



AI4CITIES

AI4Cities Pre-Commercial Procurement Tendering Guide



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Introduction

The AI4Cities project brings together leading European cities and regions looking for artificial intelligence (AI) solutions to accelerate carbon neutrality. Helsinki (Finland), Amsterdam (Netherlands), Copenhagen (Denmark), Île-de-France - Paris Region (France), Stavanger (Norway) and Tallinn (Estonia) are asking suppliers to provide with AI solutions for mobility and energy challenges, that will ultimately contribute to reduce CO2 emissions and to meet their climate commitments.

Through AI4Cities, the Buyers Group is going through a Pre-Commercial Procurement (PCP) process, an innovation procurement tool that enables the public sector to steer the development of new solutions (not- market-ready) directly towards its needs.

The aim of this **AI4Cities Tendering Guide** is to give a clear overview of the application procedure. The information provided in this booklet is for guidance purposes only and should not be regarded as a substitute for the information provided in the tender documents. All information on the application requirements and the tender documents can be found on the AI4Cities website at ai4cities.eu. Furthermore, webinars will be held on 15 Dec 20 and 15 Jan 21 to clarify the request for tenders documents and the PCP procedure and to answer to any questions that potential tenderers may have. The questions can be sent at least 5 days before each webinar via email info@ai4cities.eu. Those wishing to participate can register via the AI4Cities website. There will also be a Matchmaking event on 17 Dec 20 and a Proposal writing webinar last week of January 21.

Definitions

The Buyers Group is an entity are entities procuring the R&D services under the AI4Cities project, namely: Forum Virium Helsinki,

TIMELINE

START: 1 Dec 2020 - 28 Feb 2021

Request for tenders open

March 2021

Tenderers notified of decisions

April 2021

Signing of contracts

PHASE 1: May to July 2021

1

Solution Design: The maximum budget per supplier is 40,000 € (expected minimum: 20 contracts per Lot 1 + 20 contracts per Lot 2)

PHASE 2: Sept to Dec 2021

2

Prototype development and lab testing: The maximum budget per supplier is 80,000€ (expec. min.: 10 contracts per Lot 1 + 20 contracts per Lot 2)

PHASE 3: Feb to July 2022

3

Piloting: The maximum budget per supplier is 244,437€ (expected minimum: 3 contracts per Lot 1 + 3 contracts per Lot 2)

Diss. of results & possible follow-up procurement: Sept to Dec 22

**The budgets mentioned are 24% VAT excluded*

the City of Amsterdam, Cap Digital, the City of Copenhagen, the City of Tallinn, and the City of Stavanger. The Lead Procurer is Forum Virium Helsinki, the innovation unit of the City of Helsinki.

Pre-Commercial Procurement (PCP) comprises the procurement of R&D services for the design and de-velopment of solutions that are not yet commercially available.

Request for Tenders, designated as Tender Document 1, should be read in conjunction with other documents related to this PCP: Tender Doc. 1 - Request for Tenders and its forms (A to H), Tender Doc. 2 - Functional Specifications, Tender Doc. 3 - Framework Agreement and Tender Doc. 4 - Specific Contract.

All Tenders must be submitted as follows:

1. Tenders have to be submitted electronically via the AI4Cities website (“Request for Tenders” page)
2. Tenders shall contain an administrative, a technical and a financial section, see Forms A through H;
3. The Tender, i.e. the Tender Submission Forms (Forms A through H) and all attachments, mandatory or not, will be signed by the Supplier/Lead Tenderer, electronically or in “blue ink”.
4. Tenderer can select only one Lot, either Lot 1: Mobility or Lot 2: Energy.
5. One Tenderer can submit multiple Tenders, as long as the solutions are different, but can be selected only once.
6. A company can be a partner in several consortiums, if the other consortiums accept it too. A company can apply as a Lead Tenderer only once though.

More information on the electronic submitting of the Tenders in Appendix 8– Electronic submission of the AI4Cities Tender.

