REQUEST FOR PROPOSAL (RfP)

Development of a Representative Model to Measure and Analyse Impacts, Cost, and Benefits; Development of Fiscal and Non-Fiscal Incentives; and Conduct of Financial Impact Assessment for Quezon City’s Green Building Code

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

08 November 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 Quezon City

As one of the most urbanised and populous cities in the Philippines, Quezon City has committed itself to ramping up its climate action initiatives in meeting its goal of reducing carbon emissions by 30% in 2030 and working towards net zero emissions by 2050. In 2021, with technical assistance from C40, Quezon City launched the Enhanced Local Climate Change Action Plan (LCCAP) for 2021-2050. It encapsulates the city’s ambitious climate actions that were crafted through scientific and evidence-based analyses and covers mitigation, adaptation, and equitable benefits to its citizens.

In its Enhanced LCCAP, Quezon City identified seven thematic priorities to chart its way towards being a carbon neutral, resilient, and inclusive city. Two of these thematic areas include: (1) Building climate-smart industries and services by promoting green, energy-efficient, and resilient buildings; and (2) Sustainable energy through adopting renewable energy sources.

Emissions from stationary energy are the largest contributor to greenhouse gas emissions in Quezon City. 51% of these energy-related emissions are attributed to commercial and institutional buildings and is followed by manufacturing and construction (25%) and residential buildings (24%). In 2009, the city passed a Green
Building Ordinance which is now subject to revisions and amendments to raise minimum energy efficiency requirements, improve its incentives mechanisms, and increase compliance with the code.

**2.2 About the Programme**
The **Climate Action Implementation (CAI) Southeast Asia Programme** is part of a new, broader UK Government funded **Urban Climate Action Programme (UCAP)** that aims to work with cities in Africa, Latin America, and Southeast Asia to implement high impact, priority climate actions and to integrate climate action into city plans, processes, and structures. In Southeast Asia, the programme will work with Quezon City, Jakarta, and Kuala Lumpur.
The CAI Programme will provide technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions to be 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 across the region to share knowledge and lessons learned on climate action implementation.

**2.3 Selected Priority Actions for Quezon City**
**Priority Action 1**: Policies and actions to promote green, energy efficient and resilient buildings and establishments in Quezon City
This refers to the crafting of policies and promoting actions that will improve energy efficiency in government-owned, residential, commercial, institutional, and industrial facilities in Quezon City. This includes the aligning of relevant local plans and processes such as improving the performance requirements of the local Green Building Code as well as the associated incentivisation of green, energy efficient measures, supporting the transition to net zero carbon buildings.

**Priority Action 2**: Actions to expand adoption of renewable energy in government-owned, private, and residential buildings.
This refers to the actions to expand and increase renewable energy uptake of the residential and private sector of Quezon City by supporting the solarization of Quezon City through municipal pilot projects and developing incentive schemes.

**2.4 Purpose**
Quezon City and the C40 Cities Climate Leadership Group Inc. through the UKAID CAI Programme in Southeast Asia is currently in the process of drafting the Quezon City Green Building Code (GBC) and its Implementing Rules and Regulations. This partnership aims to capture recommendations, from previous and ongoing technical assistance from C40 and feedback from all other stakeholders, into a document that can be submitted by the city to the Quezon City legislative council for approval and enforcement.

A significant part of this activity is to be able to help inform and propose commensurate and attractive fiscal incentives, such as tax credits and other forms
of concessions, as well as non-fiscal incentives for buildings complying with the GBC on a base-level and/or reward-level requirement basis.

To formulate this, the UKAID CAI Programme in Southeast Asia is looking for a consultant to conduct the Development of Fiscal and Non-Fiscal Incentives and Conduct of Financial Impact Assessment for Quezon City’s Green Building Code.

The consultant should work closely with the City Treasurer’s Office (CTO) of Quezon City (or equivalent) alongside relevant city offices and departments as well as C40 in order to come up with a sound proposal of incentives fit for the constituents of the city. A draft copy of the city’s GBC containing a reference to the base-level (or mandatory) requirements and reward-level (or voluntary) requirements will be shared with the selected bidder in order to help with this consultancy work. The link for these draft requirements can be found here. Note that a more updated version of these requirements will be provided to the selected bidder.

