REQUEST FOR PROPOSAL (RfP)
Energy Audit (EA) and Green Building Assessment (GBA) of Selected Government Buildings in Daerah Khusus Ibukota Jakarta (DKI Jakarta)

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

3 August 2023
1. C40 Cities Climate Leadership Group Inc. (“C40”)

C40 is a network of nearly 100 mayors of the world’s leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40’s team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our Website, or follow us on Twitter, Instagram, Facebook and LinkedIn.

2. Summary, Purpose and Background of the Project

2.1 Overview of Jakarta

As the most urbanized and populous city in Indonesia, and the fourth largest megacity in the world, the Special Capital Region of Jakarta (DKI Jakarta) has committed itself to ramping up its climate action initiatives in meeting its goal of reducing carbon emissions by 30% in 2030, working towards net zero emissions by 2050. In 2021, with technical assistance from C40, DKI Jakarta launched the Jakarta Climate Action Plan (CAP) 2021-2050: Towards Climate Resilience and Carbon Neutrality (English version: Governor’s decree No. 90/2021). It encapsulates the city’s plan for ambitious climate actions that were crafted through scientific and evidence-based analyses and covers mitigation, adaptation, and equitable benefits to its citizens.

In the CAP, DKI Jakarta identified six action tracks under adaptation and mitigation to chart its way towards being a carbon neutral, resilient, and inclusive city. One of the action tracks under mitigation is Buildings & Industries. Within this track, the three actions are: (1) Energy Efficiency in Commercial Buildings, (2) Energy Efficiency in Industry, and (3) Green Buildings Policy Revisions.

Emissions from stationary energy on grid electricity consumption are the largest contributor to greenhouse gas emissions in DKI Jakarta. The electricity is retrieved
from power plants situated in the province and supplemented by the Java-Madura-Bali (JAMALI) interconnected system. Besides transportation, 57% of these energy-related emissions are attributed to residential, commercial and institutional buildings, manufacturing industries and construction, non-specified sectors. In 2012, the city passed a Green Building Policy which is now being assessed for its potential to realise energy efficiency targets, incorporate policy details catering for incentive provisions, and harmonising with the Minister of Public Works and Public Housing Regulations on Green Building.

2.2 About the Programme

The **Climate Action Implementation (CAI) Programme in Southeast Asia** is part of a broader **Urban Climate Action Programme (UCAP)** funded by the UK Government from 2022-2025 to C40 that aims to work with cities in Africa, Latin America, and Southeast Asia to implement two high impact, priority climate actions in each city and to integrate climate action into city plans, processes and structures. In Southeast Asia, the programme cities are DKI Jakarta, Quezon City, and Kuala Lumpur.

The CAI Programme is providing technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions being implemented in the region centre on developing building codes and roadmap for passive and active systems towards **net zero carbon buildings**, establishing building energy performance monitoring systems, and developing municipal building decarbonisation action plans.

This programme focuses on the particular policies and projects that can deliver the most significant emissions and risk reduction impact and wider benefits in support of a green and just recovery from the COVID-19 pandemic. The programme also aims to engage other cities to share knowledge and lessons learned on climate action implementation.

2.3 Selected Priority Actions for Jakarta

**Priority Action 1:** Take action on the enhancement, implementation, evaluation, and strategic direction of DKI Jakarta’s Green Building Policy

This refers to the crafting of policies, harmonizing with national regulation on green building, and promoting actions that will improve energy efficiency in government-owned, residential, commercial, institutional, and industrial facilities in DKI Jakarta. This includes the aligning of relevant provincial plans and processes such as improving the performance requirements of the provincial Green Building Code as well as the associated incentivisation of green, resource efficient (energy & water) measures, and setting up inclusive, participatory roadmap for the future revisions of the Jakarta’s green building policy.

**Priority Action 2:** Policies and actions to institutionalize energy efficiency in provincial government and provincial-owned enterprise (BUMD) buildings.
This refers to taking action on supporting the solarization of DKI Jakarta and energy efficiency retrofitting in provincial government and provincial-owned enterprise (BUMD) buildings pilot projects by developing a data management system. It is anticipated that the private sector (private building owners and developers) will be better enabled to take up Energy Efficiency and Renewable Energy actions through the leadership of DKI Jakarta.

