



REQUEST FOR PROPOSAL (RfP)

Development of the Roadmap for Net Zero Carbon Buildings in Kuala Lumpur

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

17 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-Sawyers 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, Background of the Project, and Purposes

2.1. Summary

As the most urbanised and most populous city in Malaysia, Kuala Lumpur has committed itself to ramping up its climate action initiatives in meeting its goal of 70% reduction in carbon emissions intensity per unit GDP by 2030 and working towards net zero emissions by 2050. In 2021, with technical assistance from C40, KL launched the [Kuala Lumpur Climate Action Plan 2050](#) (KLCAP2050). This expands on DBKL's 2030 targets published in the [Kuala Lumpur Low Carbon Society Blueprint 2030](#) and establishes a clear roadmap to ensure that it achieves both carbon neutrality and climate resilience by 2050. KLCAP2050 identified 5 climate strategies to chart KL's way towards being a carbon neutral, resilient, and inclusive city. One strategy is on Energy-Efficient & Climate-Proof Buildings, consisting of 4 prioritised climate actions. This includes (1) Building Vegetation Covering, (2) Low Carbon Building Checklist, (3) Building Performance Benchmarking, and (4) Near Zero Emissions Building Roadmap. Emissions from stationary energy are the second largest contributor to GHG emissions in KL. 58.50% of these energy-related emissions are attributed to commercial & institutional buildings and are followed by residential (24%) & industrial (16%) buildings.

2.2. Background

The Climate Action Implementation (CAI) Programme in Southeast Asia is part of a broader **Urban Climate Action Programme (UCAP)** funded by the UK Government from 2022-2025 to C40 that aims to work with cities in Africa, Latin America, and Southeast Asia to implement 2 high impact, priority climate actions in each city and to integrate climate action into city plans, processes, and structures. In Southeast Asia, the programme cities are Jakarta, Quezon City, and Kuala Lumpur. The CAI Programme is providing technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions being implemented in the region centre on developing building codes and roadmaps 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. The programme also aims to engage other cities to share knowledge and lessons learned on climate action implementation.

2.3. Selected Priority Actions for Kuala Lumpur

Priority Action 1: Implementation of a low carbon building checklist (LCBC) for new developments and major renovations. This action will support the implementation of the LCBC that incorporates passive and active design elements and renewable energy requirements into a mandatory checklist for new buildings and major renovations.

Priority Action 2: Energy efficiency and renewable energy roadmap and actions towards net zero emission buildings. This action's objective is to accelerate policy and financial instruments to expand energy efficiency and renewable energy projects to achieve net zero emission buildings target by 2050 for new and existing buildings.

2.4. Purpose

2.4.1 Expected Outputs

CAI Southeast Asia is looking for a consultancy firm or consortium to develop **the Roadmap for Net Zero Carbon Buildings in Kuala Lumpur**. This roadmap will be developed and implemented over a longer time-frame and will have to factor in different building types, energy consumption profile of KL's building stock, existing policies, as well as benchmarking analyses. Supporting actions such as energy data disclosure frameworks and incentives such as low carbon building awards may also be introduced to support the roadmap implementation. As a starting point to reduce carbon emissions from the building sector, DBKL (Dewan Bandaraya Kuala Lumpur) introduces the **Low Carbon Building Checklist (LCBC)**. It serves as a mechanism to extract crucial information on buildings that influence the energy use from their operations; and it also requires building owners to incorporate and adopt low carbon measures for their buildings. The roadmap is foreseen to include a phased timeline approach and serves to inform the community on adopting tighter standards for buildings over a long-term timespan. Targets set by DBKL in the building sector include ensuring that the LCBC specifications are incorporated into the OSC approval process and that 75% of all new buildings and/or major retrofits will meet the requirements by 2025. LCBC also includes **Building Vegetation Covering (BVC)** targets as well. BVC actions focus on the expansion of green area coverage on roofs, podiums and walls; and localised green covering provides a cooling effect to reduce urban heat island effect. **Thus, the scoping and development of the roadmap should have actions related to LCBC and BVC since both support the decarbonisation of buildings in Kuala Lumpur.** The work is divided into 2 work packages (WP): WP1 on Preliminary Phase (helps prepare delivery of WP2) and WP2 on Development of the Roadmap (actual roadmap development).

