



24 July 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Colombia Green Ports II
RFQ issue date	24 July 2025
Terms of reference	The services to be delivered are detailed in the attached Schedule.
Project title	UK PACT – Colombia Green Ports II
Close date and time	15 August 2025 (17:00 BST)
Details for submission	Expertdeployments@ukpact.co.uk

Palladium as the delivery partner for the Foreign, Commonwealth and Development Office (FCDO) funded UK Partnering for Accelerate Climate Transitions (UK PACT) programme invites you to submit a quotation for the services detailed in this RFQ.

Please forward your quote in accordance with the Details for Submission above by the Close Date and Time. This RFQ includes the following materials:

Schedule 1 – Terms of Reference

Schedule 2 – Instructions for submission

Schedule 3 – Terms and Conditions

Annex I – RFQ Response Form

Annex II – Budget and workplan template

we look forward to your response.

Schedule 1 - Terms of Reference

1.1. Overview of requirements

Name of project	UK PACT – Colombia Green Ports II
Country/region	Colombia
Proposed start date	29 September 2025
Proposed end date	31 March 2026

1.2 Context and scope of work

This project fits within the priority sector of Just Energy Transition (JET), connected with the energy efficiency and transport lines. This sector has a high potential for decarbonisation action as more than 60% of the cargo handled by the ports consists of coal and fossil fuels and more than 85% of the cargo is mobilised by road transport, which will not change or be replaced without an adequate transition. Given Colombia's characteristics, there are real opportunities to support ports to be greener and reduce emissions while articulating with the rail sector, diversifying the exports, progressively substituting the fossil fuel demand and accelerating the transition to the use of clean energy in port operations.

UK PACT can continue supporting the port sector in Colombia not only the national/local governments but also, the private sector that are/will be developing this type of projects that will reduce significantly the emissions. Additionally, this project is of great relevance because is an innovative way of perceiving the port sector which allows to support various HMG priorities at the same time and give continuity to previous programmes/projects.

This project will contribute to accelerate emissions reductions by enhancing the capabilities and knowledge of decision makers at the public sector to implement the national port policy (CONPES 4118 of 2023) that provides guidelines on the modernisation and sustainability of port activities and their Integration with the territory. They have the power to implement sustained and lasting changes but lack the relevant technical expertise in the following action lines included in the policy:

- Promotion of the development of new port infrastructure aimed at new technologies for the production of renewable energies for self-consumption and export.
- Technological advancement of ports for the decarbonisation of activities and promotion of the construction of port infrastructure for the production of green hydrogen.
- Improve the conditions of maritime, land, and river access infrastructure to increase the competitiveness of the sector.

Technical assistance provided to the National Government and port operators with the project, will support them to increase their capabilities to implement the national port policy by providing recommendations on potential low-carbon products to export, intermodality connection of the ports, and new sources of energy and fuels for terminals and vessels. This will facilitate the operations of the ports, especially in regions with the highest energy tariffs and low reliability in energy supply. As a result, we can expect that increased capabilities will feed into tangible actions that will allow the National Government and ports operators not only to develop investment plans that include specific budget for actions oriented to the decarbonisation of the ports, but also to deliver integral projects that balance the economic, environmental and social aspects, and reduce emissions.

Target audience: The recipients of the project will include entities from the National Government with the mandate of supervising the ports sector in Colombia, such as the Ministry of Transport (MoT), the

National Planning Department (DNP) and the Transportation Infrastructure Planning Unit (UPIT). Additionally, beneficiaries from the private sector will include the Colombian Chamber of Infrastructure (CCI) and the ports operators, most of whom in its majority are members of the Chamber.

The port sector in Colombia is willing to advance on their green initiatives and would like to receive technical assistance on the following areas:

Dimension 1: Sustainability

1.A. Recommendations developed to support the diversification of exports, decreasing the share of coal exports from the ports through the future necessary interventions for exporting green hydrogen and other low-carbon products

- Conduct analysis of demand and market research to provide recommendations of alternative potential products to coal to export from the main seven ports in Colombia, including green hydrogen and other low carbon products, with a market-based approach. This research should include:
- An internal analysis of Colombia's potential production, internal connections for transport of products to the ports, as well as an international benchmark analysis of the market to identify Colombia's opportunities to export. CCI will provide the results of previous research of potential products already identified according to internal potential to produce such as soy, coffee, roses, banana, raw materials for cardboard, and others; however, the research is not limited to those.
- A roadmap on how the ports could adapt to the diversification of the prioritised exports. In this roadmap it is critical to highlight specifically the role of the private and public sectors. The document will include inputs and feedback from key counterparts such as Ministry of Transport, Ministry of Commerce and DNP.

