



FABULOS
Pre-Commercial
Procurement
Tendering Guide



INTRODUCTION

The FABULOS (Future Automated Bus Urban Level Operation Systems) project focuses on how cities can use automated buses in a systematic way. The goal is to procure the operations of an autonomous bus line: an all-inclusive solution encompassing software, hardware, fleet and services.

The FABULOS project is a Research and Development (R&D) initiative run as a Pre-Commercial Procurement (PCP) process. The PCP challenges the industry to develop innovative solutions for public sector needs and provides a first customer reference to enable companies to create a competitive advantage in the market.

The aim of this FABULOS 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 FABULOS website at fabulos.eu.

Furthermore, webinars will be held on 11 September and 15 October 2018 to clarify the request for tenders documents and the PCP procedure and to answer to any questions that potential tenderers may have. Those wishing to participate can register via the FABULOS website.

Definitions

Procuring Partners are entities procuring the R&D services under the FABULOS project, namely: Forum Virium Helsinki, the Estonian Ministry of Economic Affairs and Communications, Gjesdal Municipality, the City of Helmond, Lamia Municipality and Porto's public transport operator STCP. 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 development 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. These include: Request for Tenders and its forms, Functional Specifications, Framework Agreement and Specific Contract.

TIMELINE



*The budgets mentioned are 24% VAT excluded

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 Procuring Partners.

This phased approach allows successful suppliers to improve their offers for the next phase, based on lessons learnt and feedback from procurers in the previous phase. 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 fabulos.eu/fabulos-precommercial-procurement

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.

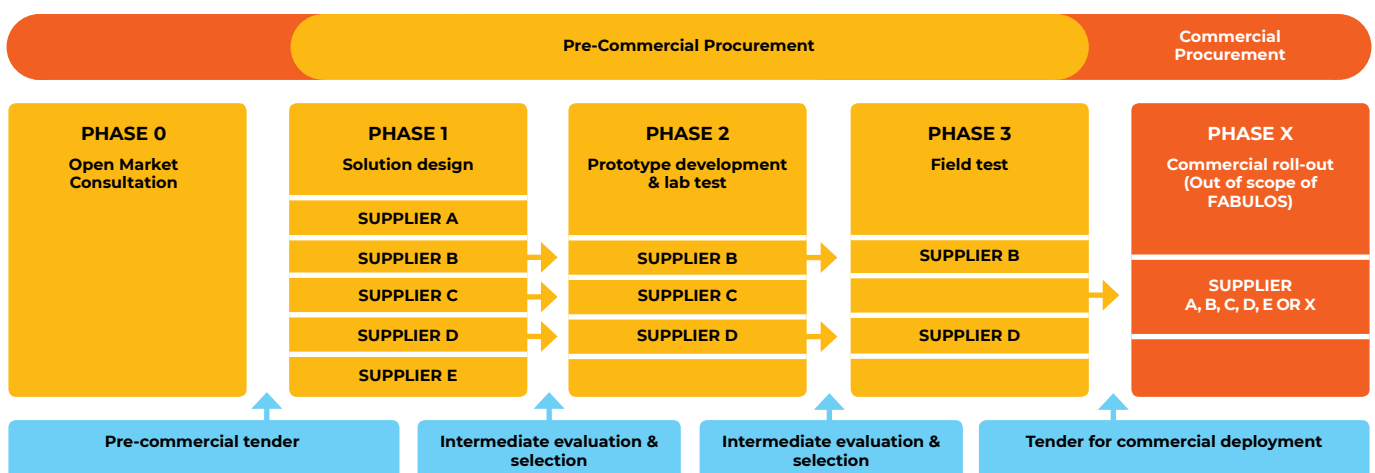
The sharing of IPR-related risks and benefits under market conditions is one of the main benefits. The objective of the PCP is to procure R&D services at market price, thus providing suppliers with a transparent, competitive and reliable source of financing for the early stages of their research and 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 Procuring Partners 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 Procuring Partners may or may not decide to follow-up the PCP with a Public Procurement 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 FABULOS PCP (or that are not chosen to proceed to the last phase) will, thus, still be able to compete on an equal basis in any subsequent procurements looking for suppliers to provide a solution on a commercial

PRE-COMMERCIAL PROCUREMENT PROCESS



TENDER DOCUMENTS

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

Please read the next pages carefully and contact the FABULOS coordinator if you have any questions: Ask@fabulos.eu. You can also consult the Questions & Answers section of the FABULOS website to check if your question has already been answered.

