



**Gemeente  
Amsterdam**



**Request for Tender  
Startup in Residence Sustainability  
and Mobility Programme 6.o**

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# 1 Background and Objective of the Request for Tender

## 1.1 Background of Startup in Residence

Startup in Residence, a governmental startup incubator, is an initiative of the Chief Technology Office (CTO) of the City of Amsterdam (hereinafter the City). After four successful Amsterdam programmes in 2015-2016, 2016-2017, 2017-2018 and 2018-2019, and one regional programme (Amsterdam Metropolitan Area) in 2018-2019, the CTO has decided to run a sixth programme, entirely focused on sustainability and mobility, in 2020 -2021.

Within the context of the City's Innovation Oriented Procurement Programme, the functions of the CTO include utilising procurement as a tool for innovation, purchasing innovative products, and promoting startups and social enterprises by positioning the City as a possible launching customer, investor or other form of partner.

## 1.2 Collaboration with Vervoerregio Amsterdam (VRA)

In this year's edition of the Startup in Residence Programme, the Participating Authorities and/or public organisations are the City of Amsterdam and the regional transport authority, Vervoerregio Amsterdam (VRA). VRA has formulated its own Challenges, as mentioned in Chapter 2.9 and Chapter 2.10. The Challenges follow the same rules, processes and planning as the other Challenges in this tender; the only difference is that they have a different contracting party.

## 1.3 Sustainability and Mobility Edition

The Participating Authorities seek to work with existing and starting businesses transparently to translate good minimum viable products (MVPs) or prototypes into innovative Solutions for sustainability and mobility Challenges. In this programme, the Participating Authorities aim to accelerate economic growth, create jobs, and develop innovative Solutions.

Through the Startup in Residence Programme, the Participating Authorities pursue these goals and can act as an investor, launching customer or other form of partner.

The Participating Authorities put sustainability and mobility high on the agenda, and because there are so many innovative initiatives on these themes in and around the Amsterdam region, Startup in Residence is running an edition dedicated entirely to sustainability and mobility.

The Participating Authorities and their partners are working hard on making Amsterdam more sustainable and future proof, in fields ranging from sustainable energy to circular economy to smart and/or shared mobility and area development. The Participating Authorities aim to make the region healthy, clean, easily accessible and safe. Startup in Residence is a good match for these aims and is ideally placed to link up sustainability and mobility Challenges with entrepreneurs who have innovative Solutions.

#### **1.4 Weesp-Amsterdam Merger**

On 26 March 2018, the municipality of Weesp (population ca. 19,000) decided to initiate a municipal merger with the City of Amsterdam in response to the results of an advisory referendum. As a result, the staff of the municipality of Weesp transferred to the City of Amsterdam on 1 June 2019, and from this point onwards the City of Amsterdam has provided the services for the municipality of Weesp on the basis of a joint agreement providing for a 'centre-guest' arrangement. At the time of publication of this Request for Tender, investigations are being made regarding the consequences this should have for procurement policy and organisation, and for the subsequent contract management which is to be developed jointly in future. Bids are therefore explicitly required to include an option to extend the services requested in this Tender to the municipality of Weesp.

#### **1.5 Objective of the Request for Tender**

The objective of this Request for Tender is to select a number of Startups for the Programme to further develop innovative Solutions to sustainability and mobility Challenges through an 'In Residence' Programme with the Participating Authorities. The Participating Authorities have the option to privately purchase or otherwise invest in the innovative Solutions during a period of four years after the award of participation in the Programme.

If the partnership produces a solution to the respective sustainability and/or mobility Challenge ('the Solution'), the Participating Authorities may decide to purchase the Solution privately from the Startup or otherwise to invest in the production of the Solution, and the following will apply:

- the Startup must base itself in the Netherlands.
- if the Participating Authorities decide to purchase the Solution, their General Procurement Terms and Conditions will apply, with the exception of Article 8. The

Participating Authorities reserve the right to enter into further specific agreements with reference to its General Procurement Terms and Conditions.

The applicable General Procurement Terms and Conditions of the City of Amsterdam are published on: <https://www.amsterdam.nl/ondernemen/inkoop-aanbesteden/> [in Dutch]

The applicable General Procurement Terms and Conditions for VRA are published on: <https://www.tenderned.nl/tenderned-web/aankondiging/detail/documenten/document/755dof6fdcf82eb7b2176eb757786123/pagel/d/D909C/huidigemenu/aankondigingen/map/a07276e21d21foaa1f17d8c8878733do/akid/4abff83d72a635b712508cc764ebob20/da/false/actie/aa274b487977199c9oed89bf7fb5b3adf319e66f5dod86ee89d634f7ec8ea825b560366cc6cb9e9ed68ee310df42c04f1cc1862341c2128997415317b39e2617b100d520d07b4e25519806451311da19/cid/2667510;jsessionid=7D65CB3D447DF03AE5BD56EB6AAAF687.node2>

### **1.5.1 Language of the Tender**

To attract as many startups as possible, the Startup in Residence Programme is open to international startups. This Request for Tender has therefore been published in English. However, some sources and links to material are available only in Dutch. Non-Dutch startups that wish to access this material in translation are responsible for finding a translation or translator themselves.

### **1.5.2 What is a Startup?**

Participation in the Startup in Residence Programme ('the Programme') is also open to scale-ups (in the starting phase), social enterprises and innovative small- to medium-sized enterprises (SMEs). We use the term 'Startup' as an umbrella term for all these types. All business types will be checked against the selection criteria below.

In order to participate in this tender, the business must meet the following general suitability criteria:

- the business must consist of natural persons or a legal entity;
- if the business consists of a legal entity, the business must not have been registered with the Dutch Chamber of Commerce or a similar chamber in its own country for longer than six years;
- if the business consists of a legal entity, the business must have no more than 50 salaried employees;
- the business must own an MVP/prototype/beta version of the Solution (where applicable);

- the business must not yet have paying customers for the product it provides as the Solution. The Participating Authorities intend to be the launching customer;
- the business must be able to align its features set with the market situation. We expect the business to be flexible and open to adjustments;
- the business must not be a startup that has originated from another business that has 250 salaried employees or more.

### **1.5.3 The Startup in Residence Programme and Support from the Participating Authorities**

In October 2020, the Participating Authorities will launch the sixth Startup in Residence Programme, focused entirely on the themes of sustainability and mobility. To this end, the Participating Authorities are once again inviting (inter)national startups to offer Solutions to sustainability and mobility Challenges. These Challenges are described in Chapter 2.

Through the Startup in Residence Programme, the City of Amsterdam offers the following support:

- Training/workshops for an average of four hours a week;
- Professional mentoring/coaching;
- Internal content guidance from the Participating Authorities
- Peer-to-peer learning;
- Workspace (at the premises of partners and the Participating Authorities);
- Access to the network of the Participating Authorities
- Process support from the Startup in Residence team;
- Product or service development;
- Access to startup events;
- Startup visa facilitation.

The Programme runs from October 2020 through March 2021, with the closing event ('Pitch Forward') taking place in March 2021.

A condition of participation in the Programme is that the Startup must fully engage with all parts of the Programme. If the Startup fails to do so, the Participating Authorities may take measures which can include barring the Startup from further participation in the Programme.

## **1.6 Startup in Residence Programme**

The Request for Tender is divided into 15 modules ('the Challenges'). You may submit a Bid for every Challenge, provided you meet the Startup criteria as described in paragraph 1.3.2.

Any supplementary minimum criteria for the bid of the Startup must meet on the specific Challenge are listed as part of the description of the respective Challenge in Chapter 2.

Your application will only be considered if you meet the general and specific criteria for Startups as listed above and in Chapter 2, where specific criteria for the specific Challenges are mentioned. The Participating Authorities may request evidence of performance, products or services.

The Participating Authorities can decide to award participation in the Programme to the Startup with the most economically advantageous Bid per Challenge. The way in which this assessment evaluation will be conducted is described in Chapters 4 and 5.