Once completed, a workshop with key actors from the ports sector (both from the public and private sectors) will be delivered to socialise the results of the research and roadmap document. Also, feedback from relevant stakeholders will be requested and included in the document.

- Counterparts include the Ministry of Transport - MoT, the National Agency of Infrastructure - ANI, Cormagdalena, the Transport Infrastructure Planning Unit - UPIT, the National Planning Department - DNP, and representatives from the ports through their unions (Colombian Chamber of Infrastructure - CCI, National Business Association of Colombia – ANDI, and Asoportuaria).

1.B. Recommendations to support the diversification of vessel fuelling options with low- or zero-emission alternatives, aimed at reducing carbon emissions from the port sector.

Conduct research and prepare a report which will:

- Demonstrate successful international experiences in diversifying fuels for tanking vessels, including the generation and distribution of low- and zero-emission alternatives, with a focus on lessons learned from countries with contexts similar to Colombia
- Include a roadmap on how to incorporate the recommendations into ten Colombian ports to diversify the fuels for tanking vessels, based on the benchmark conducted. This should include, explicitly, what the government and the ports operators would require doing so the diversification of fuels is likely to succeed.

Once the report is completed, a workshop with key actors from the ports sector (both from the public and private sectors) will be conducted to socialise the results. Also, feedback from relevant stakeholders will be requested and included in the document.

- Counterparts include the Ministry of Transport - MoT, the National Agency of Infrastructure - ANI, Cormagdalena, the Transport Infrastructure Planning Unit - UPIT, the National Planning Department - DNP, and representatives from the ports through their unions (Colombian Chamber of Infrastructure - CCI, National Business Association of Colombia – ANDI, and Asoportuaria).

1.C. Recommendations to promote green energy generation for ports in Colombia:

Conduct research and prepare a report which will

- Present a benchmark analysis demonstrating successful experiences piloting renewal energy infrastructure and self-generation infrastructure projects in the ports, highlighting relevant learning from countries similar to Colombia.
- Include a roadmap on how to incorporate the recommendations to the Colombian ports based on demonstrated successful experiences and guidelines on how to incentivise those investments guaranteeing the return of those financial resources. This should clearly include what the government and the ports operators would require doing so green energy projects are delivered. The document must be socialised with the counterparts and must include their feedback.

Once the report is completed, a workshop with key actors from the ports sector (both from the public and private sectors) will be conducted to socialise the results. Also, feedback from relevant stakeholders will be requested and included in the document.

- Counterparts include the Ministry of Transport - MoT, the National Agency of Infrastructure - ANI, Cormagdalena, the Transport Infrastructure Planning Unit - UPIT, the National Planning Department - DNP, and representatives from the ports through their unions (Colombian Chamber of Infrastructure - CCI, National Business Association of Colombia – ANDI, and Asoportuaria).

Dimension 2: Intermodality

Recommendations to promote the intermodal transport connections of the ports: To enhance connectivity from major production centres, the goal is to better link existing ports with more efficient modes of transport, including land transport, river transportation and the rail sector. To support this, conduct research and prepare a document which:

- Provides guidelines on how to better connect the ports with other modes of transport, especially those with better potential according to previous MoT studies (10 ports). The guidelines should identify the opportunities and challenges in the connectivity of the ports with different modes of transportation (rail, river, road), considering the geographical conditions of each port area and the available infrastructure. The research should include bottlenecks in Colombia's intermodal freight movement and propose sustainable solutions.
- Recommendations should aim to enhance the existing access points according to the type and volume of cargo managed by the ports, as well as the prioritisation methodologies for different types of port connectivity. Provides a roadmap on how to incorporate the recommendations to the Colombian ports.

Once the report is completed, a workshop with key actors from the ports sector (both from the public and private sectors) will be conducted to socialise the results. Also, feedback from relevant stakeholders will be requested and included in the document. The Ministry of Transport will be the one approving all the deliverables.

- Counterparts include the Ministry of Transport - MoT, the National Agency of Infrastructure - ANI, Cormagdalena, the Transport Infrastructure Planning Unit - UPIT, the National
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Planning Department - DNP, and representatives from the ports through their unions (Colombian Chamber of Infrastructure - CCI, National Business Association of Colombia – ANDI, and Asoportuaria).

