

Request for Proposal (RfP)

Municipal Building Emissions Reduction and GBC
Implementation Support

UCAP CAI Phase II - Quezon City

C40 Cities Climate Leadership Group, Inc.

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United States of America

June 2026

**C40
CITIES**

Contents

1. C40 Cities Climate Leadership Group Inc.	1
2. Summary, purpose and background of the project	1
3. Proposal guidelines	3
4. Scope of work	7
5. Key deliverables	11
6. RfP and project timeline	12
7. Team composition	13
8. Reporting and coordination	14
9. Proposal evaluation criteria	14
10. Project budget	15
11. C40 policies	16
12. Submissions	16

1. C40 Cities Climate Leadership Group Inc.

C40 is a network of nearly 100 mayors of the world's leading cities 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 limit global heating in line with the Paris Agreement and build healthy, equitable and resilient communities. We work alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to support mayors to halve emissions by 2030 and help phase out fossil use while increasing urban climate resilience and equity.

To learn more about the work of C40 and our cities, please visit our [website](#) or follow us on [X](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, purpose and background of the project

About the UCAP CAI Programme

The UK Government has shown bold leadership by supporting C40's Urban Climate Action Programme (UCAP) [Climate Action Implementation programme](#) (CAI) Phase I, to fast-track delivery of tailored, evidence-based, inclusive and Paris Agreement 1.5C aligned Climate Action Plans (CAPs). UCAP CAI Phase I (January 2022 - March 2026) delivered results that signal long-term, systemic change. It did so by supporting over 30 priority climate actions across 15 cities in Africa, Southeast Asia, and Latin America. Together, the projects, policies and strategies designed by the program accelerate low-carbon development through evidence generation and demonstration projects, integrating climate into city governance systems, budgets, and decision-making processes and building climate leadership through

vertical integration and peer-learning. Regarding mitigation benefits, UCAP CAI Phase I, could avoid the emissions of 9.3 million tonnes of CO₂ emissions per year, when fully implemented.

UCAP CAI Phase II (April 2026 - March 2027) builds on the work completed during UCAP CAI Phase I. It supports practical climate actions that cities can implement and scale over time.

UCAP CAI Phase II focuses on four selected cities across Africa, Latin America, and Southeast Asia: Addis Ababa, Nairobi, Medellín, and Quezon City. The programme supports cities in delivering transformational climate actions in the Energy and Buildings sector (Workstream 1). It also supports resilience actions (Workstream 2), elements of climate budgeting (Workstream 3) inclusive climate action, and strategic stakeholder engagement, and capacity strengthening.

Under Workstream 1, the programme provides technical assistance to help cities build on climate actions developed during Phase I. Key focus areas include energy efficiency, renewable energy, green building implementation, and cooling-related interventions.

For Quezon City, Phase II focuses on supporting practical actions to improve energy efficiency, municipal building retrofit pathways, renewable energy integration where relevant, and practical implementation support for the landmark Green Building Code - which mandates strict sustainability standards for all new public and private developments, with plans to transition existing buildings by 2031 - across selected municipal building typologies.

Overview of Quezon City

Quezon City (QC), one of the largest and most urbanised cities in the Philippines, has taken an active role in climate action and sustainable urban development. The city has introduced policies and programmes to reduce greenhouse gas emissions and improve climate resilience, including initiatives related to buildings, energy, and inclusive climate action.

Under the Enhanced Local Climate Change Action Plan (LCCAP) 2021–2050, Quezon City has advanced policies and initiatives related to sustainable energy and green, energy-efficient, and resilient buildings as part of its broader climate action agenda. Buildings remain a significant source of greenhouse gas emissions in Quezon City, particularly across commercial, institutional, and residential sectors.

Quezon City has demonstrated strong leadership in advancing climate action and sustainable building initiatives, including implementation of the Green Building Ordinance (GBO), promotion of green building practices, and broader efforts supporting inclusive climate action, institutional coordination, and urban resilience.

The city has also strengthened its climate resilience agenda following flooding events in 2025 that significantly impacted communities across Quezon City and Metro Manila, reinforcing the need for integrated mitigation and resilience interventions.