## **1.7 Startup Visa Facilitator**

Since 2015, ambitious entrepreneurs can apply for a temporary residence permit for the Netherlands. The residence permit 'scheme for startups' affords entrepreneurs one year to launch an innovative business. A prerequisite is that the Startup must be guided by an experienced mentor (facilitator) who is based in the Netherlands.

The City is a recognised facilitator and is qualified to guide startups that would like to apply for a startup (residence) permit in the Netherlands. To qualify for the City's guidance as facilitator, the Startup must be a Programme participant. If a Startup is selected and accepted to the Programme, it can request Startup in Residence to act as its facilitator. Startup in Residence will consider the request and make the final decision on whether it will take on the role as facilitator.

The City and Startup in Residence have no obligation to act as a facilitator for Startups participating in the Programme.

For more information about the residence permit for startups and the application procedure, see: <http://english.rvo.nl/subsidies-programmes/residence-permit-foreign-start-ups>

## **1.8 Social Return**

The aim of the Participating Authorities' procurement function is to obtain maximum added social value under market conditions by contracting external parties. By bidding on one of the Challenges, the Startup will support this objective. For more information about the Participating Authorities' strategic objectives and how the procurement function is structured



within the Participating Authorities' administration, please download the Procurement Policy of the Participating Authorities: for the City of Amsterdam, see [www.amsterdam.nl/ondernemen/inkoop-aanbesteden/](http://www.amsterdam.nl/ondernemen/inkoop-aanbesteden/) (in Dutch – a translation is available, see paragraph 1.4), and for VRA, see Chapter 1.4.

## 1.9 Integrity

The City's policy on Integrity and Contracts (*Beleidsregel Integriteit en Overeenkomsten*, BIO) is applicable to this Tender and any subsequent contracts. The BIO is available (in Dutch) from: <https://www.amsterdam.nl/bestuur-organisatie/volg-beleid/veiligheid/integer-handelen/beleidsstukken-bibob/>.

# 2 The Challenges

This Request for Tender describes 20 Challenges (including a wildcard) for which the Participating Authorities would like to implement a solution developed by a Startup.

## 2.1 Insightful Alternative to Using Your Car

### Background

Car ownership in Amsterdam currently stands at 247 cars per 1000 inhabitants. This is the lowest ownership level within the Netherlands. Nevertheless, the claim that cars have on public space is the biggest of all modes of transport due to small streets and the high density of people within the city. The City of Amsterdam's 'Autoluw' (Car-Free) and 'Schone Lucht' (Clean Air) programmes have already put positive restraints on car ownership by removing approximately 11,000 parking spots and establishing zero-emission zones in the city. Furthermore, the City aims for making all transport of people and goods within the city zero emission by 2030. If this goal is to be reached, Amsterdam's residents need to continue changing their mobility habits.

Amsterdam's public transport network and cycling infrastructure are already excellent, and there is a relatively extensive ecosystem of shared-mobility and ride-sharing/hailing initiatives. However, many car owners still don't consider any of these options a worthy alternative to driving, as evidenced by the large number of households still in possession of a car.

It appears that many people are not yet sufficiently informed about the multitude of available alternatives to car ownership or about the difference in cost and ecological footprint.

The City of Amsterdam is working on improving the infrastructure for active modes of mobility (such as e-bikes), installing mobility hubs at strategic locations and local mobility hubs (eBuurthubs) in neighbourhoods. The City is also developing a MaaS platform where all

mobility providers can be linked up in one place (this is being developed in cooperation with Amaze).

### The Challenge

Find a way to give consumers clear insights into the economic and environmental impact of their current mobility habits and from this, provide practical advice and solutions for using alternative forms of mobility.

### The solution offered by the Startup must meet the following minimal criteria

- provide insight into the cost and/or environmental impact of current mobility behaviour;
- offer personalised advice and tools to nudge/change behaviour;
- the solution must not be a route planner;
- the solution must not be a MaaS-like application.

The startup's founders/employees do not have to speak Dutch. However, since they are going to develop something for Amsterdam's residents, they must be able to cross the language barrier.

### Issued by

CTO Smart Mobility

## **2.2 Circular Construction**

### Background

From 2023 onwards, the City of Amsterdam aims to focus on circular and social criteria when commission the developing of buildings and public spaces. Due to the major renovation and construction challenges that Amsterdam faces, we have to get a head start in circular construction as soon as possible. The Amsterdam Circular 2020-2025 Strategy details exactly how the city can realise a circular economy. The main objectives of this strategy are:

- by 2030, we will have reduced our use of new raw materials by 50%
- by 2050, our city will be 100% circular

And as a municipality, we are aiming to adhere to the following interim objectives:

- by 2022, 10% of the City's procurement will be circular
- by 2023, all of the City's calls for tender within the built-up environment will be circular

To get to that point, we are going to have work hard over the coming years, gaining new experiences in the fields of sustainable and circular construction.

In order to meet our targets, we have to embrace new innovations that will help us accelerate towards a circular economy.

### The Challenge

Come up with an innovative solution to stimulate circular construction. This can be in either products and/or services that can be used in circular construction and renovation.

### The solution offered by the Startup must meet the following minimal criteria

- the solution offered must display knowledge in circular construction principles
- the solution offered must be based on good knowledge of the materials market;
- the solution offered must be based on experience in sustainable renovation techniques;
- propose a solution that is affordable and scalable.

### Issued by

RVE Ruimte en Duurzaamheid

## **2.3 Circular Textiles**

### Background:

Amsterdam is growing and that means that more goods are being transported into and out of the city. This includes textiles. As a result, more textile products are being thrown away: each year, around 10 kilos per person. In addition, garments are being worn less, partly because we have more money to spend on new clothes, and partly because on average the quality of clothes has decreased, leading to them wearing out or showing defects quicker. COVID-19 has shown that we need to start treating our valuable resources differently. In April 2020, Amsterdam's City Council announced the aim of becoming a frontrunner with its approach to textiles. The City of Amsterdam's goal is to procure more circular textile products. All too often, the 'easier' choice has been taken, such as using recycled polyester. The City buys a wide range of textile products. Some examples are: towels, bathrobes, towelling slippers, shirts, sweatshirts, first-aid blankets and so on. With this challenge, we want to link ambitious businesses to concrete procurement tasks from the City, so that we may take some small steps towards making the textile chain circular and thus contribute to the greater good.

### The Challenge

Develop circular textile products that match the procurement needs of the City in the coming four years.

### The solution offered by the Startup must meet the following minimal criteria

- The solution must demonstrate experience with circular yarns and product development;
- The solution must show transparency about and for several partners;

- The solution must demonstrate knowledge of the industry and the necessary network;
- The solutions must use textile from the region.

Issued by:

Afval en Grondstoffen/ Circular, programma circulair textiel

## 2.4 Green & Efficient Deliveries for a Better Neighbourhood

Background:

The logistics challenge in De Pijp

In some busy Amsterdam neighbourhoods, such as the city centre and the areas around it, the demand put on the public space is already intense. There are many daily transport movements as a result of supply transports for shops and restaurants, parcel deliveries (to businesses and residents), domestic and business waste collections, construction and service logistics. These contribute to problems such as unsafe traffic situations, congestion on the narrow streets, lack of parking, noise pollution and pollution. We want to find ways to manage these supply transports more efficiently and reduce pressure on the public space.

We have been looking at logistics issues for years, exploring clean and efficient solutions that can improve the quality of life in these neighbourhoods. However, it is a complex task in which we, as a municipality, are also dependent on businesses as well as national legislation and regulations. That does not mean we cannot act at all. Any projects and solutions, even for parts of the problem, still hold great value.

How can we make supply transports (or other logistics flows and processes) more efficient and cleaner?