WP1 expected outputs are:

1. Scoping Work and Assessment to Inform Roadmap Development
2. Appropriate Work Plan for WP2 on Roadmap Development

WP2 expected outputs are as follows. For expected details of the following, refer to the descriptions of Output B, Deliverable 1 under Section 2.5.1.

1. Contextualisation & Analysis to Inform the Roadmap's Detailed Scope
2. Visioning for the Roadmap
3. Local Actions & Roadmap
4. Socialising & Championing the Roadmap

C4O envisages the service provider continuing to work until WP2 and will be subject to WP1 outputs and satisfactory vendor performance (as determined by C4O and DBKL) in terms of quality of work, on-time deliverables, and good communication.

2.4.2. Alignment with the Kuala Lumpur CAP and ASEAN Roadmap Targets

LCBC Target:

- 2025 – 75% of all new buildings and/or major retrofits will meet the LCBC

From KLCAP2050 Infographic:

- Before 2022 – Develop low carbon GHG building roadmap & outline targets
- Before 2025 – Roadmap targets applicable to all new residential & commercial buildings
- Before 2030 – Near-zero standards implemented across 10% of new buildings
- Before 2030 – Expand LCBC subsidies by DBKL to 10–15 pilot projects
- Before 2050 – More than 30% of total buildings meet minimum energy consumption targets
- After 2050 – 100% of buildings meet LCBC requirements

ASEAN Roadmap:

- 2025 – Adopt mandatory building energy codes with requirements for Net Zero Carbon building performance
- 2025 – Have standards for net Zero-carbon buildings
- 2030 – Most new buildings meet zero carbon ready level of performance
- 2030 – Include requirements for embodied carbon, urban planning, resilience, and clean energy in building energy codes for new buildings
- Towards Net Zero – All new buildings meet life cycle zero carbon ready performance

2.5. Deliverables and Scope of Work

2.5.1. WORK PACKAGE 1 (WP1) – Preliminary Phase			
OUTPUT A – Scoping Work and Assessment to Inform Roadmap Development			
No.	Deliverable	Description	Duration
1	Scoping review to inform roadmap development	<ul style="list-style-type: none"> • Scope existing/future frameworks, federal/city policies, relevant past/present projects, case studies, technical studies, initiatives, public/private support, etc. 	Week 1-3
2	Full assessment of KL baseline study and all technical reports to assess data needs & gaps	<ul style="list-style-type: none"> • Collect preliminary data while performing needs & gaps analysis. Check availability of high-quality, local data to inform sub-sectoral roadmaps: <ol style="list-style-type: none"> 1. <u>Municipal buildings (new & existing buildings)</u> 2. <u>Existing buildings (commercial, residential, etc.)</u> 3. <u>New buildings (commercial, residential, etc.)</u> • Develop a plan to collect sufficient data. Illustrate a full data collection plan (complete data gathering executed in WP2). Also, recommend how DBKL should collect data from LCBC, BEDOS, etc. 	Week 1-3
3	Benchmarking LCBC with key cities to inform modelling, analyses, and target-setting to align with NZC ambition	<ul style="list-style-type: none"> • Validate initially benchmarked LCBC criteria. This is to help inform LCBC's next revision cycles. • Detail the energy modelling methodology and other analyses to be performed during WP2. The process must account for LCBC and BVC, depth of analysis, calculation assumptions, and intended outputs. 	Week 1-3
4	Definition of roadmap's scope as well as assessment of risks	<ul style="list-style-type: none"> • Extent of roadmap. Identify if this is focusing on all buildings or sector-specific (new, existing, municipal). • Risk assessment. Identify risks and mitigation plans. 	Week 1-3
5	Integration of inclusive climate action (ICA) elements	<ul style="list-style-type: none"> • Develop a plan to integrate ICA.¹ This focuses on the roadmap's development process & the roadmap itself. • Conduct equity assessment for the roadmap.² Assess KL energy systems in terms of climate justice (public participation in policies, affordability, ownership of infrastructure, etc.). Analyse potential needs, positive/negative impacts, job/skills creation, etc. for each stakeholder as a result of the roadmap. 	Week 1-3