Building on work undertaken during UCAP CAI Phase I, the programme will support Quezon City in developing practical pathways for municipal building retrofits and Green Building Code implementation across selected building typologies, including energy efficiency improvements and renewable energy integration where relevant.

Background

Quezon City (QC) has established key policy and technical frameworks under the UCAP CAI Programme, including the Green Building Code (GBC), its Implementing Rules and Regulations (IRR), and supporting implementation tools. The City is now transitioning from policy development toward practical implementation, particularly focusing on municipal buildings under the first phase of GBC compliance.

QC aims to support the transition of selected municipal buildings toward improved GBC compliance and reduced operational emissions through a combination of energy efficiency measures, passive design considerations, operational improvements, renewable energy pathways, and practical implementation approaches aligned with the City's institutional, financial, and procurement context.

The City is also exploring renewable energy sourcing approaches, including possible aggregation arrangements with renewable energy providers.

Under UCAP CAI Phase II, C40 will support QC in moving these frameworks toward practical implementation. This includes technical assessment, financial analysis, delivery model assessment, and project packaging to support future procurement and implementation.

This assignment also supports Quezon City's Climate Action Plan, including its transition toward lower-carbon, net zero-aligned, and higher-performance municipal buildings, consistent with QC's net zero emissions target by 2050 and the City's leadership role in demonstrating exemplary municipal building performance, and aligns with relevant High Impact Actions (HIAs) under the UCAP CAI framework.

Objective

To support Quezon City in developing practical and implementation-oriented pathways to improve GBC compliance and reduce operational emissions across selected municipal building typologies through:

- Green building compliance audit, energy audits and building performance assessment
- Identification of energy efficiency and emissions reduction measures
- Assessment of renewable energy pathways and sourcing approaches, where relevant
- Financial analysis and savings estimation
- Assessment of practical implementation and delivery approaches aligned with QC's institutional, operational, procurement, and financial context

The assignment should support QC in moving from assessment toward practical implementation planning within the programme timeframe. Outputs should be practical, proportionate to the assignment scope, and suitable for future scaling and phased implementation.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 14:00 GMT+8 2 July 2026. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

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

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Key risks identified for the assignment, including practical implementation risks relevant to QC's institutional, procurement, operational, and data context, together with proposed mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

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

The Bidder shall submit:

A. Returnable Forms

- a. Complete and duly signed the Proposal Submission Form
- b. Complete and duly signed of each personnel for Commitment Letter
- c. Provide list of key personnel who would be working and their resumes in the standard C40 CV Template
- d. Joint Venture or Consortium Form, if applied.

B. Technical Proposal

- a. Company Profile – describing the nature of business and field of expertise.
- b. Track Record – provides a 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).
- c. Detailed methodology describing how the project will be executed, including proposed activities, tasks, sequencing, and deliverables within the assignment duration.
- d. The bidder is required to submit a proposed timeline of engagement that addresses the outlined scope of work.
- e. Risks identified that could derail the engagement and appropriate mitigation measures.
- f. Proposed timeline of implementation.
- g. Any additional support that is needed to make the project a success, including any inputs required from third parties or C40 staff.
- h. Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- i. Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.
- j. Relevant reference or recommendation letters from the past three (3) years.

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 exceeding **ten (10) pages** of text for the technical proposal. **Please take note that failure to comply with the maximum number of pages for the technical proposal may unfortunately result in the proposal not being considered.** The financial proposal and the returnable forms are excluded from this 10-page limit. Reference materials (should be summarised as much as possible) may be placed in annexes.

Proposals should clearly demonstrate how the proposed approach, methodology, timeline, and team composition will support delivery of the assignment scope.

Proposals should clearly demonstrate how the proposed methodology and outputs will support implementation, market validation, and future procurement readiness within the assignment scope and timeframe.

Bids may be submitted by individual firms, joint ventures, consortiums, or associations of consultants. Where a proposal is submitted by multiple entities, the proposal should clearly identify the lead firm, team structure, roles and responsibilities, and arrangements for coordination and delivery of the assignment.

