



AIRPORTS COUNCIL INTERNATIONAL

ACI ASIA-PACIFIC & MIDDLE EAST

AIRPORT CARBON ACCREDITATION (ACA) INCENTIVE PROGRAMME

REQUEST FOR PROPOSAL (RFP)

APPOINTMENT OF A MASTER CONSULTANT

Bidder Queries and FAQ

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Bidder Queries and FAQ – ACA Incentive Programme Master Consultant RFP

1. What is the expected number of participating airports for Year 1? Should bidders assume a specific number of airports for pricing purposes?

The final number of participating airports for Year 1 (Coverage of this RFP) cannot **be confirmed at this stage**. The nine countries identified in Section 1.1 are **indicative**, and the final participating airports remain subject to confirmation.

Bidders should therefore submit their financial proposal on a **fixed per-airport basis** and should **not assume a number of airports** for pricing purposes. The final professional-fee value will be based on the agreed per-airport fee multiplied by the number of airports formally engaged by ACI APAC & MID. No minimum number of airports is guaranteed.

2. Is there an indicative budget or expected professional fee range per participating airport?

ACI APAC & MID has developed internal budget parameters for the Programme. To preserve a fair and competitive procurement process, these internal parameters will not be disclosed.

Bidders are requested to submit a **fixed, all-inclusive professional fee per participating airport in USD**, in accordance with the RFP requirements in accordance with the evaluation criteria in Section 4.1.

3. Can ACI provide the provisional list of participating airports and information on their readiness, including available utility/fuel data, metering arrangements and existing sustainability resources?

The final participating airport list and detailed airport-level information, including data availability and readiness, **cannot be confirmed at this stage**.

4. Does ACI expect all participating airports to have sufficient historical utility and fuel data?

ACI APAC & MID does not assume that all participating airports will necessarily have complete historical utility and fuel data available.

The Master Consultant is expected to assess data availability, identify gaps, follow up with airports for the required information and support airports in establishing appropriate data-collection procedures where required.

5. What carbon footprint reporting period should participating airports use?

Each participating airport is expected use its **latest available operational 12-month footprint period**, based on the latest complete and reliable operational data available in accordance with ACA guidance.

6. Has ACI conducted a baseline assessment of the carbon-data maturity of the participating airports?

A detailed airport-level carbon-data maturity assessment has **not been completed at this stage**. The Master Consultant is expected to undertake a data-gap assessment as part of the mobilisation and initial engagement activities.

7. Will ACI APAC & MID provide preferred emission-factor sources for each country?

The Master Consultant is expected to use **appropriate and recognised emission-factor sources** applicable to the relevant country and emission source, in accordance with ACA requirements and the applicable methodology.

8. What happens if a participating airport is unable to provide sufficient or reliable data or is otherwise non-responsive?

The Master Consultant is responsible for actively following up with participating airports and identifying and addressing data gaps.

Where an airport remains non-responsive, the Master Consultant must **flag the matter to ACI APAC & MID within 10 days for escalation as per RFP**. ACI APAC & MID will support escalation and engagement with the relevant airport. The Master Consultant should document the issue, mitigation measures and recommend alternative solutions to ACI APAC & MID and support airport to justify technical aspects with ACA Administrator, to reduce the potential impact on the programme timeline.

9. How should the 100% Level 1 accreditation objective be interpreted, particularly where delays arise from factors outside the Consultant's control?

The target of achieving Level 1 accreditation for all participating airports by May 2027 represents the **overall programme objective**.

The Master Consultant is expected to use all reasonable efforts and apply effective project management, technical support, data follow-up, quality control, verification support and escalation measures to support achievement of this objective.

ACI APAC & MID will also work with participating airports under their respective arrangements to support the smooth delivery of the programme. However, accreditation may still depend on factors such as the timely provision of data, airport cooperation, and the independent verification process. Accordingly, The Master Consultant is expected to promptly identify and escalate any material risks or delays, including flagging non-responsive airports to ACI APAC & MID within 10 days.

10. Will ACI APAC & MID intervene where an airport remains non-responsive?

The Master Consultant must first flag non-responsive airports to ACI APAC & MID within 10 days for escalation. ACI APAC & MID will support escalation and engagement with the relevant airport.

The Master Consultant should maintain appropriate records of the issue, actions taken, proposed mitigation measures and any resulting programme impact.

11. Is the appointment limited to Year 1, or does it cover the full three-year programme?

The scope of this RFP is limited to **Year 1 activities through May 2027 only**. The current project timeline runs from mobilisation in November 2026 through accreditation awards in May 2027.

Support or consultancy arrangements for subsequent years are **not included in the current Year 1 appointment** and would be subject to future arrangements.

12. Are existing Level 1 airports included, and is the Master Consultant expected to support them for Level 2 preparedness?

The participating airports targeted under this programme are airports **without prior/current ACA accreditation**.

ACA Level 2 implementation is not included in the current Year 1 scope. The Year 1 scope does, however, include training and a Future-Proofing Workshop/Carbon Management Plan session to prepare participating airports for Level 2 accreditation in subsequent years.

13. Are JV, consortium, association or subcontracting, or JV Partner arrangements permitted, and would the experience of JV partners or subcontractors be considered in the technical evaluation?