We have chosen De Pijp as a pilot area, but the concept should be applicable to other (comparable) locations in the City of Amsterdam. We seek a feasible solution for the assignment described above, or aspects thereof, regarding challenges facing busy urban areas. This could specifically relate to catering, construction, retail logistics, domestic and business waste collections and/or parcel deliveries. The goal is a more efficient supply process that is preferably clean/emission-free

The commissioning team consists of employees from the City of Amsterdam from three different fields: the area support team for De Pijp/Rivierenbuurt, the Sustainability team for the district of Zuid, and the City's Logistics programme from the department of Mobility and Public Space (V&OR).

The Challenge:

Devise a solution for a more efficient – and preferably emission-free – supply of goods and services in busy neighbourhoods in the city. The liveability of the neighbourhood should be

considered as well as the consequences (financial or otherwise) for the customer of the goods or services.

The solution offered by the Startup must meet the following minimal criteria

The demand already put on the public space in Oude Pijp is considerable. The solution should not add further demands on the public space, such as mobile hubs would.

Issued by:

Gebiedsteam De Pijp/Rivierenbuurt (Stadsdeel Zuid, programma Logistiek (V&OR) en programma Duurzaamheid (Stadsdeel Zuid)

## 2.5 Alternative Foodpackaging

### Background

The coronavirus crisis has altered our reality in the city: there is now more distance between us (1.5 metres as standard) and an even greater emphasis on safety and hygiene. The term 'ultra-hygiene' is already becoming widespread in the hospitality industry. You need to be able to demonstrate 100% safety to the guests. This means, for example, items are handled as little as possible, or they are designed for one-time use. By throwing something away, the risk of infection is eliminated. Problem solved, surely?

So, what exactly is the problem?

There is now pressure on people and businesses within the industry to reverse a number of already implemented circular measures because they do not sufficiently meet the hygiene demands that are expected. So rather than using less, we are using more single-use items and raw materials (think paper towels, menus, cutlery, packaging for meals and small single-serve packaging).

An on invite of the City, a number of hotels in Amsterdam are active members of the Circular Hotels Leaders Group. This group want to ensure circular standards are not completely dropped. Especially in light of the current situation, it is necessary to demonstrate that sustainability remains a core value while still meeting standards their guests can trust in too.

A possible pilot location during the programme is one of the participating Hotels of the Circular Hotels Leaders Group.

### The Challenge

Develop alternatives for packaging food that meet hygiene measures intended to combat the spread of the coronavirus, but still embrace circular values. The goal is coronavirus-proof

packaging and tableware: guaranteed to be safe to use, hygienic and without risk of contamination.

The solution offered by the Startup must meet the following minimal criteria

- Solutions need to be accessible in the short term (i.e. no new technical innovations that still require lengthy periods of development);
- The solution combines product design and influencing people's behaviour (rather than encouraging the habit of using more disposable and single-use items);
- It should be widely applicable to the hospitality industry (and eventually other sectors, such as healthcare);
- The solution should not put any additional demand on public space.

Issued by:

Afdeling Duurzaamheid , Ruimte & Duurzaamheid

## **2.6 Smart Charging Solutions for Recreational (Private) Boats**

Background:

The City of Amsterdam aims for all pleasure craft (i.e. private boats) in the city (approximately 7,000 boats) to be zero emission – electric – by 2030. This is to improve the city's air quality and support a general move to quiet, clean and efficient transportation. In the city centre, the zero-emission norm should already be in place by 2025. These two goals require a major transition for the city and its boat owners. Amsterdam has proven to be a world leader when it comes to the adoption of electric cars and our aim is to be the same for boats.

Currently, charging pleasure craft is a challenge as most boats are only used approximately five to 15 times per year. The battery technology (lead acid) is still not very advanced due to economies of scale, and charging is slow (taking about four to eight hours). Batteries also drain over time when not used. Public charging infrastructure is minimal and expensive due to this low utilisation and the high infrastructure costs. There is also a strict policy to prevent more fixed objects in public spaces. Lastly, it should be noted that for now, boat owners are free to moor their boats anywhere on Amsterdam's canals.

Another challenge is that electric boats and their charging technology is a nascent market, with the prediction that many innovations – improved batteries, charging technology and modifications to the boats in general – are still to come over the next 10 years. Thus, the number of electric boats is still low, which is a potential challenge for the business case.

The city does have a few public charging stations for boats and will install 10 to 20 more in 2020. Some electric boats are moored in private harbours, but there is no space for all boats in these. A few of the ideas that have been presented to us are: charging stations for cars being

adapted for boat charging, street light chargers, swappable batteries, a charging boat that you can request by app, and charging stations built into the quay wall.

### The Challenge

Develop a sustainable, client-friendly, financially attractive and scalable charging solution for electric pleasure craft that can preferably be tested and realised before summer 2021.

### The solution offered by the Startup must meet the following minimal

The solution needs to be scalable, fit well in the public space, be developed towards a sustainable financial model for commercial operators, easy to use and financially viable for boat owners, and adaptive to the new and developing market. The solution needs to be developed in conjunction with the boat building/retrofitting branch as well as the user branches of HISWA/RECRON to give solid ground for growth – the City of Amsterdam can support this.

### Issued by:

Programma Varen, Duurzaamheid, Laadinfra

## **2.7 Park that Bike Right**

### Background:

Bicycle parking is one of the three pillars of the Long-term Bicycle Plan 2017-2022, in addition to Infrastructure and Behaviour and Innovation. The goal is to improve 'easy parking' for bicycles. This means that cyclists in Amsterdam can quickly find a free parking space near their destination, and that sufficient space remains for pedestrians.

Priority bottleneck locations are identified in the [Long-Term Bicycle Plan](#) (appendix 5, page 82); they are principally shopping streets, main streets and nightlife areas. In these areas, the aim is to better facilitate bicycle parking and to reduce the inconvenience of parked bicycles. To ensure these busy areas are bicycle-friendly, we have set three golden rules:

1. Sufficient alternative bicycle parking facilities must be provided (in the vicinity);
2. The regulations must be communicated clearly, so that cyclists are aware that stricter bicycle parking rules apply in certain areas and know where they can park;
3. Enforcement must be reasonable and adequate.

In recent years, the streets of Amsterdam's 'Red Carpet' route from Central Station through the city centre, and various nightlife areas, have been named as 'designated areas' in which bikes may only be parked in a bicycle parking facility (parking space, rack or garage) with a maximum parking duration of six weeks. This regulation can be enforced.

In all busy areas, the principle is that cyclists who wish to park their bikes for a short period should do so in the appropriate marked parking spaces. These spaces provide no racks or similar options for securing your bicycle. Cyclists who wish to park for longer should place their bicycle in a rack or garage (and may have to walk a little further to their destination).

This desired outcome is hindered by the shortage of bicycle parking facilities, unfamiliarity with the rules (and the specific rules that apply in designated areas) and the specific Amsterdam context and bicycle culture. There is a strong association between bicycles and freedom, and we are used to being able to park our bikes directly at our destination. A restriction on anything related to bicycles is therefore seen as a restriction on freedom, and additional rules are quickly perceived as municipal meddling.

It is particularly difficult for residents of busy areas (shopping streets, main streets and nightlife areas) to park their bicycles conveniently. At peak times, the facilities are often insufficient, and mainly consist of marked parking spaces (which are intended for short-term parking). The parking facilities are not always in the vicinity, and bike parking garages are only free for the first 24 hours.

A waterbed effect is produced at the edges of the designated areas; there are more bikes than there are available facilities, and they are often parked chaotically. The aim is to encourage correct bicycle parking outside of designated areas, too, even though enforcement there is not possible. The challenge is to inform everyone (both residents and one-off visitors) about the regulations (without being too strident) and to find bicycle-friendly solutions for residents in designated areas.

### The Challenge

Find a solution that:

- makes it possible to distinguish between people who are parking their bikes for a short time (maximum 2 hours) and for a longer time in busy areas in Amsterdam (shopping streets, main streets and nightlife areas);
- increases awareness of the rules;
- encourages the desired bicycle parking behaviour;
- does not rely heavily on enforcement.