¹ C40 inclusive climate action in practice: www.c40knowledgehub.org/s/article/Inclusive-climate-action-in-practice-How-to-jointly-tackle-climate-change-and-inequality?language=en_US

² C40 requires only an initial report on this for WP1. Example of a full-blown energy equity assessment: energyequityproject.com/wp-content/uploads/2022/08/220174_EEP_Report_8302022.pdf

6	Stakeholder mapping	<ul style="list-style-type: none"> ● Review mapped stakeholders. Map all impacted stakeholders into a proper matrix. ● Review the Roadmap Technical Working Group (TWG) and Review Committee (RC) compositions. Outline all responsibilities. For RC, propose who needs to review the roadmap during its development. 	Week 1-3
*	Planning and preparation for stakeholder engagement workshop	<ul style="list-style-type: none"> ● Prepare the concept note (intended outputs, workshop structure, etc.) ● Detail the activity design and delivery (needs to be very interactive and consultative) ● Develop slide packs and modules for the workshop ● Coordinate with DBKL in inviting stakeholders ● Any other activities relevant to the planning and preparation for the upcoming workshop 	Week 4-5
7	Preliminary stakeholder engagement workshop	<p>Deliver a workshop with the following agenda:</p> <ul style="list-style-type: none"> ● Present & socialise all preceding deliverables (A1 to A6) ● Validate equity considerations, including needs and impacts (from A5). ● Conduct a preliminary visioning exercise with external and internal stakeholders (to help DBKL identify the roadmap's vision as well as the short-, medium-, and long-term goals) 	Week 6
8	Interim report after workshop delivery	<ul style="list-style-type: none"> ● Stakeholder engagement report ● Interim report incorporating feedback from workshop 	Week 7
9	Final report & slide deck incorporating C40 & DBKL feedback	<ul style="list-style-type: none"> ● Final report ● Slide deck 	Week 8

OUTPUT B – Appropriate Work Plan for WP2 on Roadmap Development

No.	Deliverable	Description	Duration
1	A very detailed work plan to inform WP2 (actual development of roadmap)	<p>Integrating all preceding deliverables, this work plan must have a very complete outline as well as the identification of qualifiable/quantifiable components, deliverables, details, description, duration, tools, and approaches needed to successfully deliver each component.</p> <p>WP2 should encompass at least 4 major components as follows. The consultant is expected to: (a) build on or add to each of the components; (b) identify subcomponents; (c) list out specific, measurable deliverables; (d) detail & describe each deliverable; (e) propose an acceptable timetable for each deliverable; (f) factor in the duration of review time for C40, DBKL, and the rest of Review Committee (RC); (g) provide the justifications for each component, subcomponent, & deliverable; and (h) determine when to present the deliverables to DBKL, C40, Technical Working Group (TWG), RC, and stakeholders to gather collective feedback and get buy-in.</p> <p><u>Component A: Contextualisation & Analysis to Inform the Roadmap's Detailed Scope</u></p> <ul style="list-style-type: none"> ● Include the following, but not limited to: (1) Risk analysis of the execution of the consultancy work; (2) City baselines and database; (3) Appropriate, detailed energy modelling and supporting analyses to inform how the LCBC & BVC alongside energy-specific programs, projects, and activities will be able to meet the ambitious roadmap milestones; (4) Holistic 	Week 1-8

