29 October 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Development and Implementation of Key Instruments in Support of Mexico's Nationally Determined Contributions
RFQ issue date	29 October 2025
Terms of reference	The services to be delivered are detailed in the attached Schedule.
Project title	UK PACT - Development and Implementation of Key Instruments in Support of Mexico's Nationally Determined Contributions
Close date and time	01 December 2025 (12:00 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

Annex III – Clarification question template

We look forward to your response. If you have any questions, please do not hesitate to expertdeployments@ukpact.co.uk

Schedule 1 - Terms of Reference

1.1. Overview of requirements	
Name of project	Development and Implementation of Key Instruments in Support of Mexico's Nationally Determined Contributions
Country/region	Mexico
Proposed start date	26 January 2026
Proposed end date	31 December 2026

1.2 Context and scope of work

Mexico is facing the challenge of increasing its climate ambition to fulfil its international commitment to achieve carbon neutrality by mid-century. To accomplish this, the country needs effective policy instruments to guide the implementation of mitigation measures outlined in its Nationally Determined Contributions (NDC). These instruments include climate action governance, fiscal harmonization to regulate carbon prices, an emissions trading system, and a strategy for promoting electromobility.

This intervention aims to support the development and operationalisation of critical policy instruments necessary for the effective implementation of Mexico's NDC. These instruments include: (i) the revised design and operational guidelines for the governance bodies of the National Climate Change System (SINACC), (ii) the Regulated Emissions Trading System (ETS), (iii) the National Offsets Programme, and its crediting mechanism, and (iv) the National Electric Mobility Strategy. Collectively, these instruments are intended to strengthen Mexico's climate governance architecture and facilitate the transition toward a low-carbon and climate-resilient economy.

The Government of Mexico's Ministry of Environment and Natural Resources (SEMARNAT) has requested the long-term deployment of expert advisors and has proposed embedding four subject-matter specialists within SEMARNAT for a 12-month period. This approach emphasizes the importance of having expert staff integrated within the institution to ensure alignment between the expected results and the broader NDC implementation activities carried out by SEMARNAT.

A revision of the governance bodies of the National Climate Change System (SINACC) is necessary as it complements the update of the General Law on Climate Change, which UK PACT currently funds via the POLEA contract. All these instruments need to support the fulfilment of Mexico's international commitments for Gender Equality, Disability, and Social Inclusion (GEDSI) in climate policy.

Regarding the Emissions Trading System (ETS), while its design is receiving technical support from the World Bank, this assistance does not fully address the scope and complexity of the activities required. The ETS is a market-based instrument that sets a cap on total greenhouse gas emissions and allows regulated entities to trade emission allowances, creating economic incentives for decarbonisation and innovation. Given the technical, legal, and institutional challenges involved—such as establishing monitoring, reporting and verification (MRV) systems, defining allocation mechanisms, benefit sharing, and ensuring compliance—supplementary support from UK PACT will strategically reinforce SEMARNAT's efforts. This will enable more effective advancement of the ETS and ensure robust follow-up and coordination with the World Bank's ongoing support.

The intervention will therefore provide specialised technical inputs to:

- Strengthening SINACC's subnational collaboration, enabling more effective multi-level climate governance.
- Supporting the design and operationalisation of Phase 1 of the Regulated Emissions Trading System, ensuring robust monitoring, compliance, and market mechanisms.
- Develop the crediting mechanism for the Mexican National Offsets Programme, ensuring transparency, integrity, and alignment with international best practices.
- Formulate and operationalise the National Electric Mobility Strategy, aligning it with broader climate, energy, and transport sector objectives.

Expected Outcome

- The operationalisation of key climate policy instruments allows Mexico to advance toward its NDC 3.0 mitigation and adaptation objectives, reinforce climate governance, and transition to a low-carbon, climate-resilient economy.

Intermediate Outcomes

- *Organisational or institutional change in capacities where there is a demonstrable contribution from UK PACT:*
    - Enhanced institutional capacity and policy coherence within SEMARNAT and across sectors, improving Mexico's ability to implement its NDC and meet international transparency commitments.
- *New or enhanced policies, practices, tools or technologies with a projected emissions reduction or climate change mitigation impact, where there is a demonstrable contribution from UK PACT:*
    - SEMARNAT demonstrates uptake of the recommendations by incorporating them into relevant policies, plans, or implementation frameworks.