The emphasis is on influencing behaviour and/or on small technical or physical solutions; we are emphatically not looking for bike parking facilities or other large, physical (and expensive) solutions.

### The solution offered by the Startup must meet the following minimal

- The solution is aimed at providing information (on regulations in designated areas) and encouraging correct parking behaviour (outside of designated areas).
- A command of Dutch is an advantage (to be able to interpret earlier work and research, approach stakeholders etc)
- The solution should take into account the context and cycling culture specific to Amsterdam.

### Issued by:

Verkeer & Openbare Ruimte, V&OR  
Meerjarenprogramma Fiets 2017-2022  
Knelpuntenaanpak Fietsparkeren



## 2.8 Less Pressure on the Road, Less Stress on the Bike!

### Background

Few things in this world go together like Amsterdam and the bicycle. In all weathers, rain or shine, in good times and bad, Amsterdammers, visitors and increasingly also tourists take to the saddle of a huge range of different bikes. In our compact city, bicycles are one of the most important modes of transport and the one that's growing fastest. This increase in the number of cyclists and bicycle journeys is putting pressure on the bicycle network and creating more stress for cyclists. Almost four in 10 cyclists say they experience the busier places in the city as stressful. Traffic congestion, the unpredictable behaviour of other road users and limited space are cited as reasons. We consider improving the spread of cyclists across the bicycle network as one of the most important tools for tackling these problems. This will contribute towards the following goals:

- *Increasing the appeal and enhancing the experience of journeys made by bicycle*

The (personal) appeal of a bicycle ride is affected by the amount of greenery you see, the sounds you hear, the variety of your surroundings you experience and the quality of the air you breathe.

- *Increasing the chance of comfortable and unhindered cycling*

Comfortable and unhindered cycling means that cyclists are able to reach their destinations via generous, direct, fast, smooth and recognisable routes, and exposure to and/or inconvenience caused by uncomfortable situations (for example road works) is minimised.

- *Preventing unwanted behaviour by cyclists*

A more even distribution of cyclists across the network will ensure that cyclists have more space, get in each other's way less often, and are less likely to be inconvenienced by each other's (negative) cycling behaviour.

### The Challenge

What digital or non-digital solutions can the City of Amsterdam apply to ease the pressure on the bicycle network and enable cyclists to choose appealing and comfortable routes?

Two possible pilot locations for this project are Overtoom, with Eerste Helmersstraat as the alternative route, and Utrechtsestraat, with Reguliersgracht as the alternative route.

### The solution offered by the Startup must meet the following minimal

- The solution should alleviate the pressure on the bicycle network and make (personally) attractive and comfortable cycle routes more widely known, more recognisable and easier to find.
- It should be possible to apply the solution to reduce the inconvenience to cyclists caused by road works and other construction works.
- The solution should take into account personal motives (which depend on location) and the fact that cycling is a habitual behaviour. It should be a concrete product that can be tested by/on 'real' cyclists (in six-month period).

- The solution should have minimal impact on public space and must be developed within the framework of current legislation and regulations regarding public space and road safety (a precondition).

Issued by:

Programma Fiets, Verkeer & Openbare Ruimte

## 2.9 Connecting Assistance on the Way

### Background

We know of many different digital platforms that bring together the supply and demand of different services in one place. What we feel is missing is a platform that offers a helping hand to those in need in regard to mobility – both in public spaces and on public transportation.

Several groups regularly need a helping hand to overcome obstacles and barriers when they travel. At the moment, these groups may choose to use separate or private forms of transport – such as by taxi –, transport specifically for their target group, or being accompanied or driven by an acquaintance if necessary. Alternatively, they may opt to not travel at all.

The Transport Authority Amsterdam wants to encourage and assist these groups to make use of public space and public transport. It is important that public transport and the public space are accessible to everyone. We believe this can be achieved by encouraging other passengers/members of the public to offer a helping hand. Safeguarding mutual trust and trustworthiness is therefore essential to the success of the platform.

Our initial target group for this digital platform could be visually impaired and blind persons. A helping hand could come from students, employees of the GVB (the municipal public transport operator), the municipality, and Transport Authority Amsterdam. Following success with this test group, other target groups can follow, such as the elderly, people with prams/buggies etc. In the long term, the City of Amsterdam wants to be a frontrunner in accessible mobility, leading to a model that can be scaled across Europe.

### The Challenge

Devise and bring to life a 'helping hand' digital platform that connects people with restricted access or a disability to random 'helping hand' passengers in the Amsterdam Area.

### The solution offered by the Startup must meet the following minimal criteria

The solution must take into account that in order for it to work it should connect different parties from the backgrounds of mobility and inclusivity, and must be able to bring these parties together through collaboration to ensure the success of the platform.

Issued by:

Vervoerregio Amsterdam (VRA)  
Transport Authority Amsterdam

## 2.10 Journey Simulator – Public Transport

### Background

For many people, getting around the city by public transport is relatively simple. For others, however, it can be very challenging, with the need to consider and check obstacles and barriers before and during their journeys. For example, those with low literacy levels may find travelling by public transport too challenging because they cannot read signs and therefore struggle to find their way. Another example could be people with walking difficulties or wheelchair users who need to collect information about accessibility at various points during their journey.

At the moment, these groups may choose to use separate or private forms of transport – such as by taxi –, transport specifically for their target group, or being accompanied/driven by an acquaintance if necessary. Alternatively, they may opt to not travel at all. The Transport Authority Amsterdam aims to encourage and assist these groups to make use of public space and public transport. It is important that public transport and the public space are accessible to everyone.

We want a startup to devise a system to simulate a public transport journey via the internet, so that passengers know what they might encounter and consider how they can deal with potential obstacles and barriers before they travel. Different types of journey simulations should be available for different user groups.

### The Challenge

Devise a journey simulator for the Amsterdam Area's mobility network that focuses on (potential) accessibility issues encountered during journeys. The simulator needs to be kept up to date and passengers must be able to deliver feedback.

### The solution offered by the Startup must meet the following minimal criteria

The solution should take in account the users wishes with regard to accessibility issues that can be encountered during planned journeys. The solution should be developed in collaboration with user groups.

### Issued by

Vervoerregio Amsterdam (VRA)  
Transport Authority Amsterdam

## 2.11 Connect Local Food to the Hood

### Background

Amsterdam needs a robust, sustainable and regionally oriented system for providing and transporting food. This includes trying to encourage higher consumption rates of regionally produced and plant-based food. Current initiatives aim to better coordinate regional food

production with regional demand, cooperating with sustainable businesses from the food supply chain. Measures include stimulating circular agriculture.

The ambition is to kickstart a system change where Amsterdam (and the Amsterdam Metropolitan Area) strive for a robust, sustainable and regional food system in line with the Amsterdam Food Strategy (Amsterdamse Voedselstrategie) and the Amsterdam Circular 2020-2025 Strategy.

A system based on nutritious, sustainable and affordable products is crucial for a healthy and sustainable city. Most of our food nowadays is imported from all over the world and its production often has a negative impact on the ecosystems involved. At the same time, the direct surroundings of Amsterdam produce plenty of agricultural produce. Most of this (approximately 95%) is exported, although the city has plenty of consumers that want to eat locally produced food. However, food logistics are mainly focused on global exports. One reason for this is that relatively seen, transportation of produce in large volumes over long distances is more cost effective than the transport of lower volumes of produce over shorter distances. This especially affects sustainably produced food, because organic farmers in general produce on a smaller scale and with a larger variety of produce, leading to lower volumes per product. This alone leads to higher prices for regional and/or sustainable products. One of the main challenges we face is to create a regional logistics system that is sustainable and cost effective, so that sustainable, locally produced food can become more affordable, leading to an increase in its consumption.