		<p><i>integration of climate actions for net zero carbon and resilient buildings through the policy and regulatory actions in the roadmap (i.e. emphasising energy efficiency and building vegetation covering actions working together for building decarbonisation); (5) Policy and regulatory framework full review and analysis; (6) Financing mechanisms full review and analysis; (7) Related building decarbonisation initiatives and developments full review and analysis; (8) Equity considerations; (9) Gaps and needs analysis; and (10) Challenges & opportunities.</i></p> <p><u>Component B: Visioning for the Roadmap</u></p> <ul style="list-style-type: none"> • <i>Include the following, but not limited to: (1) Benchmarking of best practices in net zero carbon roadmapping; (2) Conduct of several rounds of key stakeholder engagement; (3) Setting of goals and key targets by revisiting local, national, regional, and international visions and commitments; and (4) Setting of building decarbonisation priorities for the three building sub-sector workstreams (municipal buildings, existing buildings, and new buildings).</i> <p><u>Component C: Local Actions & Roadmap</u></p> <ul style="list-style-type: none"> • <i>Roadmap design – Include the following, but not limited to: (1) Definition of the baseline; (2) Definition of objectives, goals, & targets; (3) Regulatory and political framework; (4) Energy efficiency, renewable energy, and related building strategies such as BVC; (5) Risk identification and mitigation strategies; (6) Definition and quantification of impact and benefits; and the (7) Actual roadmap (divided into sub-sectors, full & summarised roadmap versions, summarised roadmap version, and creatively illustrated).</i> • <i>Roadmap implementation plan – Include the following, but not limited to: (1) Governance structure; (2) Financing; (3) Implementation strategy that is well-designed for a long-term, inclusive, and responding to the needs of DBKL, its people, & the environment; (4) Determination of partners for implementation; and (5) Monitoring, evaluation, and reporting (MER) plan.</i> <p><u>Component D: Socialising & Championing the Roadmap</u></p> <ul style="list-style-type: none"> • <i>Include the following, but not limited to: (1) Socialisation strategy; (2) Recommended engagement methods for stakeholder groups; (3) Implementation plan and schedule; and (4) Feedback-gathering mechanism for all socialisation activities.</i> 	
2	Presentation of work plan to DBKL & C4O	<ul style="list-style-type: none"> • Final work plan • Slide deck 	Week 10

2.5.2. WORK PACKAGE 2 (WP2) – Development of the Roadmap (Due by June 2025)

As mentioned in the “descriptions” under Section 2.5.1. (Output B, Deliverable 1), the WP2 will be informed by the outputs of WP1. At the minimum, the following are the components of WP2 & the consultant is expected to build on or add to the components, subcomponents, and deliverables for WP2 (i.e. to help design the actual roadmap development process according to the dynamic needs of the city, its people, & the built environment). The consultant is required to provide a ‘technical report’ for each component for review and a ‘final report’ upon completion of all components.

COMPONENT A – Contextualisation & Analysis to Inform the Roadmap’s Detailed Scope

COMPONENT B – Visioning for the Roadmap**COMPONENT C – Local Actions & Roadmap****COMPONENT D – Socialising & Championing the Roadmap****2.5.3. Important Note on Deliverables**

Final Deliverables: All final deliverables such as reports, slide decks, and illustrations (but with the exception of spreadsheets) to be submitted should both be in ***Bahasa Malaysia and English***. This means, each deliverable should strictly have 2 separate language versions. Specifically for WP1, C4O requires only soft copies. For WP2, C4O requires hard and soft copies of documents. For WP2, prior to printing the documents, clearance from C4O is required.

Illustrated Reports and Roadmap: The reports and the roadmap should have the proper illustrations. Both the full and summarised versions of the final roadmap should be illustrated very well.

2.5.4. Resource Pack and Examples of Building Decarbonisation Roadmaps

The successful bidder will be provided with references pertaining to net zero carbon buildings and other resources to help support the delivery of WP1 and WP2. To illustrate how C4O envisions the roadmap to be, here are roadmap examples from [Mexico City](#) and the [State of Maharashtra](#).