Key tasks are:

- **Task A**: Develop a representative model of Quezon City that can be used to estimate the impacts of municipal policies on buildings including a cost-benefit analysis for Quezon City’s Green Building Code
- **Task B**: Propose fiscal and non-fiscal incentives for Quezon City’s Green Building Code
- **Task C**: Conduct a Financial Impact Assessment (FIA) for Quezon City by using the Regulatory Cost Model (RCM) Calculator as financial tool and key step under the Regulatory Impact Assessment (RIA)

### 2.5 Key Activities and Deliverables

This project is estimated to take approximately **50-60 person days spread over a maximum of 6 months**, however we welcome input from the consultant to estimate how much time and resource will be required to deliver satisfactory outcomes.

The activities consist of:

**Task A: Develop a representative model of Quezon City that can be used to estimate the impacts of municipal policies on buildings including a cost-benefit analysis for Quezon City’s Green Building Code**

The aim of this task is to model the impacts of this proposed policy and to allow us to estimate its impact on the energy consumption of buildings and the costs associated with these measures. The model should produce the data required to estimate the co-benefits of the policy. Detailed actions are listed below, we also welcome bidders to propose steps that differ from these based on their own experience and expertise on how to best deliver the aims of the task.

1. Use the model to determine the capital expenditure (CapEx) and operational expenditure (OpEx) for new buildings that will be applying the planned Green Building Code (GBC) for Quezon City (QC).
   a. **Determination of CapEx and OpEx**. This will cover a range of common building typologies, to be agreed with C40 and QC, that will be broken down according to each of the different building size categories (simple, complex, and highly technical). This will be benchmarked against current CapEx and OpEx based on standard building specifications in new construction today. Major renovations are to be included in the analysis.
The consultant can propose to add to or modify the above-mentioned categorisations.

b. **Determination of detailed energy, water, and resource savings.** In relation, energy savings (kWh), water savings (m$^3$), other resource savings, and their associated cost savings should be determined and factored into the computation and analysis of expenses and cost. This means it is a requirement and a must for the consultant to show in this subtask the energy savings (both in kWh and equivalent cost savings) per technical requirement (this also extends to water savings in cubic metres or m$^3$ and other resource savings mentioned in the draft green building code).

c. The analysis will present the CapEx and OpEx broken down according to:
   i. Base-Level (Mandatory) GBC Requirements. This analysis will exhaustively determine if there is a pre-existing cost analysis of the DPWH’s 2015 Philippine Green Building Code (excluding the energy efficiency requirements) and the DOE’s 2020 Guidelines on Energy Conserving Design for Buildings (including building envelope, mechanical systems, and electrical systems requirements) that can be used to inform the QC cost model.
   ii. Reward-Level (Voluntary) GBC Requirements which were identified to ramp up ambitious climate action in buildings in different categories of energy efficiency, renewable energy, climate resilience, air quality, etc.

2. Provide a breakdown for each typology\(^1\) that estimates the anticipated absolute and percentage cost increase for every requirement of the draft QC Green Building Code as compared to current standard specifications in construction practices in QC. This should consider cost neutral or lower cost alternative specifications wherever possible that will meet the required outcomes of the green building code.\(^2\) This analysis should also factor in (and evaluate) the effects to the building of fiscal incentives (such as tax credits on real property tax and other forms of concessions – see Task B). By analysing the CapEx, OpEx, and the savings, determine the return on investment (ROI) and/or payback period for each while also comparing these latter values with acceptable/equitable values based on the local business context.

3. Benchmark the cost and impact of shouldering third-party green building certification and verification for buildings fulfilling reward-level or voluntary requirements.

4. Determine the financial benefits associated with the requirements mentioned above such as but not limited to: reduced OpEx; reduced maintenance costs; increased labour costs (including creation of good, green jobs and opportunities for re/skilling); increased revenue due to building marketability; increased building valuation due to green building features which minimise exposure to physical risks presented by climate change; etc.

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1 Consultant to include in its proposal the typologies which are to be representative of (1) different building sizes and (2) existing and new buildings, and to consult QCG on the scope of building typologies. The draft QC GBC currently considers the building size categorisations:
   a. Highly technical applications (large buildings) - GFA of 5,000 sq. m and above
   b. Complex applications (medium buildings) - GFA of >1,500 sq. m & <5,000 sq.m
   c. Simple applications (small buildings) - GFA of > 350 sq. m to <1,000 sq.m
   d. Simple applications (extra small buildings) - GFA of < 350 sq. m

2 The building typologies to be included in the cost model and the number of different specifications to assess will be agreed between C40, Quezon City and the consultant.
Task B: Propose fiscal and non-fiscal incentives for Quezon City's Green Building Code

1. Liaise and closely coordinate directly with the Quezon City Government to obtain financial (and allied) information, excluding sensitive information, to be used in the financial analysis.