1.3 Outputs and timelines

The due dates of deliverables will be determined during contracting and in implementation with the selected supplier.

Output 1	**Recommendations to improve operation of SINACC.** Expertise and inputs were developed to support recommendations that outline a strategic set of proposals to enhance the functionality of Mexico's National Climate Change System (SINACC) at both national and subnational levels. These recommendations are based on a thorough assessment of SINACC's current operations, identifying key weaknesses and opportunities. Through stakeholder consultations and consensus-building, the proposals aim to establish an inclusive, redesigned structure aligned with updated Nationally Determined Contributions (NDCs).				
Activities	**Acceptance criteria/sign-off**	**Deliverable due**			
		Q1	**Q2**	**Q3**	**Q4**
Carrying out a diagnosis of the operation of SINACC structure at national and subnational levels.	**Evidence:** Diagnosis document. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.	**X**			
Develop recommendations to improve operation of SINACC structure at national and subnational levels.	**Evidence:** Recommendation document. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.		**X**		
Conduct a process of consultation and consensus building with stakeholders on new operation design of SINACC structure at national and subnational levels.	**Evidence:** Report on stakeholder consultation and consensus process document. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.			**X**	

Facilitate activities with stakeholders of SINACC structure at national and subnational levels as part of the ownership process of the new NDC.	**Evidence** Report on stakeholder engagement, including the bodies responsible for ensuring GEDSI inclusion. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.				X

Output 2	**Recommendations for the 1st Phase Emissions Trading System (ETS) Framework.** Expertise and inputs developed offer recommendations for the framework of Mexico's Emissions Trading System (ETS) initial phase. These include criteria for Monitoring, Reporting, and Verification (MRV), market mechanisms, enforcement, compliance, and stakeholder engagement, providing evidence-based guidelines to ensure effectiveness, integrity, and a solid foundation for a sustainable ETS. The framework also offers actionable insights for stakeholders, supporting implementation. It also includes potential environmental, economic and social co-benefits.				
Activities	**Acceptance criteria/sign-off**	**Deliverable due**			
		Q1	**Q2**	**Q3**	**Q4**
Formulate criteria and recommendations for ETS Monitoring, Reporting, and Verification (MRV)	**Evidence:** MRV criteria and recommendations. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.	X			
Formulate criteria and recommendations for ETS market mechanisms	**Evidence:** ETS market mechanisms recommendations. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.		X		
Criteria and recommendations for ETS enforcement and compliance rules	**Evidence:** ETS compliance recommendations. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.			X	
Recommendations ETS engagement strategy	**Evidence:** ETS engagement recommendations. Reviewed by DGPAC-SEMARNAT and approved by UK PACT Mexico Team.				X

Output 3	**Recommendations to establish a Mexican carbon credit offsetting mechanism.** The recommendations will provide a comprehensive set of guidelines and strategies to establish a robust and credible carbon offsetting system. They will define eligible project types for carbon credit offsetting, introduce scientifically sound methodologies to quantify emission reductions, and outline a structured accreditation and verification process. The framework will also include the design of a registry system to track, issue, and retire carbon credits, with clear procedures for their issuance, withdrawal, and retirement once applied to offset emissions. Its adoption will be supported through capacity-building efforts to strengthen stakeholder engagement and ensure effective implementation by key stakeholders, including women entrepreneurs, business and community leaders.				
Activities	**Acceptance criteria/sign-off**	**Deliverable due**			
		Q1	**Q2**	**Q3**	**Q4**
Formulating clear definitions of the types of projects eligible for carbon credit offsetting.	**Evidence:** Catalogue of eligible projects. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.	X			

Proposing standardised and scientifically sound methodologies for quantifying emission reductions for each project type.	**Evidence:** Methodological guide to the quantification of creditable emissions. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.		X		
Designing an accreditation and verification system.	**Evidence:** Design of the accreditation and verification system. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.		X		
Designing a registry system transparent and secure to track carbon credits from issuance to retirement.	**Evidence:** Design of the registration and monitoring system. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.			X	
Proposing clear procedures for issuing credits to project owners and for retiring credits once they have been used to offset emissions.	**Evidence:** Manual of procedures for issuing and withdrawing credits. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.			X	
Facilitating an engagement and capacity building program for stakeholders, with a GEDSI approach.	**Evidence:** Stakeholders' engagement report. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.				X