3. Requirements on Experiences and Qualifications

The selected service provider needs to have several personnel resources with the required backgrounds and experience as detailed below. Please note that personnel may also demonstrate that they have “multiple skills” encompassing the different requirements below. Further, it is possible for the service provider to subcontract a consortium of consultants that are able to provide the relevant expertise at the relevant stages of the project.

1. One (1) Project Manager
 - a. With academic and professional background on management or administration
 - b. With demonstrated experience in leading projects on energy efficiency & conservation, renewable energy, and building decarbonisation; and with previous key roles in the development of government roadmaps and/or private sector business plans
 - c. Preferably with Project Management Professional (PMP) Certification
2. At least one (1) Policy and Legal Expert
 - a. With demonstrated experience in analysing national and subnational policies relating to energy efficiency & conservation, renewable energy, and building decarbonisation
3. At least two (2) Energy Efficiency and Renewable Energy Specialists
 - a. With academic background in engineering or related technical fields
 - b. With professional background in performing energy modelling and computations (GHG emissions, quantification of energy project benefits & impacts, financial costing and implications, etc.)
 - c. With demonstrated experiences in green building assessments, energy audits, energy management, and/or evaluating/analysing energy projects and programs (building codes, product standards, technologies, etc.)
 - d. With demonstrated experiences in renewable energy, building decarbonisation, and/or carbon offsetting, preferably with national and/or subnational governments
 - e. With sufficient knowledge of local energy policies in DBKL and Malaysia
 - f. Preferably a certified green building professional (GBI, LEED, or GreenRE)

4. One (1) Building Vegetation Expert
 - a. With academic and professional background in urban planning, architecture, or any related fields
 - b. With demonstrated experience in green roofs, walls, podiums, etc.
 - c. With sufficient knowledge of local building vegetation policies and standards in DBKL and Malaysia
5. One (1) Inclusive Climate Action Specialist
 - a. With background on social inclusion or climate justice, preferably on projects in the energy sector
 - b. With demonstrated experience on designing and conducting stakeholder engagement sessions or consultations, preferably with underserved communities
 - c. With demonstrated experience and/or skills on social assessments
6. One (1) Illustrator (onboarded at the proper stage of the work)
 - a. With sufficient experience in illustrating content, developing brochures, and/or picture-friendly materials
7. Other relevant professional/s deemed necessary by the consultancy team as essential to undertake this work

4. Institutional Arrangement

1. Upon signing the contract, the selected service provider will convene a coordination meeting with the C40 team, followed by a kick-off meeting with C40, DBKL, and other relevant stakeholders to integrate their inputs before commencing the assignment. The service provider is required to submit an implementation plan afterward, reflecting any proposed changes.
2. The service provider is expected to establish close and constructive working relationships with the C40 team, including but not limited to the Head of Implementation (Southeast Asia), Regional Programme Manager (Southeast Asia), Technical Adviser for Energy & Buildings (Southeast Asia), Inclusive Climate Action & Engagement Senior Manager (Southeast Asia), and the City Adviser for Kuala Lumpur. These representatives will oversee the project and actively participate as partners. All interim deliverables and change requests must receive approval from the C40 team.
3. C40 anticipates no changes to the project team for any reason except *force majeure*, as each personnel has provided a commitment letter.
4. As part of the project management framework, the service provider is required to ensure that the proposed personnel, particularly the Project Manager, attend all scheduled meetings (frequency to be agreed upon) and/or workshops (whether virtual, hybrid, or in-person). The service provider must report any material³ information and progress, including project status, risks, challenges, and achievements, to C40 and relevant stakeholders on a weekly basis through formal communication, in addition to the required deliverables.
5. Deliverables must be submitted in accordance with the agreed Service Provider Agreement and/or the implementation plan agreed upon during the coordination meeting. The service provider's expertise and commitment are crucial to delivering high-quality, clear analyses supported by evidence and justification for recommended approaches. C40/DBKL will review the submitted deliverables and allow for a maximum of two revisions.