2. Conduct consultations with (a) relevant city government offices, and (b) key stakeholders including but not limited to: building developers, condominium owners associations, homeowners associations, retail tenants etc in strategizing the menu of fiscal and non-fiscal incentives.

3. Partner with C40 to obtain resources and references of best practices in fiscal and non-fiscal incentives in other cities.

4. Co-identify with Quezon City the commensurate fiscal incentives, such as but not limited to, the most balanced % tax credits to offer and other forms of concessions.
   a. Propose fiscal incentives to be awarded by the city when a building fulfils all base-level requirements.
   b. Propose fiscal incentives to be awarded by the city when a building fulfils some or all of the reward-level requirements. In addition, come up with a lookup table for this.
   c. Note that the incentives can differ across different building sizes and classifications.

5. Co-identify with Quezon City the appropriate set of non-fiscal incentives.
   a. Propose non-fiscal incentives to be awarded by the city when a building fulfils all base-level requirements.
   b. Propose non-fiscal incentives to be awarded by the city when a building fulfils some or all of the reward-level requirements. In addition, come up with a lookup table for this.
   c. Note that the incentives can differ across different building sizes and classifications.

6. Co-determine with Quezon City the length and validity of fiscal and non-fiscal incentives. For instance, one possible proposal is to incentivise early adopters of the Green Building Code for a short period of time to increase uptake of reward level requirements (bearing in mind the base level requirements are mandatory). Further, please indicate a suitable time frame to phase out the financial incentives for the base-level requirements for complex and highly technical buildings. Incentives for simple buildings, and for vulnerable communities should be prioritised.

7. Co-determine with Quezon City the effect of tax credits in its financial statements and credit rating as well as the city’s financial obligations to its diverse group of citizens.

8. Co-create with Quezon City a system to actualise the incentivisation of buildings such as but not limited to the following:
   a. Process flow of applying for and receiving of incentives (including graphic representation)
   b. Matrix of roles and responsibilities in Quezon City

9. Develop a financial review schedule to assess the spending and lost tax earnings experienced by the city to review whether or not the financial incentives are valued appropriately to deliver the desired outcomes without causing undue impact on the city.
10. Map out potential partners, key players, and other stakeholders with financial programs or opportunities that can support the Quezon City Government’s financial considerations, implementation or innovations related to the GBC, taking into account considerations on affordability for constituents, access to finance, and other contributors to promoting financial inclusion.

11. Prepare a policy input and present to the Quezon City Economic Development and Investment Board (EDIB), Climate Change and Environmental Sustainability Department (CCESD), Department of Building Official (DBO). This includes a summary of the list of proposed incentives (fiscal and non-fiscal) as well as the rationale on this should also be provided to C40 and QC by using the best policy language accepted by the city so that these can easily be migrated and integrated into the current draft of the Green Building Code.

Task C: Conduct a Financial Impact Assessment (FIA) for Quezon City by using the Regulatory Cost Model (RCM) Calculator as financial tool and key step under the Regulatory Impact Assessment (RIA)

1. Conduct a Financial Impact Assessment (FIA) for Quezon City by using the Regulatory Cost Model (RCM) Calculator as financial tool and key step under the Regulatory Impact Assessment (RIA) as required under Republic Act No. 11032 otherwise known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018. Under the RCM, the consultant should aim to evaluate the following:
   a. Administrative burden (AB)
   b. Administration and enforcement cost (AEC)
   c. Substantive compliance cost (SCC)
   d. Direct financial cost (DFC)

2. Present all results to the following groups:
   a. Office of the City Administrator (OCA), City Treasurer’s Office (CTO) alongside the Local Economic Investment and Promotions Office (LEIPO), City Assessor’s Office (CAO), Department of Building Official (DBO), City Planning and Development Department (CPDD), Business Permits and Licensing Department (BPLD), and Climate Change and Environmental Sustainability Department (CCESD)
   b. Quezon City Economic Development and Investment Board