### The Challenge

Find an innovative solution to make regional food logistics more sustainable, efficient and cost-effective, so that regional, sustainable produce becomes more accessible for the local market.

### The solution offered by the Startup must meet the following minimal

- The solution must decrease costs in the supply chain;
- The solution should take into account bundling supplies of various sustainable/organic producers;
- The solution should take load efficiencies into account;
- The solution should include a sustainable transport solution within the city;
- The solution should take into account Amsterdam's maximum permitted loads with respect to bridges and canal walls;
- The solution should explore a large variety of logistical options (including direct delivery from local farmers to consumers, pick-up stations etc);

It is a pre if the solution should consider data collection, for example connecting data about available stock of various farmers (both organic and regular), with data about routes and delivery times. For inspiration, visit [www.laralue.de](http://www.laralue.de)

### Issued by

Ruimte en Duurzaamheid en V&OR

## 2.12 Waterborne Charging Solutions for Cargo Vessels

### Background

Amsterdam is famous for its canals and waterways. For centuries, this dense network has played an important role in trade and the transportation of goods. Both the City of Amsterdam and Amsterdam's businesses are rediscovering the potential of these waterways for the transport of goods, and the City now aims to regulate and support initiatives for transporting commercial cargo over the canals and water network. Examples where this could be applied are construction logistics, waste collection, catering and retail. Shifting commercial cargo traffic to the waterways will reduce pressure on the city's limited public space, roads and the embattled historic quays of the city centre.

This initiative has sustainability at its heart. The City requires all water transportation to be silent and emission-free by 2025, while being fully aware of the fact that these requirements are demanding based on the current state of battery technology. Battery-powered water transportation requires a difficult optimisation process to achieve balance between cargo capacity and battery storage. However, a new, innovative mobile charging infrastructure could meet and alleviate this problem. Mobile stations offering fast charging and large capacities would greatly enhance the technological and financial feasibility of both implementing water transportation of commercial cargo and achieving the City's ambitious goal for 2025.

The City of Amsterdam sees the transition towards sustainable transport on water as a joint effort and intends to contribute to this challenge by firstly supporting the development of mobile and floating charging facilities and secondly helping to promote the concept to other commercial parties offering transportation services by water in the Amsterdam Area. Examples could include courier services or activities on water that demand large amounts of power for short periods, such as construction or even large-scale events.

The solution must be client-friendly, financially viable and be realised by the end of 2021.

### The Challenge

Develop a waterborne charging solution for commercial electric cargo vessels.

### The solution offered by the Startup must meet the following minimal criteria

- The solution must be flexible, waterborne and mobile;
- The solution should meet the relevant nautical requirements and take into account the limited size of Amsterdam's main canals (maximum dimensions: 20-metre length/4.2-metre width). The smaller the better;
- The solution must fulfil the safety requirements for use in the busy canals and waterways in the vicinity of residential areas;
- The solution must be emission-free and use silent propulsion in line with the 2025 goal;

- The solution must show a viable business model at a realistic scale and with potential for the foreseeable future;
- The solution provide ease of use for users and be adaptive to the new and developing market;
- The solutions must be developed in conjunction with the boatbuilding/retrofitting industry as well as potential transportation end users (the City of Amsterdam can support this);
- The solution have the potential to scale to all forms of electric water transport.

Issued by

Programma Varen

## 2.13 Emission-free Taxis

### Background

The life span of an average Amsterdammer is cut short by a year because of air pollution in the city. To improve Amsterdam's air quality, the Clean Air Action Plan from October 2019 sets out a strategy to reach a new milestone: achieving the WHO-recommended air quality levels by 2030. Traffic and transport are the causes of a fifth of all particulate matter in Amsterdam. Cleaning up these sources of pollution is an effective and efficient measure because the City can take direct action and because they are a big factor. In addition to improving air quality, clean vehicles will also result in a significant reduction of CO<sub>2</sub> emissions. In 2025, all taxis operating within the A10 ring road will be required to be emission free. To achieve this, the City is taking a range of measures:

1. Stimulate: subsidising the purchase of emission-free taxis
2. Facilitate: launching a fast-charging infrastructure
3. Regulate: implementing an environmental zone for taxis and clean taxi ranks
4. Communicate: 2016's Clean Taxis for Amsterdam Covenant (Covenant Schone Taxi's voor Amsterdam)

Amsterdam now has more than 1,000 electric taxis – a great result, but we are not yet where we want to be.

The City is looking for ways to increase the demand for emission-free taxis. For this assignment, we are looking specifically for solutions that are aimed at behaviour change. This requires strong support from residents, visitors and customers responsible for large-scale bookings, as well as the participation of taxi services themselves.

### The Challenge

Increase demand for emission-free taxis in Amsterdam, by making it easier and more attractive to choose an emission-free option when ordering or selecting a taxi.

The solution offered by the Startup must meet the following minimal

- the solutions looks at a wide range of solutions, including offering new ways of ordering taxis, introducing emission-free options etc;
- the solution or solutions are non-commercial and do not compete with taxi services or platforms;
- the solution aims to achieve a change in behaviour;
- the solution can garner support from residents, visitors and other parties – customers or organisers of large-scale bookings such as events, hotels, businesses, hospitality, attractions, cultural organisations etc);
- Amsterdam’s taxi services are willing to participate in the solution;
- the increase in demand is not achieved by competing with other clean forms of transport (such as public transport, car sharing etc). In other words: the aim is to replace the demand for fossil-fuel taxis with demand for emission-free taxis.

Issued by

Programma Luchtkwaliteit, Ruimte & Duurzaamheid, Programma Taxi, Verkeer & Openbare Ruimte

## 2.14 The Sustainability Wildcard

For this Startup in Residence 6.0 programme, the Participating Authorities have reserved a place for a Startup to independently propose a solution for a sustainability Challenge. In their Bid they must both define the Challenge and their solution. The solution must fit the Participating Authorities’ policy objectives as described in the Coalition Agreement [[https://assets.amsterdam.nl/publish/pages/703778/coalitieakkoord\\_amsterdam.pdf](https://assets.amsterdam.nl/publish/pages/703778/coalitieakkoord_amsterdam.pdf)] and the municipal tasks, and must comply with relevant laws and regulations [[www.regelgeving.amsterdam.nl](http://www.regelgeving.amsterdam.nl)]. The solution must have a societal goal, meaning that it must offer added value and be relevant to the residents of the municipality or to the municipal organisation. In all cases the City of Amsterdam and VRA can act as the contracting authority.

## 2.15 The Mobility Wildcard

For this Startup in Residence 6.0 programme, the Participating Authorities have reserved a place for a Startup to independently propose a solution for a mobility Challenge. In their Bid they must both define the Challenge and their solution. The solution must fit the Participating Authorities’ policy objectives as described in the Coalition Agreement [[https://assets.amsterdam.nl/publish/pages/703778/coalitieakkoord\\_amsterdam.pdf](https://assets.amsterdam.nl/publish/pages/703778/coalitieakkoord_amsterdam.pdf)] and the municipal tasks, and must comply with relevant laws and regulations [[www.regelgeving.amsterdam.nl](http://www.regelgeving.amsterdam.nl)]. The solution must have a societal goal, meaning that it must offer added value and be relevant to the residents of the municipality or to the municipal organisation and the Amsterdam Metropolitan Area. In all cases the City of Amsterdam and VRA can act as the contracting authority.

The aim of the Participating Authorities' purchasing function is to obtain maximum added social value under market conditions by contracting external parties. By bidding on one of the above Challenges, the Startup will support this objective. For more information about the Participating Authorities' strategic objectives and how the purchasing function is structured within the Participating Authorities' administration, please download the Procurement Policy of the Participating Authorities: for the City of Amsterdam, see [www.amsterdam.nl/ondernemen/inkoop-aanbesteden/](http://www.amsterdam.nl/ondernemen/inkoop-aanbesteden/) (in Dutch – a translation is available, see paragraph 1.4). On this website you will also find the general information on procurement in the Amsterdam Metropolitan Area. For VRA, see Chapter 1.4.