PCP principles under Horizon 2020

The Pre-Commercial Procurement (PCP) is split into three phases. Evaluations after each phase progressively identify the solutions that offer the best value for money and meet the needs of the Buyers Group. This phased approach allows successful suppliers to improve their offers for the next phase, based on lessons learnt, feedback from procurers in the previous phase and the detailed information provided with call-offs documents. Using a phased approach with gradually increasing contract sizes for each phase also makes it easier for the SMEs to participate in the PCP and allows them to grow their business step-by-step with each phase. R&D does not include quantity production or supply to establish the commercial viability or to recover R&D costs. It also excludes commercial development activities such as incremental adaptations, routine or periodic changes to existing products, services, production lines, processes or other operations in progress, even if such changes may constitute improvements.

For more information on the PCP concept, please visit <https://ai4cities.eu/the-pcp/the-pcp-process>

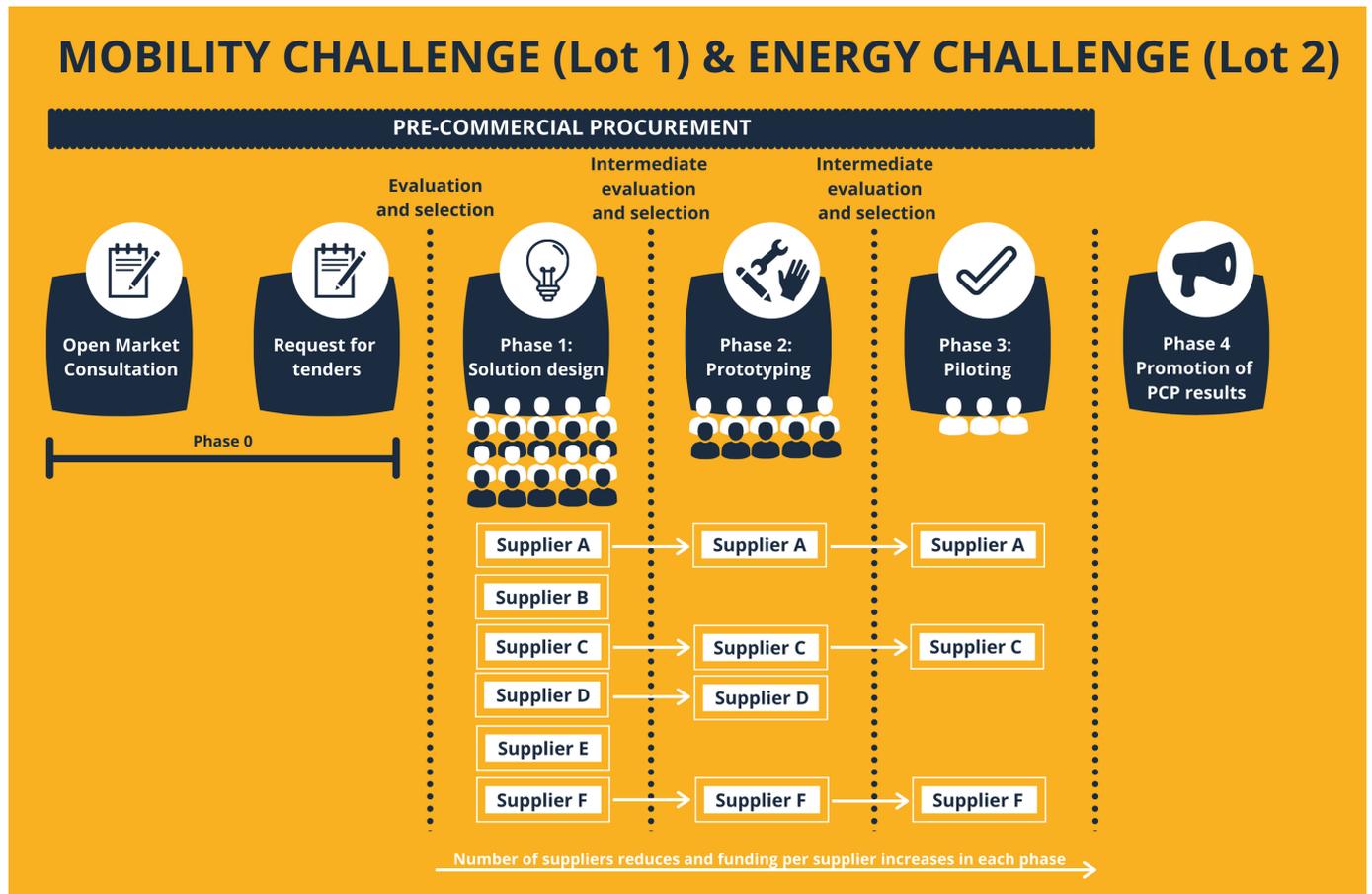
The key features of PCP

An open, transparent, non-discriminatory approach – the PCP is open to all organisations on equal terms, regardless of the size, geographical location or governance structure. There is, however, a place of performance requirement: suppliers must perform a minimum 50% of the contracted R&D services in EU Member States or Horizon 2020 Associated Countries.

The sharing of IPR-related risks and benefits under market conditions is one of the main benefits. The objective of the PCP is to procure R&D services at market price, thus providing suppliers with a transparent, competitive and reliable source of financing for the early stages of their research and development. Giving each supplier the ownership of the Intellectual Property Rights (IPR) attached to the results it generates during the PCP means that suppliers can widely exploit the newly-developed solutions commercially. In return, the tendered price must include financial compensation for retention of

IPR ownership. Moreover, the Buyers Group must receive rights to use the R&D results for internal use and licensing rights subject to certain conditions. Depending on the outcome of the PCP, the Buyers Group may or may not decide to follow-up the PCP with a Public Procurement of Innovation to deploy the Innovative solutions (PPI). However, any subsequent PPI, for the