2.4 About the Building Energy Audit (EA) & Green Building Assessment (GBA)

References can be made from the following resources:

3. In 2022, EAs were collaboratively carried out between DKI Jakarta's Department of Labour, Transmigration and Energy, Dinas Tenaga Kerja, Transmigrasi and Energi, (DTKTE Jakarta) and the Center for Development of Human Resources for Electricity, New, Renewable Energy, and Energy Conservation, Ministry of Energy and Mineral Resources (MEMR) Pusat Pengembangan Sumber Daya Manusia Ketenagalistrikan, Energi Baru, Terbarukan, dan Konservasi Energi, Kementerian Energi dan Sumber Daya Mineral (PPSDM KEBTKE Kementerian ESDM), for 10 buildings owned by DKI Jakarta. For 2023, EAs are being carried out in 10 buildings owned by DKI Jakarta, consisting of office buildings and hospitals within the DKI Jakarta province. Source: PPSDM KEBTKE website
7. Guidebook for Subroto Award in the Field of Energy Efficiency, Buku Pedoman Penghargaan Subroto Bidang Efisiensi Energi (PSBE)
2.5 Purpose

The UKAID CAI Programme in Southeast Asia is looking for an accredited consultant or a consultancy firm/consortium to conduct an Energy Audit (EA) and Green Building Assessment (GBA) of Selected Government Buildings in Daerah Khusus Ibukota Jakarta (DKI Jakarta). The aim of this activity is to plan the energy efficiency retrofit activity and green building upgrades.

C40 intends for a clear, expert technical process, the results of which will support both Priority Actions 1 and 2. The tasks must be inclusive in its process, planning and impact; a consultative process with several rounds of socialisations. Key tasks are:

- Task A: Building Energy Audit (EA);
- Task B: Green Building Assessment (GBA).

What to expect after submission of final deliverables:

- It is extremely important to note that the written deliverables from this activity will be used to inform and develop either a retrofit contracting service for DKI Jakarta and/or any other financing options the local government may pursue by **14 November 2023**, for implementation in 2024 and 2025.
- The report’s recommendations are to identify barriers towards compliance of the Permen 21/2021, to be able to give inputs to support the Jakarta green building policy enhancement process.

2.6 Key Activities and Deliverables

**Timeline**

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<tr>
<th>Sep 2023</th>
<th>Oct 2023</th>
<th>14 Nov 2023</th>
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<tbody>
<tr>
<td>Task A: Building Energy Audit;</td>
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<td>Task B: Green Building Assessment;</td>
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</table>

**Task A: Building Energy Audit (EA)**

1. Intended Outcome:
   a. To increase building management team’s understanding and knowledge of building energy use and management leading to a plan for energy efficiency retrofit activity.
b. For DKI Jakarta to accept the EA Report and to act on the recommendations, as well as to implement high impact energy efficiency retrofits and energy conservation measures.

2. Process:
   a. Kick off Meeting: Meet with building management to review project deliverables, build buy-in, explain EA objectives, scope, process, timeline, and benefits. Form a counterpart team from the building management. Establish C40 principles and ways of working.
   b. Two (2) buildings are to be part of the EA process. Municipal facility name and address to be updated at proposal evaluation stage, before contract award. Potential bidders are to submit their proposed fee rate for energy audit level 2 (energy survey and analysis) referring to SNI 6196:2011 adopted from ASHRAE.
   c. National standards and references:
      i. Government Regulation No. 33/2023 on Energy Conservation (replacement of PP 70/2009). Peraturan Pemerintah (PP) tentang Konservasi Energi No. 33/2023. Article 18 on energy audits with investment standards. Article 34 on commercial buildings with energy use greater than the equivalent of 500 tons of oil must carry out energy conservation through energy management. Articles 7-11 on definition of energy management, which includes conducting periodic energy audits.
      ii. ISO 50002 : 2014 Energy audits — Requirements with guidance for use
      iii. Minister of Manpower Decree No. 53/2018 on Establishment of Indonesian National Working Competency Standard for Energy Audit; Keputusan Menteri Ketenagakerjaan Nomor 53 tahun 2018
      vi. Office Building Energy Audit Procedure, Prosedur audit energi pada bangunan gedung SNI 6196:2011
      vii. ASHRAE Energy Efficiency Investment Guidelines, Pedoman Investasi Efisiensi Energi, Aug 2021
   d. Documentation: Collect primary and/or secondary data through documentation, questionnaires, or interviews by working with
nominated building staff/managers. The data collection phase should identify the characteristics of the building that impact energy consumption. This will include the building form and fabric, and the energy consuming systems, quantifying or estimating their impact on energy use, leading to a plan of action to improve energy use. At a minimum, the following should be collected. Consultant is welcomed to use their expertise to contribute to the energy audit design; and to propose more data requirements, in collaboration with C40, to gather the following information:

i. Building description and purposes,
ii. Occupancy,
iii. Installed power capacity,
iv. Energy consumption history data/logs,
v. Facility floor plans
vi. As-built drawings of mechanical, electrical, control, and lighting systems
vii. Operation and maintenance manuals (including historical logs for mechanical and electrical systems)