## 3 The Procedure

### 3.1 Contracting Authority and General Information

#### 3.1.1 Contracting Authority

Participating Authorities of Amsterdam (in this document referred to as 'the Participating Authorities'): the City of Amsterdam and Vervoerregio Amsterdam (VRA).

#### 3.1.2 Contact

Information on this Request for Tender can only be requested through [startupinresidence@amsterdam.nl](mailto:startupinresidence@amsterdam.nl).

### 3.2 Questions

The Tender Team will answer questions asked by startups by publishing a Summary of Information on TenderNed and on [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam) (on the FAQ page); all personal information will be removed from any question we receive. Questions can only be asked via [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam) and [startupinresidence@amsterdam.nl](mailto:startupinresidence@amsterdam.nl) or at the information meeting as described in 3.4.

The deadline for submitting questions and the publication date of the final Summary of Information on TenderNed and the website are included in the schedule below.

Startups are responsible for downloading this Summary of Information from TenderNed or viewing it on [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam). After its publication, the Summary of Information will form an integral part of the Guidelines which apply to your Bid.





### 3.3 Schedule

The schedule for this Request for Tender is as follows:

Activity	Date
Date of announcement of this Request for Tender on TenderNed and publication of the Guidelines (at 13:00pm)	24 June 2020
Application opens at <a href="http://www.startupinresidence.amsterdam">www.startupinresidence.amsterdam</a> (at 13:00pm)	24 June 2020
Deadline (at 11:59pm) to submit applications to attend the information meeting	11 July 2020
Confirmation of information meeting	13 July 2020
Information meeting	16 July 2020
* Final date to submit questions for the Summary of Information	26 July 2017
Publication of Summary of Information on TenderNed and <a href="http://www.startupinresidence.amsterdam">www.startupinresidence.amsterdam</a>	4 August 2020
* Final registration deadline (at 11:59pm) at <a href="http://www.startupinresidence.amsterdam">www.startupinresidence.amsterdam</a> Bids that are received after 11 August 2020 11,59 pm will not be taken in consideration.	11 August 2020
Online Interview by the best four (max.) applicants per Challenge	17 – 20 August 2020
Pitches by the best two (max.) applicants per Challenge	20 August 2020 – 26 August 2020
Delivery of letters of award or rejection (via email) to selected and rejected Startups	29 August 2020 – 30 August 2020
Standstill period (20 days); any rejection meetings will also be held in this period	30 August – 20 September 2020
Start of sixth Startup in Residence Programme	28 September 2020

This plan is provisional and no rights can be derived from it, except the final registration deadline (marked with \*\*).

### 3.4 Information Meeting

To offer startups a better understanding of the sustainability and mobility Challenges, depending on the interest, the Tender Team, on behalf of the City and VRA, will organise one information meeting. This online meeting will take place on 16 July 2020. Startups are asked to communicate their interest in attending the information meeting before 12 July 2020 by email to [startupinresidence@amsterdam.nl](mailto:startupinresidence@amsterdam.nl). The Participating Authorities will confirm the information meeting on 13 July 2020 on the website [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam). On that occasion, the Participating Authorities will also specify the procedure of the meeting and the agenda. The information meeting is optional and will take place only if there is sufficient interest.

### 3.5 Other Conditions

1. Any remarks, suggestions or complaints from startups regarding the Request for Tender should be submitted to the contact e-mail address, as mentioned in paragraph 3.1.2. Under no circumstances will the submission of remarks, suggestions or complaints result in an extension of the deadline for this Request for Tender.
2. The Tender Team, has taken great care in drafting the tender documents. Should there nevertheless be any contradictions and/or errors, the Startup should inform the Tender Team by e-mail to [startupinresidence@amsterdam.nl](mailto:startupinresidence@amsterdam.nl) as soon as possible. The Startup may not invoke unreported contradictions and/or errors after submitting its Bid.
3. The oral and written communication in this Tender is in English.
4. The Tender Team will not reimburse any costs incurred in submitting a Bid. The Bid will not be returned after the end of the procedure.
5. The Bid will meet all requirements, regulations, and provisions stated in the tender documents. In submitting a Bid, the Startup agrees to the procedure, regulations and requirements as stated in the Guidelines and the agreement. The startup also agrees to undergo an integrity screening and any resulting control measures.
6. The Tender Team reserves the right to stop the tendering process at any time without being obliged to reimburse costs incurred by entrepreneurs or startups.
7. The financial resources available to the Participating Authorities for the execution of their public tasks belong to 'all of us'. The Participating Authorities therefore have a duty to handle these public funds with care and to ensure that they are spent as well as possible. The Participating Authorities set great store by integrity, with regard not only to its own actions, but also to those of third parties to which the Participating

Authorities has granted licences and/or subsidies or with whom the Participating Authorities enters into a contract. The integrity of the Participating Authorities can be harmed if it facilitates unethical conduct and/or parties, or enters into business with unethical contractors. The Participating Authorities therefore wish to prevent this as much as possible. In submitting a Bid, the Startup agrees to undergo an integrity screening and any resulting additional control measures. In submitting a Bid, the Startup agrees to the Municipal Integrity Policy (*Gemeentelijke Integriteitsbeleid*) at: <https://www.amsterdam.nl/bestuur-organisatie/volg-beleid/veiligheid/integer-handelen/beleidsstukken-bio/>

8. As a consequence of the Municipal Integrity Policy, the Startups with whom the Participating Authorities intend to enter into an agreement will be screened with regard to integrity. The screening will be risk oriented. This means that the extent of the risks related to the agreement, the industry or field within which the agreement is entered, as well as the Startup, will determine the intensity of the screening. The screening will be conducted on the basis of the European Single Procurement Document (ESPD) and documents that will be supplied by the Startup (on request). Should there be any cause for further investigation, additional screening will be performed by the Participating Authorities' specialised screening department. In relation to the investigation, circumstances may arise in which advice under the Public Administration (Probity Screening) Act (Bibob) is requested from the national Bibob Office. In this case, the tenderer will be informed in advance. The result of the screening or of the Bibob advice may result in the exclusion of the tenderer on the basis of the compulsory and/or optional Grounds for Exclusion, or the inclusion of additional safeguards in the Agreement.
9. Dutch law applies to the Tendering Process . Disputes must be presented to the responsible court in Amsterdam.
10. Startups will have 20 calendar days to object to the Announcement of the decision of the Participating Authorities' Assessment Committee by bringing preliminary relief proceedings before the District Court of Amsterdam. Preliminary relief proceedings must be brought before the court within 20 calendar days after the delivery date of the results of the Request for Tender by the Participating Authorities. A copy of the summons must be emailed to the contact for this Request for Tender as soon as possible. If preliminary relief proceedings have not been brought before the court within 20 calendar days after the delivery of the results of the Request for Tender or have not been brought before the court at all, the Startup will be considered to have relinquished its right to object to the results of the Request for Tender. As a result, all of the Startup's rights resulting from this Request for Tender will expire.
11. The Participating Authorities will keep the Startup's information confidential. The Startups may only use the information provided to them by the Participating Authorities in the context of these Guidelines for the purpose for which they have been provided.

## 4 Requirements for Submitting a Bid

In this Chapter, the Participating Authorities describe the administrative requirements the Startups must meet in order to participate in this Request for Tender.

### 4.1 Deadline for the Submission of Bids

A Bid can only be submitted via [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam) between 12:00pm on 24 June 2020 and 11:59pm on 11 August 2020. Bids that are received after 11 August 2020 11,59 pm will not be taken in consideration.

