



# **NZC CESF Procurement RFP**

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

**SGA-MCCC-003-Padova (food and CE)**

Date: 23 October 2024

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## Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
GHG	Greenhouse gases

## Request for Proposal

**For: Food and circular economy study**

**Date: 28 October 2024**

### 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	Expert support regarding food and circular economy matters
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Padova Some onsite services may be required at: <ul style="list-style-type: none"> <li>Padova</li> </ul>
Climate-KIC Contract Manager for submitting proposals and inquiries	Radka Reil CESF Manager <a href="mailto:CESF@netzerocities.eu">CESF@netzerocities.eu</a>
Proposed contract term for successful candidates	As per Deliverables.

Table 1: Procurement executive summary

#### 1.2 Timelines

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

Planned Date*	Milestones
28.10.2024	RFP issued to bidders
13.11.2024 (23:59 CET)	Bidders submit proposals / Submission Deadline
2 <sup>nd</sup> half of November 2024	Proposed contract start date

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

Table 2: Timeline table

If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible. To proceed, please

submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

### 1.3 About Climate-KIC

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

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

### 1.4 About NetZeroCities

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

#### 1.4.1 NZC Climate City Contracts (CCC)

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

#### 1.4.2 NZC Pilot Cities Programme

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

## 2 Confidentiality

All information provided in this Request for Proposal (hereinafter “RFP”) document and any information that may be subsequently disclosed during discussions, correspondence, and negotiations, is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of 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 Scope

The city of Padova is developing a **plan to reduce food waste**, with the goal of integrating it into its endeavours within the Mission for 100 Climate Neutral Cities by 2030 including updates to **its Climate City Contract (CCC) and its Greenhouse gases (GHG) inventory**. This initiative aims to provide clear insights into **optimising food production and reducing greenhouse gas emissions**. The plan will prioritise key environmental factors, expand urban farming, support vulnerable communities in accessing healthy food, and implement long-term educational programmes on essential food-related topics, including food seasonality, a non-waste culture, and the impact of consumption choices. Additionally, local markets could be supported to promote nearby products, and a local economic system centered around sustainable food practices could be established.

In this context, NZC / Climate-KIC are requesting quotation for a **study that creates a baseline for the construction of an ambitious, comprehensive urban food policy** and that explores the following issues:

- framing of the operational boundary of the city of Padova and identification of the priority food chains that characterise the city of Padova and its territory;
- mapping of the main stakeholders and materials with respect to the identified supply chains and phases of the food system;
- hierarchisation of food flows by relevance and quantity of materials exchanged and CO2 emitted;
- definition of the main opportunities and criticalities for the Padova territory with respect to the mapping and analysis carried out;
- definition of the resources required for their implementation and the time needed to execute them;
- identification of the main intervention opportunities on food flows starting from the analysis carried out, to be transformed into policy & pilot actions;
- definition of the methodology to quantify the emission impact of food flows;
- quantification of the equivalent emissions for the pilot actions identified by the city with respect to the different stages of the food system;
- summary of key strategic policy opportunities and recommendations on next steps.

It is assumed that the work will be entrusted to a team with different and complementary skills, including expertise in e.g. urban planning, environmental and territorial engineering, territorial policies, local development, sustainable food systems and social studies.

The proposal should consider the following municipality goals that the baseline study would support:

**GOAL 1:** The aim is to include in the city **emissions inventory** a report on **waste related to food, agriculture, and last mile food transport**, and to estimate the **overall emissions related to food**. The study should therefore elaborate:

- the definition of Padova's boundary;
- the verification of the GHG inventory;
- a stakeholders' map related to the food sector, understanding that this category involves primary producers such as "farmer or livestock cooperatives," and companies in the food sector.
- the identification of municipal ecosystem services related to food, agriculture, and transport within Padova's municipal boundaries;

- a study of opportunities and challenges within Padova's territory in terms of agricultural production, as well as the potential gains and reduction of CO2 equivalents;
- the development of an estimate of CO2 equivalents emissions (scope 1, 2 and 3) and a description of the methodology used to estimate these emissions, including the disposal and treatment of waste outside the city's boundaries and the incorporation of GHG emissions related to food;
- the quantification of the CO2 equivalent emissions for at least one pilot action identified together with the Municipality with respect to the different stages of the food system.