Interested consultants should submit a proposal including:

a) Relevant Experience

Demonstrated experience working with municipalities, public institutions, public sector clients, or comparable building portfolio owners/operators in areas such as:

- Building energy audits and performance assessment
- Energy efficiency and municipal building improvement projects
- Green building implementation and/or compliance support
- Financial and operational assessment for implementation planning
- Practical implementation or delivery approaches for public sector sustainability projects

Experience in Southeast Asia or similar urban/public sector contexts is preferred.

b) Technical Approach and Methodology

Clear methodology for:

- Conducting energy audits and building performance assessments
- Identifying practical emissions reduction opportunities
- Assessing implementation and delivery approaches
- Developing practical implementation recommendations and project packaging

The proposal should also clearly explain:

- proposed methodology for prioritizing building typologies and facilities
- approach to differentiated assessment depth
- proposed stakeholder engagement approach
- assumptions regarding data availability
- proposed approach to practical implementation assessment
- approach to ensuring outputs are practical and implementable within the programme timeframe

Bidders should ensure that the proposed methodology and level of effort remain proportionate to the assignment scope, timeframe, and indicative budget.

The Consultant is expected to ensure that outputs are practical, implementation-oriented, and proportionate to the assignment scope, while supporting future procurement preparation, market engagement, and phased implementation pathways where relevant.

Proposed approaches should demonstrate an understanding of QC’s institutional, operational, procurement, and financial context, and should prioritize practical applicability over overly theoretical or over-engineered analysis.

c) Team Composition

Proposed team structure, including:

- Sustainable buildings / energy efficiency expert
- Financial and implementation specialist
- Relevant technical or support roles as needed

The proposal should clearly indicate:

- roles and responsibilities
- indicative level-of-effort allocation across key team members and tasks
- relevant qualifications/experience of each team member.

d) Workplan and Timeline

- Proposed workplan aligned with the ToR timeline
- Key milestones and deliverables
- Indicative sequencing of activities, including overlapping or parallel workstreams where relevant

e) Relevant Project Examples

Provide 2–3 examples of similar assignments, including:

- scope of work
- role of the consultant
- key outputs
- implementation-oriented outcomes where applicable

Where possible, bidders are encouraged to highlight examples where proposed implementation pathways, financial analysis, or delivery models contributed to subsequent project implementation, procurement preparation, or market engagement.

f) Understanding of Context

Brief demonstration of understanding of:

- QC’s GBC and implementation context
- Municipal building emissions reduction and compliance challenges
- Public sector implementation, financing, and procurement considerations relevant to the Philippine context

Proposed approaches should demonstrate an understanding of QC’s institutional, operational, procurement, and financial context, and should prioritize practical applicability over overly theoretical or over-engineered analysis.

The use of AI-supported tools must be kept to an absolute minimum, and no output (text or visuals) should be produced by AI. Any AI-supported tools used must be clearly outlined and justified in the methodology section. Furthermore, the methodology must explicitly detail how results will be validated and verified using a combination of independent human oversight and cross-referencing with trusted databases/sources. Any data C40 shares is strictly confidential and cannot be shared with any AI tools.

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](#). Supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help deliver the goals of the Paris Agreement 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 Services Contract](#).

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.

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. Scope of work

The Consultant shall undertake the following:

Task 1: Building Selection and Baseline Assessment

- Review and validate priority municipal building typologies in coordination with QC and C40
- Where relevant, building selection and prioritisation may consider Cooling Energy Roadmap priorities and areas with elevated heat exposure or urban heat island (UHI) impacts.
- Support identification of representative buildings and facilities for assessment, potentially including:
 - City Hall compound buildings
 - Educational facilities (e.g. QC University)
 - Healthcare facilities
 - Other municipal/community facilities where relevant
- Collect and analyse relevant baseline data, including:
 - Energy consumption (12–24 months)
 - Building characteristics and operational profiles
 - Existing systems (cooling, lighting, equipment)

- Existing building performance and GBC compliance status
- Where available, qualitative information related to occupant thermal comfort, accessibility considerations, and building user feedback, including perspectives of diverse building users where relevant.

The assignment is expected to focus on a representative portfolio of selected municipal building typologies and facilities (indicatively in the range of 10–15 buildings/facilities, subject to confirmation during inception), rather than full city-wide coverage, to support benchmarking and phased implementation planning.

The level and depth of assessment may vary across building types and facilities, with more detailed technical and financial analysis undertaken for prioritized or representative buildings/packages, as agreed during the inception phase.