### 4.2 Submission Requirements

Startups submit a Bid, via our website [www.startupinresidence.amsterdam](http://www.startupinresidence.amsterdam), by filling in the Application Form and the European Single Procurement Documents (ESPS) (in Dutch UEA). The two documents can be uploaded via our website [www.startupinresidence.amsterdam/submit](http://www.startupinresidence.amsterdam/submit)

When submitting a Bid, the following formal regulations apply:

1. The Bid must be based on the Guidelines of the tender documents and the Summary of Information.
2. The Bid and any corresponding documents and appendices must be signed by an authorised representative and be offered digitally as a single copy. The Bid consists of a fully completed web form, the ESPD and any references/additions of the Startup.
3. The web form must be filled in completely. All requested information must be provided and the Bid must answer all questions.
4. The Startup is required to complete the ESPD and add or upload it to the Bid. The ESPD must be signed by an authorised representative of the Startup.
5. The Participating Authorities reserve the right to not consider a Bid if:
  - it does not meet the procedure regulations – including the submission regulations – and requirements set in these Guidelines, and/or
  - not all required information is provided.

#### 4.2.1 Assessment of Completeness and Compliance with the Requirements

The Tender team will first assess the Bid on completeness. It will be checked against the requirements as set in these Guidelines. If the Bid is incomplete or if it deviates from the suitability requirements, the Tender team will determine whether the omissions in the Bid can be remedied. If this is not possible, the Tender team may decide to exclude the Bid from further assessment based on the Assessment Criteria .

### **4.3 Assessment Committee**

The Assessment Committee will consist of representatives of the City of Amsterdam. For the two Challenges submitted by VRA, the Assessment Committee will consist of representatives of VRA and the City.

### **4.4 Assessment Method Applied to the Bid**

The Participating Authorities can decide to award participation in the Programme to the Startup with the most economically advantageous Bid per Challenge. All information provided by the Startup may be checked by the Participating Authorities. The provision of incorrect information and/or failure to provide information in time, as well as failure to cooperate with the inspection of the information requested by the Participating Authorities, may lead to exclusion from the Tender.

The Participating Authorities intend to award participation in the Programme to 15 Startups – one Startup for each Challenge. The Participating Authorities reserve the right to award participation to more or fewer Startups for each Challenge. Only Startups with a score of more than 16 points will be eligible to receive this Tender awarded. The Participating Authorities may award to a maximum of three Startups unless the Startups have Solutions that differentiate in their business models so they are not competing with each other. The Participating Authorities are not obliged to award participation to any applicants.

The Assessment Committee will assess the Bid on the following points:

1. Assessment of all Bids based on the assessment by the Assessment Committee as mentioned in Chapter 5.
2. Ranking of all Bids by the Assessment Committee.
3. Selection by the Assessment Committee of the best four Bids per Challenge that will be invited to make a 15-minute online presentation as mentioned in Chapter 4.5.
4. Assessment of the best four Bids per Challenge based on the online presentation and responses to the questions asked by the Assessment Committee.

5. Selection by the Assessment Committee of the best two Bids per Challenge that will be invited to give a presentation to the Assessment Committee as mentioned in Chapter 4.5.
6. Assessment of the best two Bids per Challenge based on the presentation and responses to the questions asked by the Assessment Committee.

The Participating Authorities may request supporting evidence regarding the Bid.

## 4.5 Grounds for Exclusion

### 4.5.1 Professional Qualification

If the Startup consists of a legal entity, the Startup must be registered in the Dutch Commercial Register or the commercial register of its own country. Based on the Commercial Register, the Tender Team will inspect whether or not the Bid, including the ESPD, has been lawfully signed. If the person signing the Bid is not the Startup's authorised representative based on the information in the Commercial Register, a copy of the power of attorney signed by the authorised representative must be added to the Bid.

### 4.5.2 ESPD

In the event that a Startup submits a joint Bid with another company as a collaboration or partnership, each party must submit a separate completed and signed ESPD together with the Bid. In Dutch the ESPD is called the *Uniform Europees Aanbestedingsdocument (UEA)*. Legally this is the same form: the UEA is simply a Dutch translation of the ESPD to make it easier for Dutch startups to submit a Bid.

If the Startup relies on one or more Subcontractors for compliance with the suitability requirements stated in the contract, then the Subcontractor(s) must (each) also submit a separate completed and signed ESPD.

Each ESPD must be signed by the authorised representative for that purpose as stated in the company register, or by a person legally authorised to act in that capacity by the authorised representative.

By completing and legally signing the ESPD, the Startup is not required to submit all official evidence of suitability and compliance together with the Bid.

In order to determine whether a Bid can be presented for assessment to the Assessment Committee, the Tender Team will first determine whether the Startup meets the general Eligibility Requirements as intended in 1.4.2 and the set Eligibility Requirements for the

specific Challenge as intended in Chapter 2. In the context of articles 2.101 and 2.102 of the Public Procurement Act and on the basis of the ESPD submitted by the Startup, the Tender Team will check the accuracy of the information provided and other requested documentation. The signed Bid and associated documents will be checked for legal compliance with the information held by the Chamber of Commerce. Please ensure therefore that the signature on the Bid is legally valid and be aware that power of attorney may be required.

The Startup must be registered in the Dutch Commercial Register or the commercial register of its own country. Based on the Commercial Register, the Tender Team will inspect whether or not the Bid, including the ESPD, has been lawfully signed. If the person signing the Bid is not the Startup's authorised representative based on the information in the Commercial Register, a copy of the power of attorney signed by the authorised representative must be added to the Bid.

### 4.5.3 ESPD Download Instructions

You can **download the Dutch version of the ESPD here**. Please make sure you download and open the form in Acrobat Reader and do not forget to complete and sign the document before you upload it. If you do not understand Dutch, please **download the English manual here**.

The PDF can only be used with Acrobat Reader, preferably version 11.05. The security and extrusion functions in the interactive PDF will only work in this application. You must save the document directly to your computer and not open it in your browser. After downloading, you can open the document via your computer with Acrobat Reader. If you open and fill in the PDF document directly via a web browser it may cause problems.

You can also use an online tool to fill in the ESPD. The European Commission provides a free web service (<https://espd.uzp.gov.pl/filter?lang=nl#>) for buyers, bidders and other parties interested in filling in the ESPD electronically. The online form can be completed, printed and then uploaded with the rest of the Bid.

## 4.6 Assessment by the Assessment Committee

If the Startup meets all Eligibility Requirements, regulations and minimum requirements in these Guidelines, its Bid will be eligible for assessment by the Assessment Committee.



Based on the assessment of the submitted Bids, the Assessment Committee will rank the Startups for each Challenge on the basis of the Assessment Criteria stated in Chapter 5., The four highest ranked Startups for each Challenge will be selected for an online interview of 15 minutes in which the Assessment Committee will question them about the proposed solution, the team and the Startup's motivation regarding the Programme and the Challenge. The online interview will be recorded.

Based on the Bid, the online interview, and the responses to the Assessment Committee's questions, for each Challenge the Assessment Committee will rank the Startups on the basis of the Assessment Criteria stated in Chapter 5. The two highest ranked Startups for each Challenge will be selected to give a presentation of a maximum of 10 minutes to the Assessment Committee. The Assessment Committee will then have 40 minutes to ask questions about the proposed Solution, the presentation, the team and the Startup's motivation regarding the Programme and the Challenge.

Based on the Bid, the presentation, and the responses to the Assessment Committee's questions both after the presentation and during the interview, the Assessment Committee will determine which Startup is eligible to be awarded participation in the Programme. The Assessment Committee will consist of representatives of the Programme, experts on innovation and entrepreneurship, and the civil servants responsible for the specific sustainability and mobility Challenges, who can consult a team of experts at any time.

As the sole exception in the assessment process, the wildcard will be assessed differently. The highest ranked submissions that also meet the minimum criteria will be selected for the first round, with a maximum of three startups per round. However, based on the number of Bids received, the Assessment Committee reserves the right to conduct five rounds of three Bids for the Wildcard. This means that the Assessment Committee may select a maximum of 15 of the highest ranked Bids for the pitch, questions and interview.