1.3 Outputs and timelines

In line with UK PACT's GEDSI strategy, all expert deployments are expected to complete a GEDSI training and develop a GEDSI Action Plan with the support of the Fund's GEDSI expert. Progress reports should include updates on progress towards the GEDSI Action Plan.

Description	Acceptance criteria/sign-off
Propose and agree on a workplan clarifying delivery due dates.	Approved by the UK PACT Colombia Team
Sustainability dimension: Draft a report and present recommendations to support the diversification of exports, decreasing the share of coal exports from the ports through the future necessary interventions for exporting green hydrogen and other low-carbon products. The report should incorporate counterparts' feedback.	Reports will be approved by appointed person at the Ministry of Transport and UK PACT Colombia team
Sustainability dimension: One workshop with key counterparts to disseminate results on the analysis for the diversification of exports.	One workshop delivered, evidenced by: materials used, pictures, attendance lists disaggregated by: gender, age, disability, geography, Type (type of actor that has received support)
Sustainability dimension: Draft a report and present recommendations to support the diversification of vessel fuelling options with low- or zero-emission alternatives, aimed at reducing carbon emissions from the port sector. The report should incorporate counterparts' feedback.	Reports will be approved by appointed person at the Ministry of Transport and UK PACT Colombia team
Sustainability dimension: One workshop with key counterparts to disseminate results on the diversification of vessel fuelling options.	One workshop delivered, evidenced by: materials used, pictures, attendance lists disaggregated by: gender, age, disability, geography, Type (type of actor that has received support)
Sustainability dimension: Draft and present recommendations to promote green energy generation for ports in Colombia. The report should incorporate counterparts' feedback.	Reports will be approved by appointed person at the Ministry of Transport and UK PACT Colombia team
Sustainability dimension: One workshop with key counterparts to disseminate the recommendations to promote green energy generation for ports in Colombia.	One workshop delivered, evidenced by: materials used, pictures, attendance lists disaggregated by: gender, age, disability,

	geography, Type (type of actor that has received support)
Intermodality dimension: A document which provides guidelines on how to better connect the ports with other modes of transport, especially those with better potential according to previous MoT studies (10 ports). The guidelines should identify the opportunities and challenges in the connectivity of the ports with different modes of transportation (rail, river, road), considering the geographical conditions of each port area and the available infrastructure. The research should include bottlenecks in Colombia's intermodal freight movement and propose sustainable solutions.	Reports will be approved by appointed person at the Ministry of Transport and UK PACT Colombia team
Intermodality dimension: A workshop with key actors from the ports sector must be conducted to socialise the results of the documents.	One workshop delivered (evidence include: materials used, pictures, attendance lists disaggregated by: gender, age, disability, geography, Type (type of actor that has received support))

1.4 Required expert qualifications and experience

A team of technical experts and project management support should be suggested in proposals, with CVs provided (max two-pages per CV). Potential candidates should have considerable skills and experience in the following aspects:

- Sustainability matters for ports infrastructure, including intermodality, diversification of exports away from coal exports, and transition to zero or low emissions in the ports' operation.
- Knowledge of legal aspects in the port sector, including existing regulatory framework, and experience providing recommendations for potential measures to implement.
- Knowledge and experience in economic analysis, especially related to conducting supply and demand assessments.
- Knowledge and experience in gender equality, disability, and social inclusion (GEDSI) mainstreaming.
- Experience providing public policy recommendations on green ports is highly valued.
- Prior experience in Latin America context is desirable, especially in Colombia.

Potential suppliers will determine the number, and the nature of experts required to achieve the objectives of the contract and must include in their technical proposal.

1.5 Reporting

Alongside the project specific reporting outlined in the output section and below, the supplier will also be required to align with the UK PACT monitoring and reporting governance framework which includes:

- Work plan detailing the result of each activity and the completion of each output.
- Monthly reports updating on the progress of the deliverables & outputs, the number of people and organisations supported, changes in the workplan, risks of the implementation, and relevant upcoming activities. Progress reports should include updates on progress towards the GEDSI Action Plan.
- A full project completion report, summarising project achievements, any lessons learned through delivery, and any recommendations for future action.
- To report against standard UK PACT indicators, the supplier will also need to collect and report disaggregated data on the organisations and individuals participating in workshops and trainings. Disaggregation should cover sex as a minimum and include age, disability, and geography, and other social characteristics where feasible.

1.6 Budget and contracting

The maximum budget is GBP 150,000 which must include personnel and expenses and be inclusive of all applicable taxes.