Ensure that data collection methods are inclusive prior to roll out, to be reviewed by C40.

e. Site Visits: The consultant will perform site visits to all of the selected buildings.

i. The same may perform a drawing review on-site as well as meet with building management and operations staff and relevant city staff who manage energy and operation of the municipal estates to understand internal procedures.

ii. Perform measurements on electrical and mechanical equipment used to determine the quality, operational efficiency and parameters of energy utilization (*Please do note that it is expected that the consultant already has the necessary EA tools and equipment as no part of the awarded amount in the contract will be allowed for the procurement of such items.*);

iii. The inspection and assessment should consider the following equipment and systems, but not limited to:
   1. Heating, ventilation, and air conditioning (HVAC)
   2. Indoor and outdoor lighting systems
   3. Plug loads and equipment
   4. Electric motors and drive systems
   5. Hot water systems (if any)
   6. Building energy management control systems
   7. Building envelope including windows and insulation
   8. Renewable energy systems
   9. Others
iv. If possible, the consultant should also perform “late-night” surveys/visits outside of normal business hours or on weekends of the building in order to confirm the building system and occupancy schedule. This, however, should be communicated and approved beforehand with DKI Jakarta.

f. Energy audit (EA) and analysis:
   i. Carry out analysis of the intensity of energy use, profile of energy use, quality and efficiency parameters of energy use and operation of energy consuming systems to obtain potential energy savings;
   ii. Compare on-site measurements to standard national/local energy efficiency criteria. Provide technical recommendations to increase the energy conservation, energy efficiency, and renewable energy levels either through: recommendations to replace an outdated, inefficient appliance/equipment with a more efficient one; retrofitting of portions or the whole of the building; modifications needed in the power system (power factor correction, phase balancing, etc.); changes needed in occupant behavior; changes in operational practices or controls; and any other innovative measures;
   iii. Perform analysis by category of EA results data that has been implemented. The analysis per category includes the distribution of energy use, energy intensity, energy utilization equipment technology, energy management implementation status, energy saving potential, and recommendations for EA results.
   iv. Prepare recommendations for energy saving measures based on the criteria of: (1) No cost / low cost; (2) Moderate cost; and (3) High cost according to Minister of Energy and Mineral Resources Regulation No. 14 of 2012 concerning Energy Management and Governor Regulation Number 156/2012 on Energy & Water Savings;
   v. Prepare recommendations for draft plant replacement plans, for when HVAC equipment comes to the end of its serviceable life, to ensure that highly efficient options are selected, with pay-back periods calculated. Energy Service Companies (ESCOs) are to be considered to explore if cooling-as-a-service is a possibility.
   vi. Make an economic analysis based on recommendations from the EA results that require moderate and high costs and recommendations that are selected to be implemented by the building manager.
3. Supporting data:
   a. Supporting data shall be provided by the DKI Jakarta Office of Manpower, Transmigration and Energy. Data to be provided is building profile data.
   b. Other additional supporting data shall be requested from DKI Jakarta city council in consultation with C40
4. Inclusive Climate Action (ICA) to be incorporated into the process, planning and impact:
   a. Map out any affected building users and stakeholders during and after the conduct of the audit (including any negative impacts and benefits); and
   b. Conduct three (3) activities: (1) to socialize the energy audit with relevant or affected users and stakeholders (design and methods to be discussed with C40), (2) check-in and continued advocacy-building, and (3) post-audit update and final check;
5. Output:
   a. EA Report and GBA Report template
   b. EA Stakeholder mapping and assessment
   c. Comprehensive Energy Audit (EA) Report which outlines recommendations that are categorized according to no or low cost, medium cost, and high cost – complete with draft plant replacement plans and an economic analysis (cost-benefit analysis) so that the city can implement according to timeline (Please see below for the example: Section 2.6. → Written Deliverable).
   d. Energy Efficiency Retrofit Plan including references to DKI Jakarta policies and budget approval processes