5. Proposal Guidelines

³ Material³ information/updates refer to information that have potential impacts on delays to deliverables, the timeline, or relationship with DBKL

5.1. Proposal Requirements

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 the RfP timeline in **subchapter 6 and 10. 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. 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

The bidder must describe in 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 you need to make the project a success, including any inputs you will need 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

- Information about your fee.

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, or (ideally) in both English and Bahasa Malaysia, saved in PDF format and not exceeding **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 materials (should be summarised as much as possible) may be placed in annexes.

5.2. Important Points

Supplier Diversity: C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within. We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us. Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract: Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#). These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity. If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier

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

6. RfP and Project Timeline

RfP Timeline	Due Dates
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).	17 Jul 2024
Pre-Bid Conference/ <i>Aanwijzing</i> To join: https://c40.zoom.us/j/92401519726?pwd=WYasnmKGwDwznd18XEXy4QufK9t0Ne.1 Meeting ID: 924 0151 9726 Password: 319406 Day/Time: Thursday, 04.00 PM (GMT+8)	25 Jul 2024
Questions submitted to C40	17 Jul - 9 Aug 2024
C40 responds to questions	17 Jul - 13 Aug 2024
Deadline for receiving offers	16 Aug 2024
Clarification of offers & evaluation of proposals	19 - 26 Aug 2024
Selection decision made	2 Sep 2024
All potential suppliers will be notified of outcome	

Project Timeline: Refer to payment schedule and timeline

7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria.

Evaluation Criteria	Weighting
Suitability of method & timeline: Work plan demonstrates understanding of project requirements and risks as well as strict adherence to timeline	40%
Expertise and experience of key personnels	40%
Value for money based on project quote and additional value (if any)	10%
Equity and ethical alignment	10%

8. Project Budget

8.1. Project Costs

Costs should be stated as one-time costs. The budget for **WP 1 is maximum USD 15,000 and the budget for WP 2 is maximum USD 45,000**. 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 RfP submission 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.

8.2. Payment Schedule

WORK PACKAGE 1 (WPI) – Preliminary Phase – Maximum USD 15,000			
OUTPUT A – Scoping Work and Assessment to Inform Roadmap Development			
No.	Deliverable	Duration	Payment
1	Scoping review to inform roadmap development	Week 1-3	30%
2	Full assessment of KL baseline study and all technical reports to assess data needs & gaps	Week 1-3	
3	Benchmarking LCBC with key cities to inform modelling, analyses, and target-setting to align with NZC ambition	Week 1-3	
4	Definition of roadmap's scope as well as assessment of risks	Week 1-3	
5	Integration of inclusive climate action (ICA) elements	Week 1-3	25%
6	Stakeholder mapping	Week 1-3	
7	Preliminary stakeholder engagement workshop	Week 6	30%
8	Interim report after workshop delivery	Week 7	



9	Final report & slide deck incorporating C40 & DBKL feedback	Week 8	
OUTPUT B – Appropriate Work Plan for WP2 on Roadmap Development			
No.	Deliverable	Duration	Payment
1	A very detailed work plan to inform WP2 (actual development of roadmap)	Week 1-8	15%
2	Presentation of work plan to DBKL & C40	Week 10	

WORK PACKAGE 2 (WP2) – Development of the Roadmap – Maximum USD 45,000			
No.	Deliverable		Payment
1	Contextualisation & Analysis to Inform the Roadmap’s Detailed Scope		25%
2	Visioning for the Roadmap		25%
3	Local Actions & Roadmap		25%
4	Socialising & Championing the Roadmap		25%

Remarks for WP2

- The target completion for WP2 is by 30 June 2025.
- The consultant is required to provide a ‘technical report’ for each component for review and a ‘final report’ upon completion of all components.

9. 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](#)

10. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI Southeast Asia Contracts Manager at cai_sea@c40.org, with email subject “RfP - Development of the Roadmap for Net Zero Carbon Buildings in Kuala Lumpur - Submission - [Name of Company]”, no later than **16 August 2024 at 14:00 (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.