Output 4	**Recommendations for the National Strategy for Electric Mobility** The expertise and inputs provided will integrate recommendations that present guidelines for a robust National Strategy on Electric Mobility. This includes a roadmap with a vision, objectives, action plans, and responsible entities, aligned with national development goals, climate commitments, and energy policies. It will also include proposals for regulations on vehicle standards, charging infrastructure, battery recycling, safety, and data sharing, alongside a coordination mechanism across key ministries and agencies. Finally, a stakeholder engagement plan involving utilities, manufacturers, transport operators, civil society, academia, and consumers will ensure inclusive participation and support for the effective implementation of the strategy.				
Activities	**Acceptance criteria/sign-off**	**Deliverable due**			
		Q1	**Q2**	**Q3**	**Q4**
Formulating a detailed roadmap for the National Strategy for Electric Mobility, outlining the vision, objectives, action plans, and responsible entities, aligned with broader national development plans, climate change commitments, and energy policies.	**Evidence:** Detailed roadmap for the National Strategy for Electric Mobility. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.	X			
Formulating proposals of clear and consistent regulations for all aspects of electric mobility, including vehicle standards, charging infrastructure, battery recycling, safety, and data sharing. Ensure that the strategy contains GEDSI criteria	**Evidence:** Regulations proposal for the National Strategy for Electric Mobility. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.		X		
Design a proposal for a coordination and collaboration mechanism among government ministries and agencies	**Evidence:** Coordination and collaboration mechanism proposal for the National Strategy for Electric Mobility.			X	

(e.g., transport, energy, environment, finance, industry, urban planning).	Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.					
Proposing a stakeholder engagement plan, including vehicle manufacturers (OEMs), utilities, charging infrastructure providers, public transport operators, civil society organizations, academia, and consumers.	**Evidence:** Stakeholder engagement plan for the National Strategy for Electric Mobility. Reviewed by DGPAC-SEMARNAT and approved by UKPACT Mexico Team.				**X**	

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). It is estimated at least four (4) experts will be required to deliver the requirements. The proposed team must be able to mobilize and deliver according to the indicated timelines. The supplier should appoint the technical experts in the proposal, with additional details on the full team (such as any administrative and project management support) encouraged. Suppliers are welcome to propose alternate structures, but the proposed team should cover at minimum the criteria below. The experts from the chosen supplier must be at least hybrid if not fully in-person in the SEMARNAT office (based in Mexico City and available for regular in-person engagement with SEMARNAT as required), with full-time dedication to the roles. Any additional administrative and project management support may be based outside Mexico City, with time dedicated as suggested by suppliers.

General Organisation Requirements

- Demonstrated specialisation through formal certifications or specialised training relevant to climate policy instruments, carbon pricing and markets, MRV systems, or sustainable mobility, as applicable to the expert's role.
- Proven ability to collaborate effectively with public institutions and stakeholders.
- Experience working in or with Latin American contexts, preferably Mexico.
- Strong communication skills for multi-institutional coordination and stakeholder engagement.
- Proficiency in Spanish and English, both written and spoken.
- Familiarity with national and international climate frameworks, governance structures, and regulatory environments.
- Capacity to provide expert technical staff with availability to develop the consultancy tasks with direct presence in the institution at least part-time, to ensure alignment between the expected results and the broader NDCs implementation activities coordinated by SEMARNAT

Technical Expertise

- Deep knowledge of climate policy instruments, emissions trading systems, sustainable transport policies, or climate finance mechanisms depending on the role.
- Practical experience in designing, advising, or implementing regulatory and policy frameworks.
- Expertise in monitoring, reporting, and verification (MRV) systems, carbon market mechanisms, or offset project development.
- Familiarity with governance bodies such as SINACC and institutional coordination.
- Understanding of international standards, mechanisms (UNFCCC, NDCs, REDD+, Verra, Gold Standard, CDM), and market structures.
- Capacity to design and implement technical tools like trading platforms, registries, or policy instruments.

- Commitment to mainstreaming GEDSI, identifying areas of opportunity during the project development.
- Willingness and ability to integrate diverse stakeholders that strengthen GEDSI mainstreaming.

