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REQUEST FOR PROPOSAL (RfP)

Development of Fiscal and Non-Fiscal Incentives for the New
Quezon City Green Building Code

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

19 April 2024

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.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyer of Freetown, Sierra Leone. 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 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.

2.2 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.

2.3 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.

This package of work will be supporting the delivery of Priority Action 1.

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 (IRR). 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. The purpose is to ensure the GBC is implemented equitably and to ensure it is an inclusive code the analysis will consider how to distribute and scale support (both fiscal and non-fiscal)

for more vulnerable constituents, and to push developers to achieve higher standards.

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 for Quezon City's Green Building Code.

2.5 Key Activities and Deliverables

This project is to be delivered within the duration of **4 months maximum**, it is the prerogative of the consultant to propose the number of resources required to deliver the work based on duration above.

The activities consist of:

1. Desktop research (including relevant national government laws, policies and regulations) and landscape analysis to obtain resources and references of best practices in fiscal and non-fiscal incentives in other cities, regionally and internationally; this includes research on incentives viable for low-income communities, groups with issues on access to government information and incentives and demonstrated successes in ensuring access to housing in green buildings.
2. Identify relevant stakeholders through mapping and conduct interviews, consultations, and/or focus group discussions with stakeholders identified in item 2 in developing fiscal and non-fiscal incentives, as well as syndication on what would resonate most to drive uptake with consideration to Quezon City's resources and ambition Stakeholder mapping should also include 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.
3. Liaise and closely coordinate directly with the Quezon City Government to obtain financial (and allied) information, excluding sensitive information, to be used in the fiscal impact analysis of fiscal/non-fiscal incentives developed. These offices may include but are not limited to:
 - a. Business Permit and Licensing Department (BPLD)
 - b. Office of the City Administrator (OCA)
 - c. City Assessor's Office (CAO)
 - d. City Treasurer's Office (CTO)
 - e. Climate Change and Environmental Sustainability Department (CCESD)
 - f. City Planning and Development Department - Zoning Administration Unit (CPDD - ZAU)
 - g. Department of Building Official (DBO)
 - h. Local Economic Investment and Promotion Office (LEIPO)
4. Develop fiscal and non-fiscal incentives for meeting the green building requirements with consideration to inclusivity and equity of all relevant stakeholders.
 - a. This could include fiscal/non-fiscal incentives to be awarded by the city when a building fulfils *all mandatory requirements (base-level requirements)* of the Green Building Code or *some or all of the voluntary requirements (reward-level requirements)* of the Green Building Code, or any other incentives design proposed aligned to objectives of encouraging adoption of GBC by stakeholder groups.

- b. The incentives designed should also take into account different building sizes and classifications considering the ability of different constituents to afford improved building specifications.
 - c. The proposed incentives must also take into account impact on various societal groups, including but not limited to low-socioeconomic income groups and other groups identified through an equity and inclusive assessment of stakeholders.
- 5. Identify impact of fiscal and non-fiscal incentives through investment required and/or foregone income on the city’s fiscal budget for various scenarios across a duration of time (to be agreed with C40 and QC upon kick-off of engagement).
- 6. Propose an appropriate system to implement the incentivisation of green buildings such as but not limited to the following:
 - a. Incentives framework and process flow of applying for and receiving of incentives (*including graphic representation*) and how to integrate it into the green building permitting process and QC E-Services.
 - b. Matrix of roles and responsibilities in Quezon City
- 7. Prepare a summary of policy recommendations and present it to the Quezon City Economic Development and Investment Board (EDIB). This can include a summary of the list of proposed incentives (fiscal and non-fiscal) as well as the rationale and details, using language and format accepted by the city for the purpose of integration into the draft of the Green Building Code, to be tabled to the Legislative Council.

Deliverables requirements:

The consultant would be required to submit a consolidated report on all outputs and deliverables specified from this engagement. This should include but not limited to data compilation, computation spreadsheets, model (if based on excel), inputs and their sources, and outputs of the model, as well as final recommendations on incentives derived from desktop research and stakeholder engagements/syndication. All items above must be submitted in format agreed with C40 upon kick-off of engagement.