Task 2: Energy Audit and Building Performance Assessment

- Conduct energy audits (minimum Level 2 equivalent) for prioritized selected buildings
- Identify practical emissions reduction and building performance improvement opportunities, including:
 - Energy efficiency measures (EEMs)
 - Cooling efficiency improvements
 - Passive design and thermal comfort measures
 - Operational improvement opportunities
 - Renewable energy integration opportunities, where relevant
- Establish baseline performance and estimate:
 - Potential energy savings
 - Indicative emissions reduction
 - Indicative operational benefits
- Assess building performance against relevant GBC requirements and performance levels

Where relevant, undertake high-level assessment of renewable energy integration opportunities, including indicative feasibility considerations and potential contribution toward emissions reduction objectives.

Detailed energy audits and building performance assessments are expected to be undertaken for a prioritized subset of selected buildings/facilities (indicatively in the range of 4–6 buildings or representative building packages), to be confirmed during inception in coordination with QC and C40.

The detailed assessment portfolio may include representative buildings across administrative, educational, healthcare, and/or other municipal building typologies, subject to final confirmation during inception.

Task 3: GBC Compliance and Emissions Reduction Pathways

- Map identified measures against:
 - GBC mandatory requirements
 - Relevant city policies
 - Cooling Energy Roadmap
- Define practical building-level pathways toward:

- GBC compliance and, where feasible, progression toward selected reward-level GBC performance outcomes
- Reduced operational emissions
- Improved thermal comfort and resilience
- Identify practical implementation considerations for:
 - Passive cooling and nature-based cooling approaches
 - Envelope improvements
 - Cooling system upgrades
 - Lighting efficiency
 - Renewable energy integration or sourcing pathways, where relevant

Where relevant and practical, identify opportunities to support lower embodied emissions and sustainable material considerations in retrofit or improvement measures, aligned with applicable GBC requirements. The assessment should support QC in identifying practical approaches for compliance within the City's 5-year implementation horizon.

Task 4: Financial and Operational Analysis

- Estimate and assess indicative financial and operational implications of prioritized emissions reduction pathways, including:
 - implementation cost implications (including CAPEX where relevant)
 - Operational savings
 - Energy cost reduction
 - Potential emissions reduction benefits
- Develop simplified financial analysis including:
 - Cash flow considerations
 - Payback analysis
 - Comparative cost considerations
 - BAU comparison where relevant
- Assess financial implications of proposed emissions reduction pathways, including:
 - Building retrofit measures
 - Renewable energy sourcing approaches
 - Service-based delivery models
- Where relevant, assess indicative financial implications of renewable energy aggregation or supply arrangements compared against existing electricity procurement arrangements

The analysis is expected to provide practical and implementation-oriented insights to support QC decision-making and future implementation planning. Detailed financial analysis is expected to focus on prioritized representative buildings or building packages. Where relevant, the consultant may also provide high-level observations regarding applicability and scaling considerations across broader municipal building typologies or portfolios, based on indicative extrapolation rather than detailed building-by-building assessment.

Detailed transaction advisory, legal due diligence, procurement structuring, citywide investment planning, and investment-grade financial modelling are outside the scope of this assignment.

Task 5: Delivery Model and Implementation Structuring

The Consultant shall assess practical implementation and delivery approaches suitable to QC's institutional, procurement, and operational context.

This may include consideration of:

- Energy efficiency implementation models
- Service-based approaches (e.g. ESCO structures)
- Renewable energy sourcing arrangements
- Renewable energy supply or aggregation approaches
- Other practical implementation pathways aligned with QC's needs

This shall include:

- Assessing and recommending suitable implementation approaches
- Reviewing indicative procurement and contractual considerations
- Reviewing high-level implementation implications under the Philippine New Government Procurement Act (RA 12009), where relevant
- Considering:
 - payment mechanisms
 - implementation responsibilities
 - operational implications
 - institutional and budget-cycle considerations
 - capacity and capability considerations for future scaling and implementation
- Defining potential aggregation or packaging approaches where appropriate
- Conducting targeted market validation through engagement with selected private sector or relevant market actors to assess practicality and implementation feasibility

The assignment is not intended to undertake full transaction advisory or procurement execution.