Task B: Green Buildings Assessment (GBA)

1. Intended Outcome:
   a. Short term implementation by the building managers and for the medium and long term city’s consideration for inclusion into the 2025 city budget.
   b. To increase the building management team’s understanding of green building benefits and assessment, leading to a long term action plan for green building upgrades, and as input towards a potential new Jakarta green building policy development.
   c. For DKI Jakarta to accept the GBA report and to act on the recommendations, as well as to implement high impact green building retrofits and resource conservation/efficiency measures.
2. Process:
   a. Two (2) buildings are to be part of the GBA process. Municipal facility name and address to be updated at proposal evaluation stage, before contract award. Potential bidders are to submit their proposed fee rate for Utama BGH Certification, Sertifikat BGH Utama for buildings that fulfill 80% to 100% of the total available points in
b. The GBA process, in principle, will follow a very similar, linear process like that in the EA process (please see: Section 2.6. → Task A → Point #2). The only difference is that aside from the energy component of the building, the whole building should be assessed against the PUPR Ministerial Regulation No. 21/2021 on Green Building Performance Assessment; Penilaian Kinerja Bangunan Gedung Hijau Nomor 21 tahun 2021, according to criterias listed in Appendix Table 11 Green Building Utilisation Performance Assessment Checklist for Existing Buildings; Daftar Simak Penilaian Kinerja Tahap Pemanfaatan BGH untuk Bangunan Gedung yang Sudah Ada. (as mentioned in Section 2.4). The criteria includes energy efficiency, use of clean energy, water efficiency, indoor air quality, site sustainability, materials sustainability, waste management, wastewater management, adaptation and resilience, environmental protection, noise pollution reduction.

3. Supporting data:
   a. Supporting data shall be provided by the DKI Jakarta Office of Manpower, Transmigration and Energy or CITATA. Data to be provided is building profile data.
   b. Other additional supporting data shall be requested from DKI Jakarta city council in consultation with C40

4. Inclusive Climate Action (ICA) to be incorporated into the process, planning and impact:
   a. Input to Jakarta green building policy:
      i. Conduct an equity assessment\(^1\) on the GBA Process;
      ii. Conduct two (2) activities: (1) to socialize the green building assessment and green building policy with relevant or affected users and stakeholders (design and methods to be discussed with C40), and (2) post-assessment update and final check. Suggested groups:
         1. Government (national & regional) including BUMD/BUMN
         2. Private sector (business associations, green / building experts, rating tool certifiers, developers, contractors, consultants, professionals including architects, spatial planners, building management company)

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\(^1\) An Equity assessment is an essential exercise to help a city explore and understand both the potential or existing positive and negative effects of policies and projects, and the distribution of the costs and benefits of said policies across different groups and communities. Equity assessments can be qualitative or quantitative and help identify what and how frontline, vulnerable and marginalised groups will be impacted, and who will be “paying” for and benefiting from the project or policy.
3. Tenants of certain buildings / Tenant and user groups or associations (examples: hawkers’ associations, Indonesian Market Sellers Association, Asosiasi Pedagang Pasar Seluruh Indonesia (APPSI) (public markets); Intra School Student Organisation, Organisasi Siswa Intra Sekolah (OSIS), Teachers Association Indonesia, Persatuan Guru Republic Indonesia (PGRI) (schools)

4. Academias / University / Researchers / NGOs / Think Tank / Community Organizations
   iii. Based on the assessment, to provide input on gaps, findings, stakeholder concerns/inputs (example: incentives) of the PUPR Ministerial Regulation No. 21/2021 on Green Building Performance Assessment.

b. References:
   i. Humanising Green Office Building Assessment System by Indonesian Institute of Architects, Memanusiakan Sistem Penilaian Bangunan Gedung Hijau oleh Ikatan Arsitek Indonesia (IAI).