**GOAL 2:** Include **new actions** within the **action plans** that address **food flows**. The study should identify, in agreement with the Municipality of Padova, at least three opportunities among the following:

- preserving Padova's agricultural productive environment and supporting the city's food production system;
- creating an organic and circular waste management system;
- supporting the green and blue framework by incorporating new green spaces into the urban layout, as well as studying and preserving the water cycle at the urban and municipal scale;
- promoting food sustainability and biodiversity protection;
- studying the city's vulnerable groups and their locations within the urban layout to provide these areas with facilities that allow access to affordable and nearby food. This could also serve as a source of job creation; and
- developing policies to educate residents about the importance of the food cycle, with a medium- and long-term action plan focusing on educating children.

It is estimated that these efforts may take **around 85 days from November 2024 until ca. April 2025**.

Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the scope of work described. Bidders are encouraged to make it clear in their proposal what expertise and services they can provide in line with the scope of work described, if not the whole scope.

## 3.2 Required Experience and Capabilities

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

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

- Thorough knowledge of urban metabolism with analysis of energy and material flows, circular economy (especially circular food systems), sustainable urban planning, citizens engagement and behavioural change.
- Ability to calculate the greenhouse gas emission balance,
- Experience in food system innovation including quantitative aspects of metabolic flow mapping and associated GHG emissions, supply & value chain analysis, priority opportunity mapping.
- Experience and effectiveness in ecosystem engagement in order to build nuanced understanding of opportunities and relationships, and to build mandate and buy-in for ambitious action.
- Experience both in outlining policy options and pilot-style early actions to accelerate learning and impact.
- Developing and delivering analytical and audience-friendly reports.

- Knowledge of the needs of Italian cities is advisable.
- Written and spoken language competency in both English and Italian is expected, as well as good/accessible presence in/to the Padova area for in-person meetings with local stakeholders (e.g. supermarkets, Padova agricultural market, logistics and distribution companies, school canteen dieticians, local farmers or their representatives, members of associations working in the recovery of leftover food etc.). A team is expected to have a good local and contextual knowledge of the territory and its dynamics.

### 3.3 Methodology

The proposal should outline a methodology for the quantitative analysis to align with the methodology used in [Padova's Climate City Contract](#), and an approach to connect effectively to key actors in the local ecosystem in order to get a nuanced understanding of contextual opportunities and needs.

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services, as well as to be able and available to take part in NZC-facilitated workshops with other cities with high ambitions in this field.

### 3.4 Objectives

- Developing wider knowledge of Padova's food system, useful for the decision making of the Municipality, and for the discussion with the local stakeholders involved in the creation of a food policy working group as well.
- Establishing a solid basis for food strategy, in terms of baseline data, policy and intervention opportunities.
- Linkage to Climate City Contract / GHG baseline where relevant and appropriate.
- Activated ecosystem across public private and civic sectors.
- Piloting model and pilot options confirmed, including impact tracking model.

### 3.5 Deliverables

The following deliverables are requested:

#### **Deliverable 1: Padova's food system study**

- Providing an overall image of the urban food system, i.e. the phases of production, processing, logistics distribution, consumption and management of waste, together with a description of the socio-economic and environmental aspects.
- Defining the emissions impact of food in Padova, and possibly some recommendations or guidelines on how to act to reduce the climatic impact and, at the same time, guarantee that other aspects related to food, especially the social ones, are addressed as well.

#### **Deliverable 2: CESF Delivery Report**

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



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

### 3.6 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of Climate-KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of an EIT grant recipient or Climate-KIC partner during the contract term (discretionary basis)

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

### 3.7 Sustainability

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

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

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

## 4 Contracting (third parties)

The below is applicable for External Parties only, i.e. not a NZC Partner.

### 4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where Climate-KIC is requesting services over longer periods of time, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables) - to be clarified during contracting).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

### 4.2 Contract Management

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

Climate-KIC can share their standard terms and conditions and will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- Climate-KIC requires that that service providers provide an indemnity to Climate-KIC for breach of third-party intellectual property rights;
- In addition, Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

## 5 Award Criteria

### 5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

### 5.2 Evaluation Criteria

#### 5.2.1 Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

1. Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%).
2. Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

#### 5.2.2 Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (20%).

2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (10%).

### 5.2.3 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
2. An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

\* The conversion to points will be based on the weighting attributed to price in the total evaluation.

Table 4 - Example scoring methodology for price lots

## 6 Instruction to Bidders

### 6.1 Responding with your proposal

Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:
  - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
  - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
  - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines. All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy, at [CESF@netzerocities.eu](mailto:CESF@netzerocities.eu)

### 6.2 Quotation requirements

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

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- Provide a rate card for relevant grades of employment that will be conducting services (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a month-by-month resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 6 as an example.
- For External Suppliers (Non-NZC Consortium): Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 5 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 6.

