## **Request for Proposals**

C40 CITIES



Supply, installation and commissioning of a biogas plant at Ikosi Fruit Market,Ketu, Lagos-Nigeria (including feedstock segregation and collection)

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

> > 26 July 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-Sawyerr 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 <u>Website</u>, or follow us on <u>Twitter, Instagram</u>, <u>Facebook</u> and <u>LinkedIn</u>.

## 2. Overview of Lagos State

Lagos - Africa's most-populous city - is susceptible to the negative impacts of climate change. Lagos is of high significance in the climate risk index with a growing population of over 21 million inhabitants concentrated in a relatively small area of 3,577km<sup>2</sup>, including 22% being made up of water bodies, a vast coastline of about 187 km, high water table and generally a fragile ecosystem. As an oil producing country, with much of the electricity in the city produced using petrol or diesel generators and high numbers of vehicles and levels of congestion on the roads, the GHG emission profile is one of the highest in the Africa region standing at 26,443,656 metric tonnes CO<sub>2</sub> equivalent (tCO<sub>2</sub>e). The Baseline GHG emissions is stationary energy. This is because of high combustion of fossil fuels as virtually every household and industrial premises runs generators to supplement electricity from the grid. This is followed by emissions from the transportation and solid waste sectors.

This informed the decision of Lagos State Government to prioritise climate action in its 2012-2025 Development Plan by stating in the Environment Pillar that Lagos will seek to reduce the emissions of greenhouse gases through (i) developing mass transit systems, (ii) promoting the use of renewable energy and (iii) improving organic waste management practices. The following are the climate change priorities for Lagos:

- 1. **Mass transit system:** Development and implementation of a new Transport Policy that focuses on light-rail project, expansion of bus rapid transit (BRT) scheme, non-motorized transport and improvement on Lagos Water transport;
- 2. **Waste management systems:** Development and implementation of a comprehensive strategy to expand and enhance solid waste management infrastructure, implement waste separation at source and promote alternative uses for organic waste.
- 3. **Coastal flooding:** Development of a city-wide flood risk map, development and implementation of a stormwater drainage master plan; and improvement, expansion and maintenance of the city-wide drainage network;
- 4. **Energy** (i) Installation of solar photovoltaic (PV) systems at schools, hospitals and municipal buildings, (ii) development of policies that promote decentralised renewable energy generation, (iii) reduce emissions in the residential sector by promoting the development of energy storage technologies and incentivizing the deployment of micro-grids in off-grid urban communities.

## 3. Background and overview of the Project

## 3.1. The UCAP Climate Action Implementation (CAI Programme)

The <u>Climate Action Implementation (CAI) Africa Programme</u> is part of a broader UK Government funded Urban Climate Action Programme (UCAP) that is working 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 Africa, the CAI programme is providing technical assistance and capacity building to seven metropolitan cities across the region to enable climate change mainstreaming and action implementation in two key sectors: (i) waste and (ii) energy & buildings.

This programme focuses on the policies and projects that can deliver the most significant emissions and risk reduction impact and wider benefits in support of 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.

#### 3.2. Background to the call for implementation of a biogas plant at Ikosi Fruit Market

3.2.1. Organic waste generation and management in Lagos State

According to the Lagos Waste Characterization Study, conducted by Lagos Waste Management Authority (LAWMA) in 2015, Lagos generates over 13,000 tonnes/day (TPD) of municipal solid waste (MSW) comprising 43% organic fraction, with food and fruit markets contributing a significant portion. Approximately 50% of this quantity is collected jointly by LAWMA and private sector participants (PSPs), with less than 200 TPD of collected waste being diverted to existing processing plants managed mainly by PSPs through the use of technologies, including composting, anaerobic digestion, and Black Soldier Fly (BSF) decomposition processes. The remainder - making up the bulk - is disposed of and buried in 4 active disposal sites within the City, with the Olusosun dumpsite being the most prominent dumpsite.

#### 3.2.2. Gaps and Needs Study and recommendations

The City's Climate Action Plan (CAP) and subsequent <u>gaps and needs assessment</u> carried out on the waste sector identified the need for the deployment of a decentralised system to process organic waste from various sources, including households, industrial and commercial entities. The strategic focus on food markets serves as an important step on the pathway towards understanding and effectively managing the entire organic waste stream in order to minimise the carbon footprint from the waste management sector. The Ikosi Fruit Market serves as a good case study, generating an average of 30 TPD of solid waste, of which about 90% is organic waste. The waste is usually collected by the informal sector using wheelbarrows and often transported to undesignated/unauthorised disposal sites, resulting in the blockages of stormwater channels, increasing the risk and frequency of flooding, GHG emissions, contamination of nearby water resources, and odour issues, amongst others.