The FABULOS 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 FABULOS PCP .

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 FABULOS tenders and contracts.

TD2. Functional Specifications

Describes the different requirements for each phase of the PCP. It also gives detailed information on the pilot routes and on local conditions for field testing.

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.

Forms A-G

Forms A–G 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 fabulos.eu.

Request for Tenders explained

Chapter 1 of Tender Document 1 (TD1) explains the definition of PCP and how its approach differs from that of traditional procurement.

Chapter 2 introduces the overall challenge, the different phases of the PCP and the expected outcome of each phase. This section also provides an overview of the timeline, budget, contracting approach and IPR. More information about the technical aspects of the challenge can be found in Tender Document 2 (TD2): Functional Specifications.

Chapter 3 explains the preconditions for submitting a tender, and an overview of the criteria to be used in the evaluation of the tenders.

Section 4 describes the content and format of the tender.

Section 5 explains the conditions of the contracts between the winning tenderers and the Procuring Partners, including the monitoring process, payment conditions and schedule and procedures for appeal.

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

Appendix 1: PCP Principles Horizon 2020

Appendix 2: Procuring Partners and Preferred Partners

Appendix 3: Electronic submission of the FABULOS Tender

Appendix 4: Scoring Model for the Award Criteria

Appendix 5: Scoring Model for the Price

Appendix 6: Scoring Model for Outcome of the Phase(s)

Appendix 7: Table of page limits

Appendix 8: End of Phase Reporting [sample]

Appendix 9: Project abstract for Phase 1 (sample)

FORMS

In order to submit an eligible tender, the tenderer must download the seven tender documents from the FABULOS website. After filling in and signing all the forms the tenderer must submit them by uploading them to the FABULOS website by 31 October 2018 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 ask@fabulos.eu. The deadline for sending questions is 16 October 2018.

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 Annex 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 Horizon 2020 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