Task 6: Project Packaging and Implementation Pathways

- Aggregate selected buildings into prioritized implementation packages based on:
 - technical feasibility
 - implementation practicality
 - institutional readiness
 - emissions reduction potential
- Define for each package:
 - scope of recommended measures
 - baseline energy profile
 - estimated savings and emissions reduction
 - indicative financial implications
 - recommended implementation approach
- Present practical implementation pathways including:
 - indicative procurement considerations
 - sequencing considerations
 - implementation steps
- Prepare practical project briefs / implementation notes suitable to support:
 - internal decision-making
 - future procurement preparation
 - future engagement with implementation partners

Additional outputs should include:

- indicative GGJ-related estimates
- indicative emissions reduction estimates
- small set of practical MER indicators

The consultant shall also:

- Prepare a short note outlining potential future scaling and replication pathways for broader renewable energy deployment approaches, including high-level considerations related to aggregation opportunities and applicability to other building typologies, where relevant.
- Where relevant, identify high-level considerations related to inclusive access and potential applicability of renewable energy approaches for vulnerable or low-income communities for future exploration by the City.
- Where relevant, identify pilot-ready interventions and implementation packages that could support broader implementation of the QC Cooling Energy Roadmap across municipal facilities.

Task 7: Market Sounding (Light Engagement)

- Conduct targeted market sounding with selected private sector or relevant market actors to:
 - validate feasibility of proposed approaches
 - gather practical implementation feedback
 - identify implementation barriers and opportunities
 - assess market interest and practicality
- Identify relevant industry associations, professional networks, and market actors active in building retrofit, energy efficiency, green building, and renewable energy implementation.

Task 8: Procurement and Implementation Support (Optional)

- Provide high-level recommendations related to:
 - procurement pathways
 - implementation sequencing
 - evaluation considerations
 - sustainability-oriented procurement approaches where relevant
- Support outline procurement structuring if required

Task 9: Capacity Support and Knowledge Sharing

- Conduct workshops / briefings with QC to:
 - explain audit findings
 - discuss implementation approaches
 - support internal decision-making
 - discuss GBC compliance pathways
 - support understanding of practical retrofit implementation approaches and institutional requirements for future scaling

5. Key deliverables

The Consultant shall deliver:

- 1) Inception Report
 - confirmed methodology
 - proposed building typologies/facilities
 - indicative assessment approach
 - workplan
 - stakeholder engagement plan
- 2) Baseline Assessment & Building Audit Report

- baseline energy/building assessment
 - building typology analysis
 - GBC compliance gap analysis
 - indicative emissions baseline
 - prioritized measures/opportunities
- 3) Financial & Implementation Assessment Report
- indicative financial analysis
 - implementation pathways
 - RE sourcing considerations
 - procurement/operational considerations
 - indicative comparison of approaches where relevant
- 4) Project Packaging & Implementation Roadmap
- prioritized implementation packages
 - phased implementation recommendations
 - benchmark recommendations by typology
 - indicative implementation sequencing
 - high-level implementation roadmap
- 5) Final Report & Presentation
- consolidated findings
 - implementation recommendations
 - workshop presentation
 - final stakeholder consultation

6. 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).	11 June 2026
Questions submitted to C40	11-16 June 2026
C40 responds to questions	16-18 June 2026
Deadline for receiving Offers	2 July 2026, 14:00 GMT+8
Clarification of Offers	3-8 July 2026
Evaluation of Proposal	3-8 July 2026
Presentation of Proposal	9 July 2026
Selection decision made	13 July 2026
All Potential Suppliers notified of outcome	TBC

Project timeline

The assignment is expected to be completed within approximately six (6) months from contract commencement.

Given the compressed implementation timeframe, several activities are expected to be undertaken in parallel and through iterative coordination with QC and C40.

The Consultant is expected to propose a practical and efficient workplan that allows:

- overlapping technical and stakeholder engagement activities,
- phased building assessments,
- iterative validation and implementation discussions,
- and timely delivery of outputs within the assignment period.

