR, except as expressly set forth in this Contract.

Climate-KIC shall have ownership of the Foreground IPR and the Supplier grants a non-exclusive, royalty free, transferable, and perpetual license to Climate-KIC to use the Background IPR of Supplier for the purposes of the execution of the Contract, which may be sub-licensed to group companies, affiliates and partners of Climate-KIC for the same purpose. No royalty or other payment will be due from Climate-KIC in respect of such IPR and the Supplier will at Climate-KIC's request and expense, assign to Climate-KIC its title to any such IPR and to any patent applications made thereon, and will execute all instruments necessary for the filing and

prosecution of patent applications in any country or any division, continuation or partial continuation thereof or for any reissue of any patent issued on any such application.

If any work is commissioned or ordered for Climate-KIC from any third party, the Supplier will ensure that all IPR in that work is assigned or transferred to Climate-KIC in accordance with this clause. The Supplier will obtain or procure the obtaining for Climate-KIC of all necessary permissions, consents and releases including waiver of moral rights from authors, artists, photographers, models and any other persons and IPR holders as may be required in connection with the Contract. The Supplier represents, warrants and undertakes that Climate-KIC's use and possession of any materials generated by or obtained from the Supplier under the Contract, shall not infringe any third party's IPR.

The Supplier will indemnify Climate-KIC in respect of all claims and liabilities, damages and expenses incurred by Climate-KIC as a result of or in connection with any actual or alleged infringement of the intellectual property or other rights of any third party, in connection with the use or supply of the Services or provision of Goods.

11. LIABILITY AND INSURANCE

To the extent permitted by law, the Supplier will be solely for direct loss, damage or liability arising from its own acts, omissions, breaches or negligence in the performance of its own contractual obligations.

The Supplier's general aggregate liability shall be limited to the total value of the contract.

The Supplier's liability shall not be limited to the extent such damage was caused by a wilful act or gross negligence or to the extent that such limitation is not permitted by law. Supplier's liability does not extend to indirect or consequential losses or similar damage – such as loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act or gross negligence.

The Supplier shall maintain in force insurance policies, against all risks that would normally be insured against by a prudent person in connection with this Contract and produce to Climate-KIC on request of that insurance.

12.TERMINATION

Unless a different termination by notice right is specified in the Commercial Terms, Climate-KIC may terminate the Contract at any time by giving 7 days' written notice in advance.

Either party may terminate the Contract by giving written notice to the other party if:

a. the other party fails to pay any amount due under the Contract and remains in default for 60 days after being notified in writing to make such payment,
b. the other party commits a material breach of the Contract, this includes but is not limited to the warranties and representations as mentioned under Article 7 of these Standard Terms and Conditions,
c. the other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or (being a company or limited liability partnership) is deemed unable to pay its debts or has been declared insolvent or similar steps have been taken under any applicable law,
d. a force majeure situation lasting for at least 90 natural days renders the contract ineffective.

Termination of the Contract, however arising, will be without prejudice to the rights of Climate-KIC accrued prior to termination.

Notwithstanding expiry or termination of the Contract in accordance with its terms, the obligations in Sections 7 to 11 inclusive and Section 18 shall remain in full force and effect.

13. ASSIGNMENT, SUBCONTRACTING AND THIRD-PARTY RIGHTS

The Supplier shall not assign, delegate, subcontract, transfer, charge or otherwise dispose of all or any of its rights and responsibilities under the Contract without Climate-KIC's prior written consent. Notwithstanding the appointment of any subcontractor, the Supplier shall remain liable for all acts or omissions of its subcontractors, as if the Supplier had performed (or, as the case may be, failed to perform) them itself.

Climate-KIC shall have the right, without such written consent of the Supplier, to assign, delegate, contract, transfer, charge or otherwise dispose of all or any of its rights and responsibilities under the Contract to any Climate-KIC subsidiary, branch or affiliate or any non-profit entity incorporated by Climate-KIC.

The Contract will be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and permitted assigns. Any attempted assignment in violation of this clause shall be void and of no effect.

Subject to this clause, under no other circumstances shall a term of the Contract be enforceable by a person who is not a party to this Contract.

14. RECORD KEEPING

The Supplier shall in accordance with professional audit and accountancy practices, maintain an audit trail of the Services provided and the financial and non-financial transactions resulting from the Contract.

15. FORCE MAJEURE

Climate-KIC reserves the right to defer the date of delivery or payment or to cancel the Contract or reduce the volume of the Goods or Services ordered if it is prevented from or delayed in the carrying on of its business due to circumstances beyond the reasonable control of Climate-KIC including, without limitation, acts of god, governmental actions, war or national emergency, riot, civil commotion, fire, explosion, flood, epidemic, lock-outs, strikes or other labour disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials.

No liability shall arise where a force majeure situation prevents the Supplier from fulfilling its obligations under the contract.
If a force majeure situation lasts for at least 90 natural days, the Parties may proceed to the termination of the contract in accordance with clause 12.

16. VARIATION

The Contract may not be varied except by a written document signed by or on behalf of each of the parties.

17. MISCELLANEOUS

The Contract comprises the whole agreement between the parties concerning the Goods and/or Services and superseding all prior written and oral exchanges.

This Contract may be executed via PDF or other electronic means in any number of counterparts, each of which when executed and delivered is an original, but all the counterparts together constitute the same document.

No provision of the Contract creates a partnership between the parties. Except to the extent expressly provided herein (and subject always to the limitations on the authority stated in the Contract, as applicable), neither party may act as the agent of the other party.

The invalidity or unenforceability of any provision in the Contract shall not affect the validity of the remaining provisions.

18. GOVERNING LAW AND DISPUTE RESOLUTION

These Contract will be governed by the laws of the Netherlands. The Parties submit to the exclusive jurisdiction of the District Court of Amsterdam without prejudice to Climate-KIC's right to have the dispute settled before the competent court in the district where the Supplier is based.