Reportorial requirements:
The consultant should be able to put in a consolidated report all of the outputs and deliverables expected of this consultancy work. This should include all computation spreadsheets as well: model (if based on excel), inputs and their sources, and outputs of the model. Also, a summary of the list of proposed incentives (fiscal and non-fiscal) as well as the rationale on this should also be provided to C40 and QC by using the best policy language accepted by the city so that these can easily be migrated and integrated into the current draft of the Green Building Code.
3. Requirement of Experiences and Qualifications

In the process, it is recommended that the selected Company has several personnel resources with required experience and submit their detailed CVs with the following categories and requirements:

- At least one (1) Financial and Taxation Expert(s)
- At least one (1) Building and Equipment Cost Estimation Expert(s) with additional demonstrated experience in estimating energy and water cost savings.
- Other Relevant Professional(s), including team members with demonstrated experience in local governance and public policy.
- Experience in developing the FIA using the Regulatory Cost Model (RCM) Calculator (or at least with relevant experience)

4. 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 in subchapter 5 and 9. Any proposals received after the set date and time will not be accepted.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

**A. Technical Proposal**
- Company Profile – describing the nature of business and field of expertise.
- Examples of past works and list of clients for similar services as those required by C40.
- How your proposal is responsive to the Evaluation Criteria.
- The assumptions you are making about the project.
- Risks you have identified and appropriate mitigation measures.
- Proposed timeline of implementation.
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- List of key personnel who would be working and their resumes in the standard C40 CV Template.
- Submit with duly signed of each personnel for commitment letter.
- Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40.

**B. Financial Proposal**
- Information about your fee.

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, saved in PDF format and not exceed ten (10) pages of text. Please take note that failure to comply with the maximum number of pages for the proposal may unfortunately result in the proposal not being considered. Reference material may be placed in annexes.

Important points:

1. 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 (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.

2. 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.

3. 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.

4. Programme Management

- Primary reviewer of the consultant’s deliverables (for Tasks B and C) and secondary reviewer (for Task A):

  Quezon City, through the chairmanship of the City Treasurer’s Office (CTO) alongside the Office of the City Administrator (OCA), Local Economic Investment and Promotions Office (LEIPO), City Assessor’s Office (CAO), Department of Building Official (DBO), City Planning and Development Department (CPDD), Business Permits and Licensing Department (BPLD), and Climate Change and Environmental Sustainability Department (CCESD).
Primary reviewer of the consultant’s deliverables (for Task A) and secondary reviewer (for Tasks B and C):
C40 Cities Climate Leadership Group Inc., including the Head of Implementation (SEA), Regional Programme Manager (SEA), Technical Adviser for Energy and Buildings (SEA), Inclusive Climate Action and Engagement Senior Manager (SEA), Programme Coordination Manager (SEA), and City Adviser for Quezon City.

5. RfP and Project Timeline

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<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>8 Nov 2023</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>15 Nov 2023</td>
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<tr>
<td>C40 responds to questions</td>
<td>22 Nov 2023</td>
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<tr>
<td>Deadline for receiving Offers</td>
<td><strong>29 Nov 2023 - 23:59 GMT+7</strong></td>
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<tr>
<td>Clarification of Offers &amp; evaluation of proposal</td>
<td>30 Nov - 7 Dec 2023</td>
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<tr>
<td>Selection decision made</td>
<td>14 Dec 2023</td>
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<td>All Potential Suppliers notified of outcome</td>
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</table>

Project Timeline: Refer to payment schedule.

6. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>Evaluation 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>
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<tr>
<td>Suitability of timeline</td>
<td>5%</td>
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<tr>
<td>Expertise and experience</td>
<td>35%</td>
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<tr>
<td>Value for money</td>
<td>20%</td>
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<tr>
<td>Equity and ethical alignment</td>
<td>10%</td>
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</table>
7. Project Budget

Costs should be stated as one-time costs. The budget is between **USD 15,000 to USD 25,000**. 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.

Payment will be made periodically based on the satisfactory completion of deliverables as outlined in the Payment Schedule below. Please note, C40 does not pay contractors more frequently than once per month.