Markets provide an opportunity for separate aggregation and collection of a more homogeneous organic waste fraction, which can then be processed into useful outputs such as biogas, compost, and animal feed instead of burying them illegally. Proper management of waste in the market will also reduce exposure to health hazards related to improper waste management. Focusing on markets as a start allows for testing of interventions for processing organic waste, where a relatively homogeneous waste stream can be tested, starting with an initial 2 TPD diverted through a biogas plant and subsequently scaling up through (i) increasing the amount of organic waste from Ikosi Fruit Market from 2 TPD to 10 TPD going to biogas, (ii) implementation across the 35 other markets, as well as other large, homogeneous producers of waste - including, restaurants, food processing industries etc, resulting in processing of at least 140 TPD to biogas, (iii) and ultimately extending the lessons learnt and the footprint to incorporate households, a potential of 1,700 TPD of organic waste being converted to biogas and other valuable byproducts.

The proposed intervention for the first phase is to commission a biogas plant which will be beneficial to both the city and the traders (who are about 80% women) and many youths who form the informal waste collectors (wheelbarrow pushers). The first phase will process 20% of the market waste, second phase will scale up to process all the organic waste from the market and the third phase will extend the implementation to all the viable markets in Lagos.

A significant amount of fruits and vegetables not sold on the first few days after they arrive at the market go bad due to a lack of cold storage. This project therefore also seeks to test the implementation of a cooling/storage solution for the market vendors using the biogas generated from the biogas plant as the energy source for a cooling system that will be implemented at the market. This in turn reduces waste, GHG emission and increases profits for these market vendors.

In addition, the market has insufficient lighting, which affects the delivery of produce as most of the fruit and vegetables are delivered in the early hours of the day. The installation of street lights powered by the electricity generated using the biogas would go a long way to helping vendors extend the lifespan of their produce.

#### 3.3. Challenge and proposed solution

With Lagos State generating and disposing of 5,600 TPD of organic waste, this project aims to implement an organic waste management system designed to reduce the volume of food and other organic waste ending up in landfill, ultimately curbing methane emissions.

Specifically, this project focuses on the installation of an anaerobic digestion system at the Ikosi Fruit Market to:

- Understand and document the institutional requirements to enable implementation of climate actions within the Lagos environment;
- Provide training and capacity building to LAWMA officials for the operation of an anaerobic digester and ancillary systems;
- Provide the essential data, frameworks and conducive environment required in order to support scaling up and expansion to other city markets.

The project will involve the construction of a biodigester at Ikosi Market, initially diverting at least 2 TPD of organic waste from the market and converting this to biogas through anaerobic digestion. Furthermore, there is an expectation to

expand to a capacity of at least 12 TPD at Ikosi Fruit Market following successful installation, commissioning and testing of the initial system.

The second element that will be required from the service provider of the system is the design and implementation of a system that will use the biogas produced to power a cold storage system and provide lighting for the market.

The third element of the system is promoting the use of the digestate from the digester to supplement production of compost, potentially through agreements with existing composting facilities.

On the feedstock supply side, the project will focus on supporting implementation of source separation of the 30 TPD of waste that is being generated at the Ikosi market (including the 2 TPD to be used as feed to the biodigester). Initially, the balance of the separated organic waste will be diverted to composting, black soldier fly larvae production or any other identified technology for processing of organic waste, with potential for increasing the feed to the biodigester to 12 TPD.

Approximately 10% of the waste generated at the market is inorganic materials, made up of mainly nylon, plastics, and leather, of which provision should be made to divert as much as possible through existing recycling plants in the city.

This project is aimed at demonstrating the technology using a clean, homogeneous waste stream, educating and capacitating the market traders and other stakeholders in improved waste management (including separation at source), educating and capacitating the operators in order to understand the operation and nuances of operating a biodigester. The pilot will have strong monitoring and evaluation processes to evaluate financial feasibility, including indicators such as payback periods and unpack any limitations from a technological, legal and capacity perspective. The outcome from the pilot will inform the roll out of significantly larger operations and expansion of the diversion activities across Lagos State to include other markets and generators of organic waste, including households.