supply of commercial volumes of the solutions, will be carried out through a separate procurement procedure. Suppliers that are not selected to take part in the AI4Cities PCP (or that are not chosen to proceed to the last phase) will still be able to compete on an equal basis in any subsequent procurements looking for suppliers to provide a solution on a commercial scale.



Tender documents

There are four Tender Documents (TD), with appendices and annexes, that should be read before submitting a tender. There are also eight forms (Form A - H) that must be filled in order to submit the tender.

Please read the next pages carefully and contact the AI4Cities coordinator if you have any questions: info@ai4cities.eu. In technical questions related to data sources or APIs in the cities you can send questions: tech@ai4cities.eu. You can also check the Questions & Answers section of the AI4Cities website - <https://ai4cities.eu/questions-and-answers> - to check if your question has already been answered.

The AI4Cities PCP is open to all types of organisations from any country. Any type of natural or legal person (including properly registered non-profit entities, such as universities) is entitled to submit a tender either individually or by way of an association or consortium comprising several tenderers, set up temporarily for the purposes of the AI4Cities PCP.

Matchmaking tool

We are giving organisations the chance of finding partners and suppliers by providing their contact information on the Matchmaking section on the AI4Cities website.

The matchmaking is intended for companies and organisations to find partners to reinforce their team.

To learn more about this tool, visit here:

<https://ai4cities.eu/matchmaking-table>

TD1. Request for Tenders

The first and most important document as it connects all the tender documents. It also presents the general context and the tender procedure of the AI4Cities tenders and contracts.

Request for Tenders explained

Tender document 1 is composed of five chapters:

Chapter 1 Provides an overview of PCP and presents the Lot 1: Mobility and Lot 2: Energy challenge areas and sub-challenges.

Chapter 2 Explanations of the phases and the expected outcomes of the PCP phases.

Chapter 3 Content & format of tenders.

Chapter 4 Describes the evaluation process and awarding criteria.

Chapter 5 Describes general and administrative questions including the monitoring process, results evaluation, and payment conditions.

The document features ten appendices. The full list of appendices is presented below.