The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

Expenses should cover workshop and conference logistics, venue, any interpretation & translation services, travel & accommodations of delivery team, as well as participants.

Please note that the selected supplier will also be responsible for arranging and organising the travel and accommodation, venues and packages for all workshops and stakeholder engagement sessions. Managing these logistical aspects is a component of the service expected.

The successful supplier having passed the requisite due diligence checks will enter into a subcontractor agreement with Palladium for the delivery of these services on a time and materials basis. The exact milestone structure will be agreed between both parties during contract mobilisation.

The supplier will submit a monthly invoice, forecast and progress update.

Schedule 2 – Instructions for submission

2.1 Submission process

Timeline

Stage	Date
1. Terms of Reference (ToR) and application process launched	24 July 2025
2. Date for confirmation of intention to bid	4 August 2025

3. Deadline for receipt of clarification questions	4 August 2025
4. Deadline for submission of applications	15 August 2025
5. Applicants notified of project selection	1 September 2025
6. Due diligence complete	15 September 2025
7. Agreement signature	29 September 2025

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name]**
Colombia Green Ports

- **RFQ Response form**
- **Budget and Workplan Template**
- **CVs of key experts or personnel** (max two-pages per CV)

Please note the following key dates:

- Please email us by 4 August 2025 confirming if you intend to submit a proposal
- **Deadline for Queries:** 4 August 2025 (23:59 BST)
- **Submission Deadline:** 15 August 2025 (17:00 BST)

2.2 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	30%
	Personnel	50%
Commercial	Competitiveness of the supplier's total cost	20%
Total		100%

2.2.1 Technical evaluation

The technical criteria will be evaluated by the procurement panel using the scale detailed below:

Score	Description
5 (Excellent)	Demonstrates an expert understanding of the project and proposes excellent and accurate solutions which address all requirements, and which are innovative where appropriate. Responses are excellently tailored to the context in all aspects. The level

	of detail and quality of information provides the highest degree of confidence in the ability to deliver.
4 (Very Good)	Demonstrates a very good understanding of the topic relating to delivery of the project. Responses are relevantly tailored to the context in the majority of aspects. There is sufficient detail and quality of information to give a strong level of confidence that they will deliver.
3 (Good)	Demonstrates a good understanding of the topic relating to the delivery of the project. Responses are reasonably tailored to the context for many of the aspects. There is a good level of detail and quality to give a good level of confidence that they will deliver.
2 (Satisfactory)	Demonstrates a satisfactory understanding of the topic relating to delivery of the project. Some appetite to tailor to context where required. Provides a limited level of detail and the quality of information provided gives only some level of confidence that they will be able to deliver satisfactorily.
1 (Unsatisfactory)	Demonstrates a poor understanding of the topic relating to delivery of the project. Poor tailoring to the context where this is required. Generally, an unsatisfactory and a low level of quality information and detail, leading to a low level of confidence that they will deliver.
0 (Fail)	Failure to address the material requirements of the project. No tailoring of responses to meet the context. No quality responses providing no confidence that they will deliver.

2.2.2 Commercial evaluation

The commercial evaluation will be conducted using the total personnel cost quoted in the Schedule III - Budget and Workplan (Cell W15 of “Budget Summary” sheet).

Supplier scores will be calculated relative to the lowest price supplier using the formula below:

$$((\text{Cost of lowest price supplier} / \text{Cost of supplier}) * \text{price weighting } 20\%)$$

Where required, a Best and Final Offer process may be used to differentiate between suppliers of equal scoring.



Terms and Conditions

- 1. Quote conditions**

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in GBP.
- 2. Quote Lodgement**

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.
- 3. Evaluation**

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.
- 4. Alterations**

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.
- 5. The Company's Rights**

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers
- 6. Amendments and Queries**

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.
- 7. Clarification**

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.
- 8. Confidentiality**

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote. The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process
- 9. Alternatives**

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.
- 10. Reference Material**

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.
- 11. Price Basis**

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for Services.
- 12. Financial Information**

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.
- 13. Referees**

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.
- 14. Conflict of interest**

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).
- 15. Inconsistencies**

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:
(a) these Terms and Conditions;
(b) the first page of this RFQ; and
(c) the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.
- 16. Collusion and Unlawful Inducements**

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process. Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.
- 17. Jurisdiction**

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such



arbitration as the final adjudication of any such dispute. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of services being provided. In the provision of the Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ. If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.