### Payment Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverables</th>
<th>Timeline</th>
<th>Payment %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialisation</td>
<td>Inception meeting, updated work plan; agreed scope, methodology.</td>
<td>Week 1</td>
<td>10%</td>
</tr>
</tbody>
</table>
| Task A: Develop a representative model of Quezon City that can be used to estimate the impacts of municipal policies on buildings including a cost-benefit analysis for Quezon City’s Green Building Code | A.1 Use the model to determine the capital expenditure (CapEx) and operational expenditure (OpEx) for new buildings that will be applying the planned Green Building Code (GBC) for Quezon City (QC). This includes:  
  ● Determination of CapEx and OpEx  
  ● Determination of detailed energy, water, and resource savings per technical requirement  
  
  A.2 Provide a breakdown for each typology that estimates the anticipated absolute cost increase for every requirement of the QC Green Building Code as compared to current standard specifications.  
  ● includes the cost and impact of shouldering third-party green building certification and verification for buildings fulfilling reward-level requirements | Week 2 - 5 | 30% |
| | | Week 6 - 8 | |
### Task B: Propose fiscal and non-fiscal incentives and conduct of financial impact assessment for Quezon City’s Green Building Code

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.3</td>
<td>Determine the financial benefits associated with the requirements mentioned above such as but not limited to: reduced OpEx; reduced maintenance costs; increased labour costs (including creation of good, green jobs and opportunities for re/skilling); increased revenue due to building marketability; increased building valuation due to green building features which minimise exposure to physical risks presented by climate change; etc.</td>
<td>Week 9 - 11</td>
</tr>
<tr>
<td>B.1</td>
<td>Liaise and closely coordinate directly with the Quezon City Government to obtain financial (and allied) information, excluding sensitive information, to be used in the financial analysis.</td>
<td>Week 12</td>
</tr>
<tr>
<td>B.2</td>
<td>Conduct consultations with the (a) relevant city government offices, and (b) key stakeholders in strategizing the menu of fiscal and non-fiscal incentives and obtain resources and references of best practices in fiscal and non-fiscal incentives in other cities.</td>
<td>Week 13 - 15</td>
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<tr>
<td>B.3</td>
<td>Co-identify with Quezon City the commensurate fiscal incentives, the appropriate set of non-fiscal incentives, the length and validity of fiscal and non-fiscal incentives, and the effect of tax credits in its financial statements and credit rating as well as the city's financial obligations to its diverse group of citizens.</td>
<td>Week 13 - 15</td>
</tr>
<tr>
<td>B.4</td>
<td>Co-create with Quezon City a system to actualise the incentivisation of building, such as but not limited to the following: process flow of applying for and receiving of incentives, matrix of roles and responsibilities in Quezon City, and develop a financial review schedule to assess the spending and lost tax earnings experienced by the city.</td>
<td>Week 16 - 18</td>
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<tr>
<td>B.5</td>
<td>Map out potential partners, key players, and other stakeholders with financial programs or opportunities that can support the Quezon City Government’s financial considerations, implementation or innovations related to the GBC.</td>
<td>Week 19 - 20</td>
</tr>
<tr>
<td>B.6</td>
<td>Prepare a policy input to the QC GBC</td>
<td>Week 19 - 20</td>
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### Task C: Conduct a Financial Impact Assessment (FIA) for Quezon City by using

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Weeks</th>
<th>%</th>
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<tbody>
<tr>
<td>C.1</td>
<td>Conduct a Financial Impact Assessment (FIA) for Quezon City by using the Regulatory Cost Model (RCM) Calculator as financial tool and key step under the Regulatory Impact Assessment (RIA)</td>
<td>Week 21 - 24</td>
<td>30%</td>
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the Regulatory Cost Model (RCM) Calculator as financial tool and key step under the Regulatory Impact Assessment (RIA)

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<thead>
<tr>
<th>C2. Present all results to Quezon City and C40</th>
<th>Week 25</th>
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8. C40 Policies

C40 expects third parties to be able to abide by these C40 policies.
- Non-Staff Code of Conduct Policy - [Here]
- Equity, Diversity, and Inclusion Policy - [Here]
- [C40 Non-Staff Travel and Expenses Policy - if applicable - [Here]
- [GIZ Travel and Expense Policy - If applicable - [Here]

9. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI SEA Contracts Manager at cai_sea@c40.org, with email subject: RFP Development of a Representative Model to Measure and Analyse Impacts, Cost, and Benefits; Development of Fiscal and Non-Fiscal Incentives; and Conduct of Financial Impact Assessment for Quezon City’s Green Building Code - Submission - [Name of Company], no later than 29 Nov 2023 - 23:59 GMT+7.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the designated email by the deadline.

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.