Appendix 1: General context & background

Appendix 2: The Buyers Group - City Profiles and Current Situation

Appendix 3: Scoring Model for the Award Criteria and end of Phases' Evaluation

Appendix 4: Scoring Model for the Price

Appendix 5: Time schedule for Phases 1 - 3

Appendix 6: List of Reporting Topics

Appendix 7: Table of Page Limits

Appendix 8: Electronic Submission of the Tender

Appendix 9: End of Phase Reporting (sample)

Appendix 10: Project abstract for Phase 1

TD2. Functional specifications

Describes the different requirements for each phase of the PCP. The number of functional

requirements will increase from Phase 1 to Phase 2 and 3 and will be further refined with more detailed information in call-offs.

TD3. Framework agreement

The agreement that will be signed by the selected contractors.

TD4. Specific contract for Phase 1

The Specific Contract for Phase 1 to be signed together with the Framework Agreement. The Specific Contract will be signed in all phases.

Forms A-H

Forms A–H are an integral part of the tender documents. All forms must be filled in and signed in order to submit the tender in order to submit the tender via ai4cities.eu

Forms

In order to submit an eligible tender, the tenderer must download the eight tender documents from the AI4Cities website. After filling in and signing all the forms the tenderer must submit them by uploading them to the AI4Cities website by 28 February 2021 17:00 CET at the latest. The use of these forms is mandatory. Tenderers that do not use these templates or do not submit all of them will be excluded.

Please, send any questions concerning the tender documents to info@ai4cities.eu. The deadline for sending questions is 16 Feb. 2021.

Form A: General Tender Submission Form

This template is designed to gather general information about the tenderer.

Form B: Exclusion Criteria

Contains a set of questions on exclusion criteria and conflicts of interest that every tenderer must answer to ensure their eligibility to participate in the tender. Tenderers that do not comply with the exclusion criteria will be excluded.

Form C: Selection Criteria

In Form C tenderers are required to demonstrate their professional capacity, experience and appropriate structures to fulfil the contract.

Form D: Compliance Criteria

Contains information on compliance with the Horizon2020 directives criteria in the form of questions to be answered by the tenderer. Tenderers that do not comply will be excluded.

Form E: Technical Offer

Shall be used as a template to describe the tenderer's technical offer, including project management and project team, impact on challenge, technical quality of the solution, and commercial feasibility.

Form F: Financial Offer and Cost

The purpose of this form is to provide the Buyers Groups with: – a fixed total price for Phase 1 of the PCP – binding unit prices for the entire duration of the Fram. Agreement – an estimated total price for Phases 2 and 3 of the PCP.