#### **4.6.1 Announcing the Tender Results and Subsequent Measures**

The Assessment Committee will draw up an overview of its assessment and advise the Participating Authorities on which Startups are eligible to be awarded the tender. The Participating Authorities will make a decision on which Startup is to be awarded participation in the Programme for each Challenge based on the Assessment Committee's advice. Chapter 5 of this document applies to this decision.

In the event that the Participating Authorities decide to award participation in the Programme to a Startup, the Participating Authorities will require Startup employees involved in the Programme to sign a non-disclosure agreement.

#### **4.6.1.1 Verification Phase and Screening of Winning Startups**

In the verification phase, the Tender Team will request Startups that have been awarded participation in the Programme to provide all documentation as mentioned in paragraph 4.4.1. and to sign a non-disclosure agreement in order to start the process.

## **5 Assessment of Bids by the Assessment Committee**

### **5.1 Assessment Criteria**

The Assessment Committee will arrive unanimously at a single integrated score based on the four criteria described below. The four aspects will be assessed conjointly, with each criterion having an equal weight. The Assessment Committee will give a single integrated score because the integration of these criteria and the way one reinforces and positively affects another is an important part of the assessment.

Based on the Startup's Bid, the (optional) subsequent pitch and the round of questions, the Assessment Committee will consider the following areas as part of the assessment:

#### **1. Vision and innovation**

The Assessment Committee will consider the following aspects of vision and innovation. The more persuasive the vision and innovation, the higher the assessment.

- What is the company vision in tackling the sustainability and/or mobility Challenge and to what extent does it contribute to solving the sustainability and/or mobility Challenge?
- Is the concept unique in the short and long term?
- How creative and innovative is the Bid (whilst not losing sight of the chosen Solution method)?
- To what extent does the product already exist and to what extent is it innovative?
- Is the technology innovative and can it be used for implementation with respect to the sustainability and/or mobility Challenge?

#### **2. Impact**

The Assessment Committee will consider what the positive impact on the Participating Authorities and/or the inhabitants of the municipality could be. The bigger the expected

positive impact is, the better the evaluation of the committee will be. Aspects to be considered include:

- The use of human resources, scope and task distribution across the Startup;
- What possible results will the product or service have in the short and long term?
- How can the currently available prototype or beta version be further developed?
- To what extent will the product or service contribute to the Solution for the sustainability and/or mobility Challenge in question?
- What are the impact goals and how does the Startup intend to achieve them?
- Why is it likely that the Startup's Solution will succeed?

### **3. Realisation and implementation**

The Assessment Committee will consider the following aspects of the realisation and implementation of the Solution. The more specific the proposal for realisation and implementation is and the more confidence this instils, the higher the assessment will be.

- How feasible is the Solution?
- How sustainable is the Solution?
- How easy will it be to deploy and implement the product/service?
- Is the timeline realistic and is the Solution financially feasible?
- Who will implement the Solution?
- Who will maintain the Solution?
- What will this require in terms of cooperation with other departments of the Participating Authorities or external suppliers?
- What will the product or service look like in the short and long term and what are the future prospects if it becomes a success?
- Taking into account broader future implementation, what is the scalability of the offered products and services and how can they be replicated in other cities?
- Does the Startup have a clear expectation regarding the municipality's role in order to realise its Solution?

### **4. Team and motivation**

The Assessment Committee will consider the following aspects of the team and if there is enough knowledge on the topic of the Challenges to come up with a good solution. The more persuasive the strength of the team and motivation is, the higher the assessment will be.

- How many hours per week will the team be available?
- Does the team have all the necessary know-how? What is missing?

## **5.2 Ranking**

For each criterion, the following ranking will be applied:

- A score of 8 will be awarded if, in the opinion of the assessor, the tender fully meets and/or exceeds the requirements of this criterion, and it is evident that more value will be provided to the client than expected, perhaps because relevant elements are offered that exceed that which is requested.
- A score of 6 will be awarded if, in the opinion of the assessor, the tender largely meets the requirements and added value will be provided to the client.
- A score of 4 will be awarded if, in the opinion of the assessor, the tender meets the requirements sufficiently, and limited added value will be provided to the client.
- A score of 2 will be awarded if, in the opinion of the assessor, the tender meets the requirements only in a limited way and no added value will be provided to the client.
- A score of 0 will be awarded if, in the opinion of the assessor, the tender does not meet the requirements, and no (relevant) answer has been provided to the question.
- The tenderer must achieve at least an average score of 2 for this award criterion. If the average score is lower than 2, the tender will be set aside and the tenderer excluded from further participation.

## 6 Glossary

<b>Agreement</b>	The agreement that may be entered into as a result of this Request for Tender, including the corresponding appendices; the agreement is focused on the implementation of the project plan.
<b>Announcement</b>	Decision of the Participating Authorities regarding the results of the Request for Tender.
<b>Assessment Committee</b>	The independent Assessment Committee formed by the Participating Authorities that assesses the submitted Bids on the basis of these Guidelines.
<b>Assessment Criteria</b>	The assessment criteria as intended in Chapter 5.
<b>Bid</b>	A Startup's application for this Request for Tender.
<b>The Participating Authorities</b>	The public legal entity Participating Authorities of Amsterdam, the legal entity who organises this Request for Tender and who is a party in the eventual agreement.

<b>Contact</b>	The contact address appointed by the Participating Authorities for this Request for Tender.
<b>Eligibility Requirements</b>	The requirements set for the Startup.
<b>European Single Procurement Document (ESPD)</b>	The ESPD is the statement in which the Startup declares it complies with the Eligibility Requirements, technical specifications and conditions for implementation as stated in this document. More information about the ESPD can be found at <a href="http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/espd/">http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/espd/</a> In Dutch the ESPD is called the <i>Uniform Europees Aanbestedingsdocument</i> (UEA) This document is issued by the Dutch Ministry of Economic Affairs and Climate Policy. Legally this is the same form: the UEA is simply a Dutch translation of the ESPD to make it easier for Dutch startups to submit a Bid. More information in Dutch about the UEA can be found at: <a href="https://www.pianoo.nl/nl/regelgeving/aanbestedingswet/uniform-europees-aanbestedingsdocument/interactieve-pdf-uniform.">https://www.pianoo.nl/nl/regelgeving/aanbestedingswet/uniform-europees-aanbestedingsdocument/interactieve-pdf-uniform.</a>
<b>FAQ (Frequently Asked Questions)</b>	All the questions the Participating Authorities receives concerning the third Programme and the Challenges to which it pertains). The questions and answers will be published on the FAQ page of <a href="https://startupinresidence.com/amsterdam/faq/">https://startupinresidence.com/amsterdam/faq/</a> and on the Summary of Information on TenderNed.
<b>Grounds for Exclusion</b>	The mandatory grounds for exclusion from participation in this Request for Tender as described in article 2.86 of the Public Procurement Act.
<b>Guidelines</b>	These tendering guidelines.
<b>Public Procurement Act</b>	Also referred to as Public Procurement Act 2012. An act of 1 November 2012, which entered into effect on 1 April 2013, regarding new rules with respect to requests for tender.
<b>Request for Tender</b>	The Request for Tender as further described and explained in these Guidelines and as registered with the European Union.
<b>Solution</b>	Innovative solution provided by a Startup for a sustainability Challenge.
<b>Startup</b>	As defined in section 1.4.2 of this document.

<b>Startup in Residence Programme (or the Programme)</b>	Defined in section 1.1 of this document.
<b>Startup Visa Facilitator</b>	Defined in section 1.6 of this document.
<b>Summary of Information</b>	The document that serves as an addition to or revision of the Guidelines and which form an integral part of these Guidelines.
<b>TenderNed</b>	TenderNed is the Dutch government's online tendering system. All Dutch authorities are obliged to publish their national and European tenders on TenderNed's announcement platform, so businesses can access all public publications from a single webpage.