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:

- 1. At least one (1) Financial and Taxation Expert(s), familiar with Philippines’ tax and/or incentives structure
- 2. At least one (1) team member with knowledge and/or experience with Green Buildings and/or energy efficiency
- 3. At least one (1) team member with demonstrated experience in local governance and public policy, preferably with Philippino Local Government Units (LGU)
- 4. Optional: Experience in using the Development Academy of the Philippines’ Regulatory Cost Model (RCM) Calculator (or 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 be rejected.

The proposal should give C40 evaluators all the information they need to assess your bid. The Bidder shall submit:

A. Returnable Forms

1. Complete and duly signed the [Proposal Submission Form](#).
2. Complete and duly signed of each personnel for [Commitment Letter](#).
3. Provide list of key personnel who would be working and their resumes in the standard [C40 CV Template](#)

B. Technical Proposal

1. Company Profile – describing the nature of business and field of expertise.
2. Track Record – provide list of clients for similar services as those required by C40, indicating description of contract scope, contract duration, contract value, contact references/list of referees (name, email address and phone number).
3. Detailed methodology on how to execute the project by considering how to produce quality activities, tasks, and/or deliverables in a limited timeline.
4. Risks you have identified and appropriate mitigation measures.
5. Proposed timeline of implementation.
6. Any additional support that is needed to make the project a success, including any inputs required from third parties or C40 staff.
7. Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
8. Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40.

C. Financial Proposal

It is imperative that you incorporate a comprehensive breakdown of cost components or provide details on the methodology used for cost calculation. This is essential to facilitate the 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 is 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**

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).

- **Secondary reviewer**

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

RFP Timeline	Due Date
Request for proposals sent out. Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing cai_sea@c40.org to receive direct updates for this RFP (if any).	19 April 2024

Pre-bid Conference To join: Meeting ID: https://c40.zoom.us/j/99012792317 Passcode: 904870 Time: 5:00-6:00 PM (GMT+8).	24 April 2024
Questions submitted to C40	19 April - 29 April 2024
C40 responds to questions	19 April - 30 April 2024
Deadline for receiving Offers	3 May 2024
Clarification of Offers & evaluation of proposal	6-17 May 2024
Selection decision made	24 May 2024
All Potential Suppliers notified of outcome	

6. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

Evaluation Criteria	Weighting
Suitability of method: Work plan demonstrates understanding of project requirements and risks	30%
Suitability of timeline	10%
Expertise and experience	30%
Value for money	20%
Equity and ethical alignment	10%

7. Project Budget

Costs should be stated as one-time costs. The budget should not exceed **USD 30,000**. All proposals must include proposed costs to completed 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 will be made based on deliverables and after satisfactory acceptance by C40 the services provided on the schedule below:

No.	Deliverables	Timeline	Payment Breakdown
1	Inception meeting, agreed scope, methodology, updated work plan	Week 1	10%
2	Desktop research, landscape analysis, stakeholder mapping and obtain financial (and allied) information, excluding sensitive information from Quezon City offices to be used in the fiscal impact analysis	Week 1 - 4	20%
3	Conduct interviews, consultations, and/or focus group discussions with stakeholders	Week 5-6	
4	Incentives Report First Draft: (a) Identify with Quezon City the commensurate fiscal incentives. (b) Identify with Quezon City the appropriate set of non-fiscal incentives. (c) Propose possible grants the city can provide to low-income communities	Week 7-10	30%
5	Incentives Report Second Draft: Aside from items 5a - 5c, the second draft shall also include details on the following: (a) Fiscal impact assessment of the various fiscal and non-fiscal incentives and grants (b) Potential partners, key players, and other stakeholders with financial programs or opportunities that can support QC GBC implementation of incentives. (c) Proposed incentives framework and process flow of incentives (d) Matrix of roles and responsibilities of QC offices in implementing GBC incentives	Week 10-14	30%
6	Final Incentives Report and summary of policy recommendations to be integrated into the draft QC GBC	Week 15	10%

7	Present the results of the incentives report and policy recommendations to C40 and QC EDIB	Week 16	
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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](#)

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 Fiscal and Non-Fiscal Incentives - Submission - [Name of Company], no later than **3 May 2024 - 15:00 GMT+8**.

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.