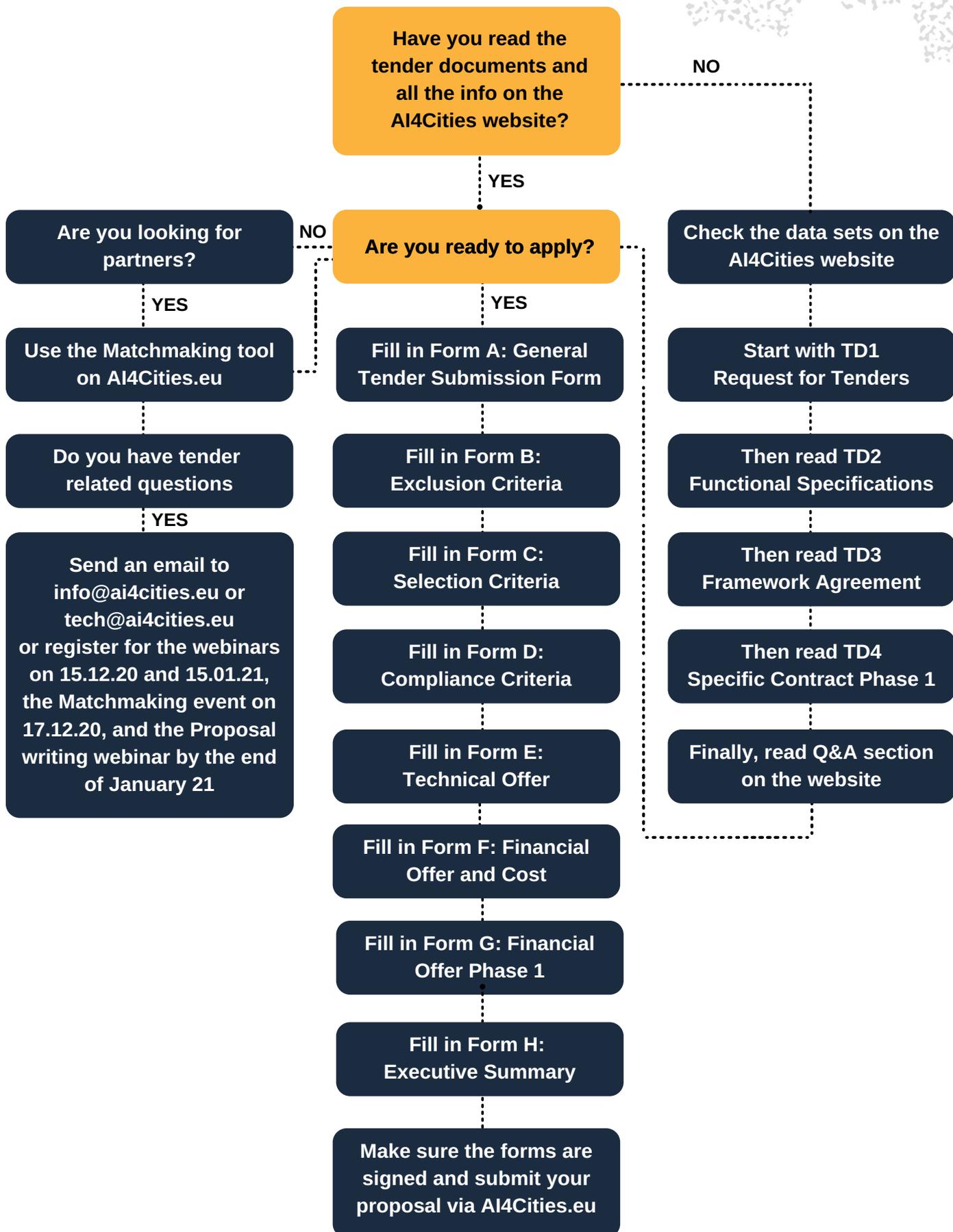
Form G: Financial Offer Phase 1

This document is to be filled in, providing the offer requested for Phase 1 in accordance with the cost breakdown described in Form F.

Form H: Executive Summary

This form is used in the pre-evaluation if a pre-evaluation is needed.

Get started



Questions and answers

What kind of consortium do you imagine answering to the AI4Cities Request for Tenders? Can you detail the type of actors (manufacturers, engineering companies, laboratories etc..)?

Any consortium that has a proposal for the full solution. It can be one company or a consortium of multiple companies. However, suppliers, manufacturers, entrepreneurs, startups and other experts who are able to consult in the following domains would be relevant: Climate change, AI software and hardware development, public traffic management and planning, energy efficiency and infrastructure, and building maintenance.

Can the team composition be flexible?

For example, academics or external parties in one phase, but not in the following phases. The core team should be set up from the beginning, but you can propose a wider team, with members that are not engaged in Phase 1, but they are in Phases 2 or 3.

One of the benefits of a PCP is that "risks and benefits are shared". What benefits do you mean exactly?

Benefits for procurers are, for example, royalty free access rights to use the end result of the process. Whereas, benefits for suppliers include getting funding and clear set of requirements / wishes from the partnering cities. A pool of cities is made available to test the prototypes and obtain a proof-of-concept. Through the Preferred Partners, a large potential group of buyers can be reached after the solution has been commercialised. Companies have the right to commercialise the IPR and this is in fact expected.

What TRL level is expected in the end of the Phase 3?

There is no strict rule for Technical Readiness Levels (TRL), but the solution can be up to TRL 7 (System prototype demonstration in operational environment) in the end of Phase 3. The idea of the PCP is not to commercialise the solutions (TRL 8 or TRL 9).

For more Questions & Answers, visit:

<https://ai4cities.eu/questions-and-answers>

www.AI4Cities.eu

[@AI4Cities_EU](https://twitter.com/AI4Cities_EU)

www.linkedin.com/in/ai4cities/



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