The proposed biogas (anaerobic digestion) project will be implemented at Ikosi Market (GPS coordinates: 6°35'49"N 3°23'00"E).



Image 1: Ikosi Market, Lagos with a grey roof. Google Earth 2024

## 4. Project aims and objectives

#### 4.1. Project aim

The aim of this work is to implement an integrated waste system at the Ikosi Market consisting of (i) separation of waste at source, (ii) processing of organic waste via anaerobic digestion, (iii) provision of cold storage and lighting for market traders, (iv) diversion of the remaining organic waste component from the market and the digestate from the biogas plant to composting, black soldier fly larvae production or other suitable organic waste processing method, (v) diversion of recyclable waste through existing channels in Lagos.

#### 4.2. Project objectives

The specific objectives of the project are to:

- **Behavioural influence:** Understand and influence the behavioural aspects of market vendors, workers, users and other stakeholders in waste segregation of waste and participation in sustainable waste management practices in Lagos;
- **Evaluate anaerobic digestion:** Evaluate the effectiveness and suitability of anaerobic digestion for diversion of organic waste in Lagos;
- Evaluate cold storage and enhanced security and visibility: Evaluate the impact of the cold storage and lighting system for enhancing livelihoods of the market traders;
- Systematic approach development: Develop and refine a systematic approach or methodology for efficiently diverting organic waste from landfill, which can then be replicated in similar market settings across the City and beyond the city borders;

• **Lessons and recommendations:** Provide lessons learnt and recommendations for scaling up across the City.

#### 4.3. Specific outcomes

The project aims to achieve the following specific outcomes:

#### 1. Environmental Impact:

- Reduce methane emissions;
- Reduce food and organic waste generation, increasing diversion of waste from landfill sites;
- Promote resource recovery and beneficiation of waste into useful products;

#### 2. Economic and social Impact:

- Reduce wastage, improve income, quality of livelihoods and profitability for market traders;
- Test economic models that support the efficient running of fresh produce markets to enable efficient scalability within the existing markets and replicability;
- Test the process for institutionalising and mainstreaming alternative waste diversion approaches into the City's system, identifying necessary policies, capacity and resources required.
- Enhanced security and visibility through improved lighting, contributing to a safer and more secure trading environment..

The following are additional co-benefits of the project:

- Improved hygiene and sanitation through better waste management practices;
- Improved relationships between market traders, government and market customers;
- Improved compliance with local, national and international waste management regulations, and standards;
- Creation of sustainable green jobs;
- Strengthened awareness and capacity for waste separation at source and its related benefits.

## 5. Purpose of this request for proposals

C40 cities together with Lagos State Government are looking for an engineering, procurement, construction and commissioning (EPCC) service provider to develop an integrated system, including the engineering design, procurement, construction, and commissioning of an anaerobic digester, including provision and installation of a cold storage system and lighting at Ikosi Fruit Market.

#### 6. Key activities and deliverables

The main deliverables that are expected from the service provider are:

- 1. Detailed engineering design of the system
- 2. Procurement and construction
  - a. Procurement of construction materials and equipment
  - b. Construction of the digester (including associated storage systems, piping, pumps and other ancillary components)
- 3. Engineering inspections and approvals
- 4. Commissioning and piloting plant for 3 months
- 5. Training and capacity building
- 6. Reporting and project handover.

The specific activities and deliverables are expanded below.

#### 6.1. Activity 1: Project inception

- 1. An inception meeting will be held between LAWMA, C40 and appointed the service provider. The inception meeting will take place in person to go through the objectives and expectations of the project, finalise the project plan and gantt chart, project administration (including setting up of a project steering committee), monitoring and evaluation, deliverable schedule and payment.
- 2. The service provider will draft an inception report following the inception meeting summarising the discussion and agreements from the inception meeting.

Expected output/deliverables	<ul> <li>Inception meeting agenda and presentation</li> <li>Inception report inclusive of details of any updates agreed upon with regards to the project plan and gantt chart.</li> </ul>
Estimated task time	2 weeks (23 September - 4 October 2024)

#### 6.2. Activity 2: Detailed design of the system

The service provider is expected to provide detailed design of the system, including the following aspects:

#### 1) Feedstock analysis

The feedstock will be sourced from Ikosi Market, through the implementation of a separation at source programme. The design of the project should include (i) characterisation/audit of the available waste at the market, (ii) activities and

resources required for separation at source to ensure sufficient feedstock to the biogas plant, (ii) requirements for scaling up separation at source (a) during the duration of the pilot, (b) for the scale-up process.