5. Output:
   a. Equity assessment on GBA process
   b. Two (2) GBA and green building policy socialisation activities
   c. Inclusivity input for PUPR Ministerial Regulation No. 21/2021
   d. Comprehensive Green Building Assessment (GBA) Report including recommendations (plan and budget) for green building upgrades and categorized according to no or low cost, medium cost, and high cost – complete with an economic analysis (cost-benefit analysis) so that the city can implement according to timeline (Please see below for the example: Section 2.6. → Written Deliverable)

Important Notes:
- The EA and GBA can be carried out by the consultant in a parallel activity (i.e., checking 1 building against energy and green building criteria at the same time during a site visit). This is also in line with C40’s travel policy so that the consultant will not need to repeatedly travel to the building and in the process contribute to more carbon emissions associated with the travel.
- The EA Report and GBA Report are two (2) separate reports. The EA Report with its associated recommendation must be completed first.
- Generally, a GBA Report is more of an all-encompassing document, i.e., it is an umbrella report which includes an EA Report. Though an EA Report can branch out into detailed engineering analysis and checks.
Written Deliverables:

- The consultant is very much free to propose an outline of the EA Report and GBA Report. It can be based on the outline of their previous works. However, this should be pre-approved by C40.
- The consultant can refer to the following as examples of developing an energy audit report
  - [Energy Audit Report Template and Requirements.pdf](#)
  - The following summary table is another example which should show the number of technical and non-technical recommendations for the selected government buildings. The consultant can add more elements into this table but under no exceptions will C40 allow that the minimum required elements of the following table be reduced.

### Energy Audit Summary of Recommendations

<table>
<thead>
<tr>
<th>Energy Efficiency / Energy Conservation / Renewable Energy Recommendations</th>
<th>Potential Annual Energy Savings</th>
<th>Avoided GHG Emissions</th>
<th>Potential Annual Cost Savings</th>
<th>Approximate Cost of Implementation (includes first cost and structural improvement costs prior to retrofitting)</th>
<th>Payback Period (in years)</th>
<th>Additional Benefits (health, well-being, environmental quality, etc.)</th>
<th>Ease of Implementation</th>
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<td>- Easy: Little action needed - Moderate: Will require some structural changes - Difficult: Will require substantial changes in the structure + additional financing needs</td>
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**A. Zero to Low Investment or Simple Measures Not Requiring Special Financing (Immediate Needs, Low-Hanging Fruits)**

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**B. Medium investment (Short to Medium Term)**

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**C. High investment or Reconstruction Actions Requiring Capital Investments (Long Term)**

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## Green Building Summary of Recommendations

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<th>Green Building Recommendations</th>
<th>Potential Annual Resource (Water, etc.) Savings</th>
<th>Avoided GHG Emissions (if measurable)</th>
<th>Potential Annual Cost Savings</th>
<th>Approximate Cost of Implementation (includes first cost and structural improvement costs prior to retrofitting)</th>
<th>Payback Period (in years)</th>
<th>Additional Benefits (health, well-being, environmental quality, etc.)</th>
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### 3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline for receiving offers stated in RfP timeline below.

The proposals should give C40 evaluators all the information they need to assess your bid. Please indicate:

- How your proposal is responsive to the Evaluation Criteria;
- Assumptions about the project;
- Risks identified and mitigation measures;
- Proposed approach or methodology, including any additional scope of work the consultant thinks will add value to the activities;
- Two (2) samples of EA reports complete with recommendations (Bahasa Indonesia and English translated copy);
- Sample GBA report or other proof of experience in GBA (Bahasa Indonesia and English translated copy);
- Communications strategy to reach an inclusive variety of stakeholders;
- Support that you might need to make the project a success, including any inputs you will need from third parties or C40 staff;
- **Proposed EA rate, GBA rate and stakeholder engagement fee:**
- Proposed implementation timeline;
- Examples of similar past work in government buildings as well as experience in engaging with local government officials and a variety of stakeholders in the local language;
- 2 Contactable references from other similar clients;
- List of key personnel who would be working on this project and their job titles, accreditations, include their resumes in annexes. Please include accredited energy auditors and green building assessors. Having a dedicated person to manage inclusivity in work and conduct an equity assessment is preferable.

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

Please note: Proposals are to be written in English, or (ideally) in both English and Bahasa Indonesia, saved in PDF format and not exceed ten (10) pages of text. Reference material may be placed in annexes.

**Supplier Diversity**

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

**Contract**

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#).
These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

**Subcontracting**

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

**Programme Management**

The Head of Implementation (Southeast Asia), the Regional Programme Manager, the Technical Adviser for Energy & Buildings (Southeast Asia), Inclusive Climate Action & Engagement Sr. Manager, and City Adviser for Jakarta from C40 will oversee the project and be active partners. The supplier will foster close and constructive working relations with the C40 team. All interim deliverables and change requests will need to be approved by the C40 team. As part of the project management, an inception meeting will be required, along with regular progress meetings (frequency to be agreed upon).