Indicative sequencing of activities may include:

Timeframe	Indicative Activities
Month 1	Inception, stakeholder coordination, building selection, data collection initiation
Month 2–3	Baseline assessment, energy audits, building performance assessment, preliminary GBC compliance review
Month 3–4	Financial and operational analysis, implementation pathway assessment, preliminary market validation
Month 4–5	Project packaging, implementation recommendations, stakeholder consultations/workshops
Month 5–6	Finalization of implementation pathways, roadmap, final reporting and presentation

The timeline and sequencing may be refined during inception, subject to: confirmation of building portfolio, data availability, stakeholder coordination requirements, and practical implementation considerations.

7. Team composition

The Consultant shall demonstrate a multidisciplinary team, including:

- a) Team Lead / Sustainable Buildings Expert
Experience in:
 - green buildings
 - municipal buildings
 - retrofit/decarbonisation
 - implementation planning
- b) Energy Efficiency / Building Systems Specialist
Experience in:
 - audits
 - HVAC
 - EE measures
 - operational performance
- c) Financial / Implementation Specialist

Experience in:

- implementation models
- operational/financial analysis
- ESCO/service-based models
- public sector implementation considerations and/or infrastructure, energy, or building-sector project implementation experience

d) Optional / As-Needed Renewable Energy Specialist

For:

- RE sourcing
- aggregation approaches
- RE integration considerations

The Consultant may propose additional specialists or supporting personnel as appropriate. The proposed team should demonstrate sufficient capacity and level of effort to deliver the assignment within the required timeframe.

The team should collectively demonstrate:

- experience in building energy efficiency, decarbonisation, retrofit planning, and/or building performance improvement projects
- experience in green building implementation, compliance, or performance assessment
- experience in building energy audits and emissions reduction assessment
- experience in practical implementation planning, delivery approaches, or project structuring
- experience in financial and operational analysis for building, energy, infrastructure, or public-sector projects
- experience in stakeholder coordination and facilitation
- experience working with municipal, public-sector, institutional, educational, healthcare, commercial, or similar building portfolios
- experience working with municipal or public-sector buildings will be considered an advantage, but is not mandatory where comparable experience can be demonstrated

Experience in the Philippine context or similar Southeast Asian urban contexts is preferred.

8. Reporting and coordination

The Consultant will report to C40 and work in close coordination with:

- Quezon City Government, including CCESD and other relevant departments/offices
- Other programme partners, where relevant

The Consultant is expected to work closely with QC departments and relevant stakeholders throughout the assignment, particularly during building selection, data collection, validation, and implementation discussions.

Availability and completeness of building, operational, and utility data may vary across facilities and may influence the level and depth of analysis achievable for certain buildings or building typologies.

9. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
Technical approach and implementation readiness of delivery	30%
Relevant experience and team capability	30%
Understanding of QC context and implementation constraints	15%
Value for money	15%
Equity, inclusion, and ethical alignment	10%

Following the evaluation of written submissions, C40 reserves the right to invite a shortlist of the highest-ranked bidders for an interview or technical presentation to further validate their proposals. If conducted, the results of these sessions will be incorporated into the final technical score as outlined in the evaluation criteria.

10. Project budget

The budget should not exceed **USD 70,000**

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. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

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.

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	Due date	Payment breakdown
1	Inception Report and Baseline Assessment & Building Audit Report <i>including building selection, baseline assessment, energy audits, and preliminary GBC compliance review</i>	September 2026	30%
2	Financial & Implementation Assessment Report <i>including financial analysis, implementation pathways, and preliminary market validation</i>	November 2026	30%

3	Project Packaging & Implementation Roadmap and Final Report & Presentation <i>including stakeholder consultations/ workshops, final roadmap, and final presentation</i>	January 2027	40%
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11. 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](#)

12. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by **14:00 GMT+8 2 July 2026**:

Regional Senior Programme Manager at cai_sea@c40.org with email subject: RfP: Municipal Building Emissions Reduction and GBC Implementation Support - Submission - [Name of Company]

Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

Have a concern?

C40 is committed to the highest standards of ethical behaviour. As such, we are committed to being open and responsive to complaints and suggestions on how we can improve from outside the organisation. Please refer to [C40 Complaints Procedure](#) on how to reach us.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

Neither the issue of this 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. Any contract award resulting from this RfP is subject to the availability of funding. 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.