No. ACI APAC & MID does not permit proposals to be submitted through joint ventures, consortiums, associations of firms/individual consultants or subcontracting arrangements. The proposal should be submitted by a **single company/consulting firm** that will be directly responsible for delivery of the full scope of services. Accordingly, bidders should demonstrate the required ACA experience, technical capability, and relevant credentials through the proposed contracting entity and its directly engaged project team.

14. Is ACA Verifier certification mandatory for the Master Consultant?

The RFP requires demonstrated proficiency in ACA standards, **e.g. an ACA Verifier**, together with a proven history of supporting airports through accreditation.

The RFP does not state that the Master Consultant entity itself must hold active ACA Verifier certification.

15. What is the expected verification timeline for each airport?

The programme-level milestones in Section 3.6 apply. Verification is expected to be completed by **March 2027**, followed by ACA portal submission in April 2027 or earlier in accordance with the agreed project plan. However, The Master Consultant is encouraged to initiate this process early during the engagement (Kick off stage) and support participating airports in completing the required arrangements in a timely manner.

16. Is there a fixed number of training participants per airport, and should training be delivered collectively or separately?

ACI APAC & MID has **not specified a fixed number of participants per airport** or prescribed a single delivery format.

Bidders may propose an appropriate approach, whether collectively or separately, provided the required training outcomes are achieved and relevant airport staff from **each participating airport** are equipped to independently maintain their carbon footprint and prepare for Level 2.

All programme activities and training are expected to be delivered virtually.

17. Will training need to be completed by May 2027?

Yes. Training forms part of the Year 1 scope and is expected to be completed within the programme timeline ending in May 2027.

18. What is the working language, and will local-language materials or interpretation be required?

English should be the working language for programme activities and deliverables.

Translation, interpretation, and local-language training materials may be used to support effective programme delivery. Their use will be at the Master Consultant's discretion, based on their professional expertise and assessment of programme needs. This may also be considered an added-value element within the evaluation criteria.

19. Will ACI formally introduce the Master Consultant to participating airports and provide points of contact?

Yes. Following appointment, ACI APAC & MID will facilitate programme mobilisation and engagement with the participating airports and provide appropriate points of contact as the participating airports are confirmed.

20. What is the expected format for the Final Project Report?

The Final Project Report should be submitted in **MS Word format**. Please refer to Section 3.2, Phase 5, of the RFP for further details.

21. Is there an existing Master Tracker template or mandatory KPI/reporting format?

ACI APAC & MID has not prescribed a separate Master Tracker template at this stage.

The Master Consultant is expected to develop the Excel-based Master Tracker with relevant details and charts to monitor programme progress and submit it before the airport kick-off meeting for ACI APAC & MID approval. The tracker must be accessible to ACI APAC & MID management and updated **bi-weekly by Master Consultant**.

22. What are the acceptance criteria for the 50% and 30% professional-fee milestones?

Professional fees are linked to completion and acceptance of the deliverables and activities associated with each milestone. Please refer to Table 5.1 in Annex B for the applicable acceptance metrics

50% Milestone:

- Policy Statement approved by Airport Management.
- Carbon Footprint and Draft Level 1 applications reviewed by ACI APAC & MID;
- Verifier Appointment (Award of Contract) completed.

30% Milestone:

- Verification process completed / verification outcome received
- ACA Application submitted on the ACA Portal
- Award of ACA Level 1 Accreditation (Congratulation email).
- Final Handover and Completion of Training

23. Are Verifier Fees included in the Master Consultant's professional fee?

No. Verifier Fees are **programme-funded pass-through costs** and are not included in the Master Consultant's professional fee.

24. Is there an indicative or maximum Verifier Fee?

Yes, the applicable maximum reimbursable Verifier Fee cap will be **communicated in writing to the successful Master Consultant following contract award**.

25. Are ACA Application Fees included in the professional fee?

No. ACA Application Fees are programme-funded pass-through costs and are separate from the Master Consultant's professional fee. Reimbursement will be based on actual amounts paid and appropriate supporting documentation, with no mark-up or surcharge.

26. How should taxes, international transfer charges, currency conversion and bank charges be treated?

The fixed professional fee is **all-inclusive** and includes administration, overheads, communication costs, bank charges (if any), and virtual delivery costs.

Applicable taxes should be clearly identified in the financial proposal in accordance with the requirements of Annex A.

27. Can you provide a template of service agreement/contract for our legal review?

No. The service agreement will not be provided during the tender stage. The service agreement will be co-developed with the selected Master Consultant following the '*Notice of Intent to Award*' stage.

28. Who will be the contracting entity/purchaser?

The contracting entity will be **ACI APAC & MID** as stated in the RFP.

29. Is the 20-page proposal limit negotiable, and are CVs and supporting annexes excluded?

No. The **20-page maximum remains applicable, including CVs and supporting annexes**, as specified in Annex A.

30. What is the applicable WBP membership category and annual membership fee, and can an organisation headquartered outside the APAC & MID region become an ACI APAC & MID WBP?

The selected Master Consultant is required to be or become an **ACI APAC & MID World Business Partner (WBP)**. For information regarding the applicable WBP membership category, eligibility including for organisations headquartered outside the APAC & MID region and the associated annual membership fee, bidders should contact Mr. **Jacky Wong, ACI APAC & MID Memberships Team**, at wbp@aci-asiapac.aero.

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