### 2) Biogas plant sizing and configuration

The anaerobic digester should be designed to process a minimum of 2 TPD of organic waste. The service provider should therefore provide detailed design for the operation of such a plant, and the design should include all components including the biodigester, feedstock storage and feeding system, process control and monitoring (including safety features and backup and failsafe measures) as well as management of digestate, which is expected to be used for composting.

In addition, the design should include the specification of the biogas storage and utilisation system (cooling and lighting). This should include a generator for converting the biogas to energy for a cooling system consisting of at least 10m<sup>3</sup> of storage/refrigeration space and a lighting system for the depot area at the market.

**3)** Financial and economic analysis (capital and operational costs)

A detailed breakdown of the costs of construction and operation of the system will need to be developed, submitted and approved. Ideally these costs should be broken down into:

- a) Design
- b) Capital expenditure
- c) Construction
- d) Commissioning and piloting (3 months)
- e) Expected annualised operation and maintenance costs

#### 4) Regulatory compliance and permitting

The requirements for compliance with local regulations, building codes, environmental and other considerations need to be outlined at the design stage, along with the associated processes and timelines. These are expected to be obtained in collaboration with LAWMA as the final owner and operator of the biogas plant.

#### 5) Maintenance and operational plan

A detailed operational and maintenance plan should be developed, and should include routine tasks, inspection schedules and emergency procedures. The outputs at the end of the project should include an operating manual for the plant.

Expected output/deliverables	<ul> <li>Detailed design of the system including the following aspects: <ul> <li>Feedstock considerations</li> <li>Detailed design of the plant (separation at source system, anaerobic digestion system, cooling and lighting systems and effluent system), including engineering drawings (2 - 3 revisions subject to review and approval from project steering committee)</li> <li>Bill of quantities</li> <li>Permitting and authorisation plan</li> <li>Maintenance and operation plan (to cover the full period until at least December 2025. Please note that although the plan should be until December 2025, for the actual implementation of the operation and maintenance (under activity 5), it is expected that: <ul> <li>the service provider will carry out the operation and maintenance services until 30 June 2025.</li> <li>During the period up to 30 June 2025, operation and maintenance activities are to be carried out with LAWMA staff members with the intention of training and handing over maintenance work to LAWMA on 1st July 2025).</li> </ul> </li> </ul></li></ul>
Estimated task time	4 weeks (30 September - 25 October 2024)

#### 6.3. Activity 3: Procurement and construction

A procurement schedule should be included in the bid submission, outlining activities, logistics and timeframes for the purchase of the materials and equipment and the construction of the plant. All items should have clearly stipulated warranty and guarantee plans, and commitment to replace, repair or refund (applicable to parts as well as workmanship. The bidders should clearly state the warranty period for the items with a minimum being the factory warranty.

A construction schedule should be included in the bid submission, outlining the construction activities, timeframes, inspections and approvals and this should include the digester, associated feed and output storage systems, piping, pumps

and other ancillary components, installation of the cooling, lighting, separation at source and effluent systems.

Expected output/deliverables	<ul> <li>Procurement schedule (items, costs, timeframes, warranties and guarantees. Service Provider should provide an equipment inventory list and assume overall management for inventory management.)</li> <li>Construction schedule</li> <li>Construction of plant (biodigester, associated storage systems, piping, pumps and other ancillary components, installation of the cooling, lighting, separation at source and effluent systems).</li> </ul>
Estimated task time	16 weeks (28 October 2024 - 14 February 2025)

## 6.4. Activity 4: Engineering inspections and approvals and asset handover

In alignment with regulatory compliance and permitting, the service provider should ensure availability of necessary expertise for conducting engineering inspections and approvals during the different phases of the project. Once the biogas plant has been certified compliant, and the commissioning phase has been completed, official ownership handover of the assets to LAWMA will be done.

Expected output/deliverables	<ul> <li>Inspection and approval schedule</li> <li>Inspection and approval report</li> <li>Asset handover to LAWMA</li> </ul>
Estimated task time	16 weeks (28 October 2024 - 30 April 2025)

#### 6.5. Activity 5: Commissioning and Operating of plant

The service provider is expected to commission and operate the plant until 30 June 2025, conducting troubleshooting, collecting data on the operation of the plant and optimisation strategies. The output from this phase should include an operating report, including data analysis for the period of the commissioning and piloting phase. This phase will be done in collaboration with LAWMA, and will include the training and capacity building for the team that will be responsible for taking over the operation of the facility from the 1st of July 2025.