4. RfP and Project Timeline

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for proposals sent out. Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing <a href="mailto:cai_sea@c40.org">cai_sea@c40.org</a> to receive direct updates for this RFP (if any).</td>
<td>3 Aug 2023</td>
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<tr>
<td>Questions submitted to C40</td>
<td>17 Aug 2023</td>
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<td>C40 responds to questions</td>
<td>24 Aug 2023</td>
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<td>Deadline for receiving offers</td>
<td>23:59 GMT+7, 3 Sep 2023</td>
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<td>Clarification of offers &amp; evaluation of proposals</td>
<td>4 - 15 Sep 2023</td>
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<td>Selection decision made</td>
<td>18 Sep 2023</td>
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<td>All potential suppliers will be notified of outcome</td>
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**Project Timeline:** Refer to payment schedule and timeline

5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Suitability of method: Work plan demonstrates understanding of project requirements and risks</td>
<td>30%</td>
</tr>
<tr>
<td>Suitability of timeline</td>
<td>5%</td>
</tr>
<tr>
<td>Expertise and experience:</td>
<td>35%</td>
</tr>
<tr>
<td>- Key personnel’s demonstrated experience in performing projects of similar scope</td>
<td></td>
</tr>
<tr>
<td>- Ability to provide energy audit (EA) services for municipal buildings</td>
<td></td>
</tr>
<tr>
<td>- Ability to conduct green building assessment (GBA)</td>
<td></td>
</tr>
<tr>
<td>- Dedicated person to manage inclusivity in work and conduct an equity assessment</td>
<td></td>
</tr>
<tr>
<td>Value for money</td>
<td>20%</td>
</tr>
<tr>
<td>- Project quote</td>
<td></td>
</tr>
<tr>
<td>- Additional value (if any)</td>
<td></td>
</tr>
<tr>
<td>Equity and ethical alignment</td>
<td>10%</td>
</tr>
</tbody>
</table>

#### 6. Project Budget

Costs should be stated as one-time costs. The budget is between **USD 30,000 to USD 40,000**. All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT, taxes, tools, equipment, transportation, meals, accommodations, etc., as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

Cost for workshops should **exclude the cost for catering and venue hire**, these costs will be covered by C40. All budgets are to be prepared in **USD**.

All costs incurred in connection with the submission of this RfP are **non-refundable** by C40.

Payments are made within 30 days of C40 approving an invoice and subject to satisfactory delivery of the services as approved by C40. Please note, C40 does not pay contractors more frequently than once per month.

#### Payment Schedule

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialisation</td>
<td>Inception meeting; Initialisation Report consisting of work plan listing agreed deliverable, sub-timeline, agreed scope, methodology.</td>
<td>Sep 2023</td>
<td>30%</td>
</tr>
</tbody>
</table>
Task A: Building Energy Audit (EA) and Task B: Green Building Assessment (GBA)

1. Kick off meetings with building management, form counterpart teams, establish C40 principles and ways of working
2. EA Report and GBA Report template
3. EA Stakeholder mapping and assessment
4. Three (3) EA socialisation activities
5. Equity assessment on GBA process
6. Two (2) GBA and green building policy socialisation activities

1. Inclusivity input for PUPR Ministerial Regulation No. 21/2021
2. EA Report and GBA Report draft 1
3. Energy Efficiency Retrofit Plan
4. EA Report and GBA Report draft 2
5. EA Report and GBA Report draft 3 in digital and hardcopies for submission and presentation to C40 and DKIJ

7. Slide Deck to present findings and recommendations to C40 and DKIJ with the official Bahasa Indonesia version translated to English.
8. Comprehensive EA Report and Comprehensive GBA Report final in digital and hardcopies for submission to C40 and DKIJ

Presentation of the above to:
- C40 - online
- DKIJ officials - in person in Bahasa Indonesia

6. C40 Policies

C40 expects third parties to able to abide by these C40 policies
- Ethical Business Conduct Policy here
- Environmental Policy here
- Equity, Diversity and Inclusion Policy here
- Safeguarding Policy here
- Whistleblowing Policy here

7. Submissions

Each Potential Supplier must submit their proposal to the email address below:
Suriya Binti Abdul Hadi, CAI SEA Contracts Manager at cai_sea@c40.org.

All questions related to this RFP by potential bidders should be directed by email to cai_sea@c40.org. Anonymised responses to questions will be provided here when the Q&A period closes.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be
regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.