Project Management & Delivery

- Minimum of mid- to senior-level professional experience in leading or contributing to large-scale climate or sustainability projects.
- Experience delivering advisory services to government agencies, ministries, or international bodies.
- Proven track record of managing complex multi-stakeholder processes.
- Ability to translate technical expertise into actionable recommendations and policy instruments.
- Capacity to work under deadlines and deliver quality outputs aligned with project goals.
- Experience facilitating workshops, stakeholder consultations, and inter-institutional coordination.

Climate Policy and Governance Expert (Minimum of One Expert on the Team)
A governance specialist with deep knowledge of climate change institutional frameworks and governance bodies at national and subnational levels in Mexico, including experience working with C3 and state Climate Change Councils. Skilled in organizational diagnosis, recommending operational improvements aligned with legal frameworks (particularly, the General Law on Climate Change, LGCC), and facilitating stakeholder consultation and consensus-building processes. Experienced in supporting councils' adaptation to new climate commitments including the updated NDCs.

- Master's or PhD in Environmental Policy, Public Administration, or Climate Governance.
- Specialized training in international climate law, UNFCCC mechanisms, and national climate frameworks.
- Proven senior-level professional experience in designing, advising, or implementing national climate policy instruments (e.g., NDCs, NAPs, climate strategies).
- Proven experience working with public institutions in Latin America, preferably Mexico, on climate planning and policy development.
- Familiarity with inter-institutional governance structures like SINACC and tools for stakeholder engagement and policy harmonization.
- Experience in updating or aligning climate laws and regulations with international frameworks.

Emissions Trading System (ETS) and Carbon Pricing Specialist (Minimum of One Expert on the Team)
A specialist with advanced knowledge in environmental economics, climate finance, or public policy, possessing extensive, senior-level experience in designing regulated carbon markets. Skilled in diagnostics and context analysis of emissions trading, setting emission limits and allowances, MRV systems, market mechanisms, and enforcement/compliance frameworks. Experienced in developing stakeholder engagement strategies to ensure effective implementation and regulatory alignment. Advance degree in Environmental Economics, Climate Finance, or Public Policy.

- Certification or formal training in carbon markets, ETS design, or MRV systems.
- Proven mid- to senior-level experience in the design or regulation of carbon pricing instruments (e.g., ETS, carbon taxes).
- Hands-on experience with MRV protocols, allowance allocation, compliance mechanisms, and carbon credit registries.

- Demonstrated capacity to design trading platforms and regulatory instruments in collaboration with ministries of environment and finance.
- Familiarity with both voluntary and regulated carbon markets, especially in the context of emerging economies.

Climate Finance and Carbon Offset Mechanisms Expert (Minimum of One Expert on the Team)
A climate finance professional with expertise in carbon offset program design and implementation, familiar with project eligibility criteria and standardized methodologies for emissions quantification. Experienced in developing accreditation and verification systems, secure registries, credit issuance and retirement procedures, and trading mechanisms. Adept at stakeholder capacity building and managing transparent carbon market platforms.

- Master's degree in Climate Finance, Environmental Economics, or Sustainable Development.
- Technical certification in GHG accounting, offset methodologies, or climate investment instruments.
- Proven mid- to senior-level experience in designing or evaluating carbon offset programmes (e.g., REDD+, renewable energy, agriculture, energy efficiency).
- Knowledge of offset project eligibility criteria, verification/accreditation systems, and trading platforms.
- Experience developing MRV frameworks for offset projects and establishing transparent registries for credit tracking and retirement.
- Familiarity with voluntary and compliance carbon markets, including mechanisms established under Article 6 of the Paris Agreement, and international standards.

Sustainable Mobility and Transport Policy Expert (Minimum of One Expert on the Team)
An expert in sustainable transport and energy systems, with experience in crafting comprehensive national electric mobility strategies that align with climate and development policies. Proficient in regulatory design for vehicle standards, charging infrastructure, battery recycling, and safety. Skilled in facilitating inter-ministerial coordination and multi-stakeholder engagement, including industry players, utilities, public transport, and civil society.

- Master's or PhD in Transport Planning, Urban Development, Sustainable Energy Systems, or Environmental Engineering.
- Additional specialization in e-mobility or low-carbon transport systems is preferred.
- Proven mid- to senior-level experience in leading or advising on national or regional strategies for electric mobility and sustainable transport transitions.
- Experience with the design of policy and regulatory frameworks for vehicle standards, charging infrastructure, recycling, and transport-sector decarbonization.
- Strong understanding of institutional coordination among transport, energy, and urban planning authorities.
- Engagement with stakeholders from public transport operators, OEMs, utilities, and civil society.