Expected output/deliverables	<ul> <li>Operating report (including data analysis)</li> </ul>
Estimated task time	8-12 weeks (3 February - 30 June 2025)

## 6.6. Activity 6: Stakeholder engagement and training and capacity building

Training and capacity building materials should be developed for:

A. implementation of separation at source including evidence-based community strategies to support behaviour change for the implementation of separation at source,

B. the biogas plant operation and maintenance, including SOPs. For the former, stakeholder engagement and training should be conducted in order to continue to build upon rapport established during the gaps and needs assessments, as well as ensure capacitation and wide public buy-in for separation at source and provision of feedstock for the biogas plant. For the latter, training and capacity should be provided to identified teams that will be responsible for the operation and maintenance of the plant following the handover process.

Expected output/deliverables	<ul> <li>Stakeholder engagement plan</li> <li>Stakeholder engagement report</li> <li>Training and capacity building program</li> <li>Training and capacity building report</li> </ul>
Estimated task time	Duration of project

#### 6.7. Activity 7: Reporting and project handover

A handover process will conclude the assignment, with the project handed over to LAWMA for continued operation and maintenance. The final project report will summarise all key activities and deliverables as stipulated in this scope of work, and provide recommendations on scaling-up of the project across the City. A final project close-out and reporting handover will conclude this stage. This will conclude with the service provider providing all necessary documentation to the City upon completion of the assignment, and will include (i) operating manual(s), (ii) scale-up plan and recommendations for the City, and (iii) a project closeout report/final project report.

Expected output/deliverables	<ul><li>Final project report</li><li>Handover of all outputs and deliverables</li></ul>

## 6.8. Activity 8: Project management, monitoring and evaluation

The project will require close collaboration and excellent communication with a project Steering Committee consisting of C40, Lagos State Government (LAWMA) and any other identified key stakeholders. The Steering Committee will provide guidance and support through the course of the assignment. The following project management meetings are proposed:

- Weekly check-in meetings (30 minutes with project steering committee) to report on progress, challenges, and plans for communicating assistance needed.
- Ad-hoc project team meetings as needed to resolve issues and review deliverables.
- Project close-out meeting within the last 2 weeks of the contract.

The service provider should allocate sufficient time to prepare for, attend and minute these meetings.

Expected output/deliverables	<ul> <li>Project weekly management meeting notes/slides</li> <li>Project close-out meeting and report</li> </ul>
Estimated timeline	Full project period

## 7. Project team requirements

Consortia are welcome to bid for this work, with all project team members being included in the proposal. C40 will not take responsibility for coordinating across the different entities, this will be the responsibility of the project lead assigned to the consulting team. Local expertise is critical for the successful delivery of this assignment, especially the stakeholder engagement component. More requirements are highlighted in the proposal evaluation criteria table.

The appointed service provider is expected to satisfy most, or all of the following qualifications, skills and experience:

- 1. A valid business licence;
- 2. Metal works trade certificate or similar;
- 3. Welding trade certificate or similar;
- 4. Building Construction or Carpentry qualifications or higher;
- 5. Must have at least 5 years of experience in the building industry;
- 6. Able to read and understand technical drawings;
- 7. At least 2 years of experience in biogas plant installation, or in the area of plumbing and gas-fitting;

- 8. Technical expertise in operation of biogas plants;
- 9. Insurance coverage (The Service Provider must submit as part of their bid evidence of appropriate insurance coverage, including general liability, worker's compensation and professional liability);
- 10. Experience in facilitating training;
- 11. Experience in working with a variety of stakeholders, including Government agencies, NGOs, civil society, communities.

### 8. Registration of interest

If you intend to submit a bid, please complete <u>the registration of interest form</u> in order to keep apprised of any updates or developments during the procurement process.

# 9. Project and site briefing and clarification meeting

A project briefing session will be conducted to allow for engagement and clarification on questions with regard to the RFP and the project. All interested potential bidders should fill out <u>the project briefing and site visit form</u> by the **9th August 2024** to obtain site visit/briefing details. It is strongly recommended that prospective bidders and stakeholders attend this briefing, and C40 Cities **reserves the right to not accept** bids from bidders who did not attend the site visit and briefing.