**Table 5: Provided quotations to include the following details**

<b>Item and unit cost (in Euros excluding VAT)</b>
Services ... (See section 3.1)
Deliverable 1 of ... (See section 3.5)
Deliverable 2 of ... (See section 3.5)
Deliverable 3 of ...
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
<b>Rate card for services (per day/hour, in Euros excluding VAT):</b>

Item and unit cost (in Euros excluding VAT)
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...	...	...	...	...	...	...
Grand total						€ XX.00

### 6.3 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.

10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to Climate-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, Climate-KIC does not warrant the information accurate or comprehensive.

## Annex – Additional context and background information

For drafting of the Food Plan and the implementation of actions to reduce food waste, as part of a broader strategy to reduce the climate-changing emissions of the Municipality of Padova, they are considering various dimensions, related to:

- **environmental aspects:** food is responsible for about 30% of global climate-changing emissions, also in view of the fact that 1/3 of the food produced is wasted and that 80% of the loss of biodiversity is attributed to agriculture (sources: Food and Agriculture Organisation, United Nations; World Bank). Food consumption is also responsible for about 13% of climate-changing emissions within large cities, and this figure could increase to 38% if no action is taken to curb it (source University of Leeds and Arup);
- **urban agricultural aspects and urban greening:** local food policies can be an important opportunity to trigger the transition process of urban and peri-urban agriculture towards an agro-ecological model and to protect biodiversity.
- **social aspects:** according to the AsviS 2023 Report, in 2022, 32% of Italian households indicated that they experienced, at least occasionally, difficulties in sustaining food purchases. With regard to eating styles, moreover, the percentage of the population with an adequate diet in the three-year period 2020-2022 decreased from 18.7 per cent to 16.8 per cent and the share of food insecure households also increased. Dealing with food policies means implementing policies to support vulnerable groups and fight food insecurity.
- **the educational aspects:** dealing with food means educating citizens on issues such as the difference between satiety and nourishment, the seasonality of food, the culture of non-waste and the power and impact of consumption choices.
- **the socio-economic development aspects of the territory:** food policies can favour short and fair-trade supply chains, the development of neighbourhood markets and proximity trade, collaboration between profit and non-profit organisations.

The Municipality of Padova has set up, in July 2023, **an internal working group** that will deal with at least the following issues:

- Promoting food sustainability in terms of emission impact and biodiversity protection;
- Promoting the development of an urban agro-ecological system;
- Fighting food waste and reducing packaging consumption;
- Ensure access to healthy food and clean water for all;
- Promote education on healthy and sustainable food;
- Promote short supply chains and local markets.

In the specific framework of the **Climate City Contract** emissions inventory, the issue of food is relevant mainly in terms of urban waste, determined by food waste and packaging, local agriculture and last-mile transport. These are therefore Scope 1 emissions. However, food is very relevant in terms of Scope 3 emissions as well, with emissions impacts all along the supply chain (production, transport, storage). Insights into the environmental impact of food, however, cannot remain disconnected from social considerations, in terms of food security, health and education. In the light of these considerations, it is therefore essential to address the issue of food in depth, starting with an analysis of urban metabolism and the main impact items in Padova.

Padova plans to start (or confirm if already existing) **six thematic tables on topics central to decarbonising the city**, to ensure the Climate City Contract is operational. One of these themes concerns food and the working group will start to meet in autumn/winter 2024. The study on urban



metabolism, starting at the same time as the thematic table, on the one hand will benefit from the collaboration with the local stakeholders involved, and on the other hand, finishing in March 2025, will provide important data to lay the foundations for a food policy for Padova.

In spring 2025, Padova will launch a **major communication campaign** on all the most relevant topics of the Climate City Contract. Including the theme of food in communication would mean involving the population on a central aspect of everyone's daily life and on which habits and behaviour choices can have a significant impact. However, relevant data are needed to be able to make targeted and effective communication, and the results of the study could make a big difference on this matter.

For reference, here are some works that Padova looks at for inspiration:

- Milano: [Economia-Circolare-pag-affiancate-15\\_10\\_2020.pdf \(assesta.it\)](#)
- Bergamo: [Il-sistema-alimentare-bergamasco-febbraio2022-affiancate\\_compressed.pdf \(assesta.it\)](#)