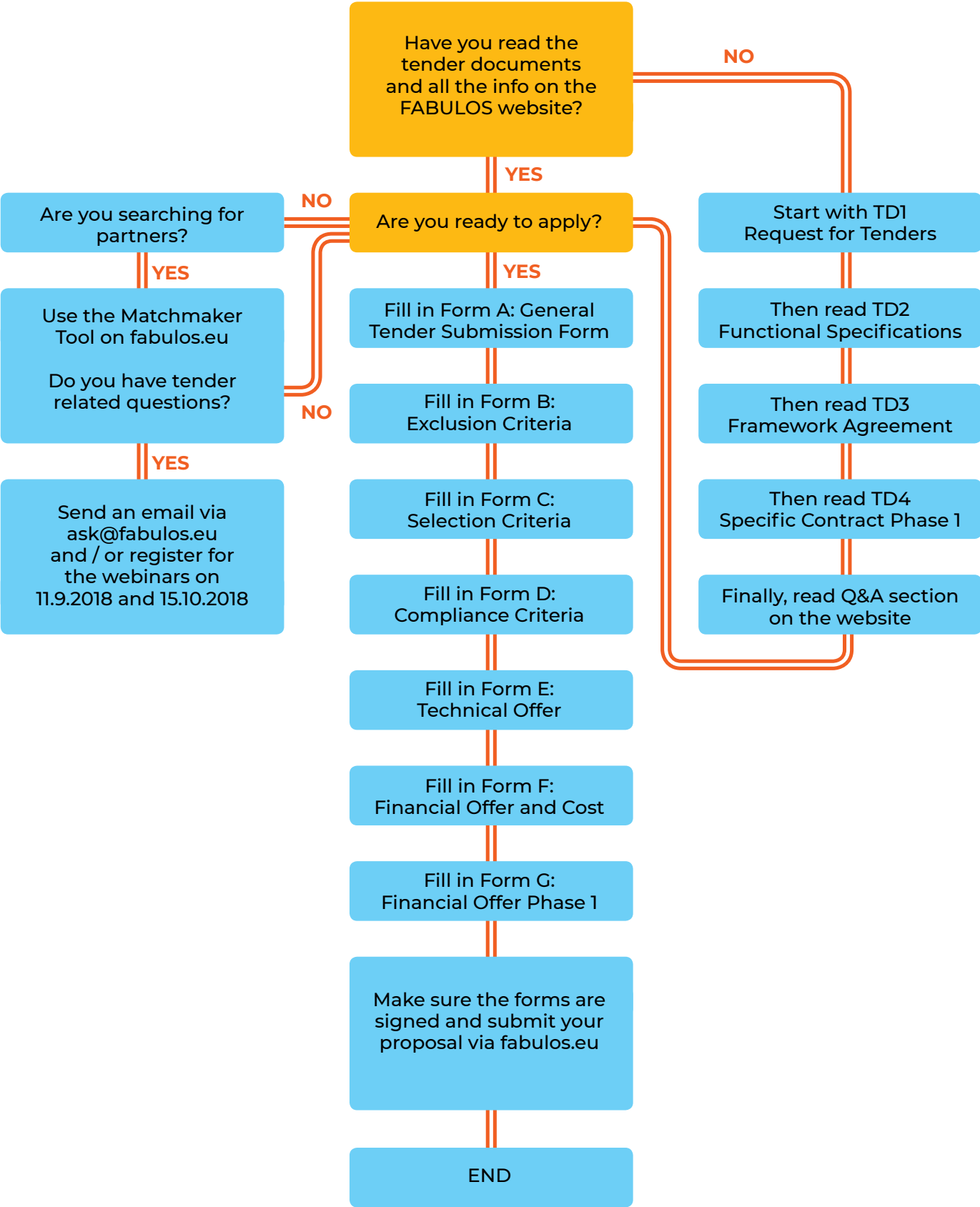
The purpose of this form is to provide the Procuring Partners with:

- a fixed total price for Phase 1 of the PCP
- binding unit prices for the entire duration of the Framework Agreement
- an estimated total price for Phases 2 and 3 of the PCP.

Form G: Financial Offer Phase 1

The final document to be filled in, in which tenderers provide the offer requested for Phase 1 in accordance with the cost breakdown described in Form F.

GET STARTED



QUESTIONS AND ANSWERS

Who can apply?

A: Anyone can participate and there is no limit to the consortium size. Consortia need to adhere to the following rule set out by the Horizon2020 funding scheme regarding the place of performance: at least 50% of the R&D work needs to take place in EU Member States and/or Horizon 2020 Associated Countries. This 50% rule applies per consortium.

We cannot meet all the 'must haves', can we still make an offer?

A: We do not expect any company or consortium to meet all 'must haves' in the first phase of the PCP. The PCP is a tool to encourage radical innovation. The 'must haves' listed in Tender Document 2 are functions that the six Procuring Partners require solutions for by the end of the project, not at the start.

How will you select which company delivers what in each phase? Do suppliers need to share information with each other?

A: The FABULOS PCP is a competitive process. Suppliers or consortia work in parallel on their own solution and do not need to share any information. In other

words, every supplier must fulfil all requirements fully: an all-inclusive solution is needed from each consortium. After the end of the FABULOS project, from 2021 onwards, suppliers are naturally welcome to join forces and create spin offs.

Two years is a long time for service development – what if certain technologies becomes obsolete during that time?

A: After each phase of the PCP, requirements for the next phase will be refined in a so-called call-off. This way, technological developments can be taken into consideration to a certain extent. Furthermore, at each PCP phase new subcontractors can be added to the consortium if needed.

For more Questions and Answers, visit:
fabulos.eu/questions-answers