### 10. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **05 September 2024, at 17:00 EAT (GMT +3)**.

Any proposals received after this date and time will not be accepted. All proposals should include clear timelines, how you will work with C40, costs and details on experience in this area. Proposals should be presented with costs including tax and administrative fees.

The proposal should give the city and C40 evaluators all the information they need to assess your bid. Submissions should include:

- Cover letter & CV/Capability Statement;
- Business Licences and Certificates to satisfy the Qualifications, Skills and Experience as detailed above;
- List of key personnel who would be working on the contract, their job titles and responsibilities. Please attach the relevant CVs, which should highlight relevant experience, expertise and qualification;
- Examples of previous relevant work/projects
- Proposed plan and Gantt chart of delivering the scope of work in the Terms of Reference (the work should be concluded by **30 June 2025**);

- A full, detailed project budget breakdown of deliverables and costs inclusive of taxes, and including:
  - Proposed material quantity and costs;
  - Labour costs and all other associated costs (including design and engineering work);
- Information about the organisation's commitment to equity, diversity and inclusion, and ethical alignment with C40
- Risk analysis and mitigation plan.

**Please note:** Proposals should be written in English, saved in PDF format. Reference material may be placed in annexes.

#### 11. Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement by 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 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 <u>C40's Equity</u>, <u>Diversity and Inclusion Statement</u> 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.

#### 12. Contracts

The work will be completed on the FIDIC Silver Book. We reserve the right to penalise your bid on the basis of non-acceptance of terms.

#### 13. 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.

#### 14. **RfP** timelines

RFP Timeline	Due Date
Request for Proposals sent out	26 July 2024
Please Note: It is strongly recommended that all interested prospective bidders attend this site visit and briefing. C40 Cities reserves the right to not accept bids from bidders who did not attend the site visit and briefing. All interested potential bidders who intend to participate in the site visit and briefing should fill out the project briefing and site visit form by the <b>9th August 2024</b> to obtain site visit/briefing details.	14 August 2024
Questions submitted to C40	21 August 2024
C40 responds to questions	28 August 2024
Deadline for receiving Offers	05 September 2024
Successful Suppliers notified of the outcome	19 September 2024
Inception meeting	26 September 2024
Project close-out	30 June 2025

## 15. Proposal evaluation criteria

Proposals will be evaluated against the following criteria and weighting:

Evaluation Criteria	Weighting (%)
<b>Robustness of the project delivery proposal:</b> Project delivery approach proposed, including project management approachability to deliver outputs on time and quality	35
<b>Technical Expertise:</b> Expertise and experience of the bidder across relevant topics and focal geography. Including existing work and methods that we can draw on for this work	35
Value for money measured by:	20
• Economy: minimising the cost of resources used	

<ul> <li>Efficiency: the relationship between the output from goods / services and the resources to produce them</li> <li>Effectiveness: the relationship between the intended and actual results</li> <li>Equity: the extent to which services reach the intended recipients fairly</li> </ul>	
<ul> <li>Equity and ethical alignment considerations:</li> <li>C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community.</li> <li>Consideration will focus on: <ul> <li>location of organisations (preference will be given to locally based organisations),</li> <li>organisations with women and youth ownership are encouraged to apply</li> </ul> </li> </ul>	10

#### 16. **P**roject budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the project (i.e. preliminary scoping, exchanges, and resources, etc.). Labour and equipment costs need to be quoted separately both in USD and Naira equivalent. All costs included in the proposal must be all-inclusive, referring to any VAT, copyright, bank fees, etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month.

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

#### 17. C ompliance with C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- 1. Non-Staff Code of Conduct Policy <u>here</u>
- 2. Equity , Diversity and Inclusion Policy <u>here</u>
- 3. C40 Non-Staff Travel and Expenses Policy if applicable Here

#### 18. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by, **05 September 2024, at 17H00 EAT (GMT +3)** to Neema Afwande, Senior Procurement & Programme Officer, <u>caiafrica@c40.org</u>.

All questions related to this RFP by potential bidders should be directed by email to <u>caiafrica@c40.org</u> by the 21st August 2024. Anonymised responses to questions will be provided <u>here</u> before the Q&A period closes.

To stay informed about any updates or requests for information and data, please register on the prospective bidder database using this <u>link</u>.

#### 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.