1.5 Reporting

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

- Monthly progress reporting and executive meetings on outputs through both the submission of progress reports and check-ins with Palladium, embassy staff, and the counterpart. Reporting should include evidence of progress as well as updating on delivery and any emerging issues with proposed mitigation plans.

- Completion of GEDSI training along with development of a Gender Equality, Disability, and Social Inclusion (GEDSI) Action Plan with the support of the Fund's GEDSI expert (monthly progress reports should include updates on progress towards the GEDSI Action Plan).
- A full Project Completion Report, summarising project achievements, lessons learned through delivery (including progress and learnings on GEDSI), and any recommendations for future action. This will be paired with a Project Closure Session led by the supplier.
- Where relevant, participation in fund-wide communities of practice for results and lessons sharing, including provision of input for possible case studies.

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 gender as a minimum and include age, disability, geography, and other social characteristics where feasible. As applicable, the supplier may also be asked to accomplish indicator-specific baseline and reporting tools such as for assessing institutional capacity.

1.6 Budget and contracting

The maximum budget is GBP 278,000. The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

The budget must include personnel and expenses and be inclusive of all applicable local taxes. UK VAT is chargeable where applicable but is excluded from this budget cap. UK-based services in our supply chain (i.e. a UK company providing services to PIL) is not VAT exempt, but VAT is recoverable. To allow for this recovery, UK-VAT must be separated out from the activity cost.

Expenses should cover any 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 any workshops and stakeholder engagement sessions. Managing these logistical aspects is a component of the service expected.

Applicants may propose the structure of the capacity-building programme, which is expected to include approximately ten virtual sessions tailored to different types of stakeholders. These sessions should be supported by reference materials compiled and integrated into a digital repository to facilitate continuous learning and access.

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.

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Schedule 2 – Instructions for submission

2.1 Eligibility

What type of organisations can apply?

We invite applications from organisations with relevant experience in delivering technical assistance and capacity-building projects in relevant sectors. This includes the private sector, think tanks, consultancies, academic institutions, community organisations, NGOs, professional associations, and other similar entities with the expertise required to implement eligible projects.

Government agencies, government departments, staff and state-owned enterprises are not eligible to receive UK PACT funding, either as lead applicants or consortium partners.

What types of costs are eligible?

Eligible costs may include:

- Consultancy and/or staff time required to deliver project activities;
- Reasonable travel and subsistence expenses;
- Direct activity-related costs such as workshops, seminars, report production, translation, and similar outputs.

Ineligible costs include infrastructure, hardware, or the purchase of tangible assets.

This project will be managed under a subcontract, not a grant agreement. As a result, overheads cannot be charged as a separate cost line. All overheads and profit must be built into the daily rates provided in your budget.

2.2 Submission process

Timeline

Stage	Date
1. Terms of Reference (ToR) and application process launched	29 October 2025
2. Date for confirmation of intention to bid	19 November 2025
3. Deadline for receipt of clarification questions	19 November 2025
4. Deadline for submission of applications	01 December 2025
5. Applicants notified of project selection	09 January 2026
6. Due diligence complete	23 January 2026
7. Agreement signature	26 January 2026

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name] Development and Implementation of Key Instruments in Support of Mexico's Nationally Determined Contributions**

- **RFQ Response form**
- **Budget and Workplan Template**

- **CVs of key experts or personnel** (max two pages per CV)

Please note the following key dates:

- **Expression of Interest:** Please email us by 19 November 2025 (12:00 BST) to express your (non-binding) interest in submitting a quotation and receiving tender updates by emailing expertdeployments@ukpact.co.uk
- **Deadline for Queries:** 19 November 2025 (12:00 BST) - Clarification questions must be sent using the template provided in Annex III
- **Submission Deadline:** 01 December 2025 (12:00 BST)

2.3 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	35%
	Personnel	50%
Commercial	Competitiveness of the supplier's personnel cost	15%
Total		**100%**

2.3.1 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.

2.3.2 Commercial evaluation

The commercial evaluation will be conducted using the total personnel cost quoted in the Schedule III - Budget and Workplan (Cell V15 of "Budget Summary" sheet, the Personnel Total).

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

*((Personnel cost of lowest price supplier/personnel cost of supplier) *price weighting 15%)*

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

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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 arise 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.