



Checklist – Joint criteria and requirements for increasing the demand for last-mile transportation of vehicles on biogas, electricity, and hydrogen in public procurement of goods and services

Introduction – purpose and scope

This document contains guidance on the use of minimum requirements and award criteria for public procurement of goods and services that generate transport. The document contains wording that can be used in tender documents and guidance on when the various requirements and criteria should be used and how they should be applied. Accompanying this document is an Excel spreadsheet for use as an award criterion, as well as an accompanying evaluation form. The document deals with transport requirements and criteria related to goods and services delivered to the public sector that generate transport. *The document only deals with last-mile transportation.* The requirements do not include the procurement of vehicles or machinery.

The document is based on collaboration with the project Climate guidance in procurement under the Climate Ostfold partnership.

The requirements are meant for transportation related to these areas:

Taxis (patient transport, TT services, and school transport) • Craftsmen and service providers • Delivery of goods • Waste collection

It is envisaged that minimum requirements, award criteria, and contract requirements may be used. It is also proposed that a combination of minimum requirements and award criteria may be used. It is recommended that environmental requirements relating to transport are not formulated as qualification requirements. Qualification requirements are better suited to ensure that suppliers have the experience and implementation capacity required for the procurement in question.

Overview of requirements and criteria and how to combine them

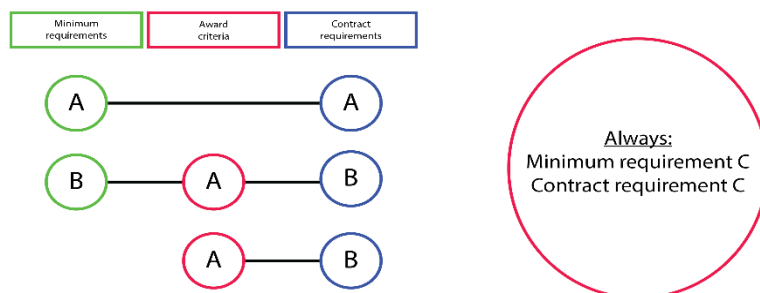
The checklist contains questions for market inquiries (RFIs), minimum requirement specifications, wordings for award criteria and contractual terms. To use and supplement these wordings there are ready-made forms for filling in the award criterion and evaluating it as well as a system for contractual follow-up of the tender.



All minimum requirements, award criteria and contract requirements in this document are marked with a letter (A, B or C) to make it easier to distinguish and refer to them correctly. Below is an overview of the combinations that contain requirements in various places in the competition documents that should be used in the same tenders.

The minimum requirements and award criteria are designed so that they can be used independently of each other. In some procurements, market dialogue will indicate that minimum requirements are sufficient and that it is therefore superfluous to use award criteria. In other cases, when the market for fossil-free vehicles powered by electricity, hydrogen and biogas is very immature, it will be most appropriate to use only the award criterion.

In some cases, however, it will be appropriate to use a combination of both minimum requirements and award criteria. The requirements and criteria are designed so that they can be used separately or in combination. The overview below shows which requirements and criteria are compatible and can be combined.



Fuels/energy carriers

In all requirements and criteria, vehicles powered by electricity, hydrogen and biogas are the ones being sought and in demand. These three fuel types/energy carriers are treated equally in all requirements and criteria.

3. Market inquiry/dialogue (Request for information)

When deciding on transport requirements and/or criteria in procurement tenders, it is recommended to conduct a market inquiry/dialogue (Request for information) to investigate how mature the market is for using vehicles that run on electricity (BEV), hydrogen, or biogas. To make this investigation, it is recommended to have a market dialogue. Whether minimum requirements, award criteria, or a combination of both should be used should be decided based on how mature the relevant supplier market is. To determine this, it is important to conduct a market dialogue. The transport sector is developing



rapidly, and electric, hydrogen, and biogas vehicles are becoming increasingly common in more supplier markets.

It is recommended that if three or more of the relevant suppliers can fulfil the contract using electric, hydrogen, or biogas vehicles, this should be set as a minimum requirement.

Market dialogue can take place by holding supplier conferences, one-to-one meetings with relevant suppliers, as a preliminary announcement on national procurement tender platforms or as an email to relevant suppliers. In some industries, suppliers may use a transport company to carry out the transportation, which will be a subcontractor under the agreement. It may then be the case that different tenderers use the same transport company. It is not necessary for three different transportation companies (subcontractors) to be able to deliver vehicles with electricity, hydrogen or biogas provided there are three different main suppliers.

Below are questions that can be used in the market dialogue. It is recommended to use at least these or related questions. The questions can be changed as needed.

Questions for market dialogue – Main questions

Question	Follow-up
Can the contractor or sub-contractor conduct all the last-mile transportation of the agreement with biogas, hydrogen, or battery-electric vehicles?	If three or more suppliers/ contractors respond with yes - use minimum requirement A and C
Can the contractor or sub-contractor conduct parts of the last-mile transportation related to the agreement with biogas, hydrogen, or battery-electric vehicles? If yes – to what extent?	If three or more suppliers/ contractors respond with yes and to generally the same extent – use minimum requirement B and C, and/or combine with the award criterion If the response is variable and negative or there are fewer than 3 suppliers/ contractors - use the award criterion and minimum requirement C

Supplementary questions for market dialogue

It may also be relevant to ask questions about other aspects of vehicles, fuel, logistics and the execution of transport in the procurement process. If you would like more information about transport solutions in the supplier market, several questions are listed below that can be used in the market dialogue. The purpose of the questions to suppliers should be to find out more about the supplier market, and the answers should be used to establish specific, ambitious, and realistic requirements and



criteria. For suppliers to be able to answer the questions as well as possible, an introduction to the procurement and its scope should be provided.

Questions

1. Does the contractor/supplier carry out the transportation themselves, or do they use sub-contractors?
2. What kind of vehicles are used for the transportation of goods in the contract (vans, trucks etc.)
3. Does the supplier/contractor plan to switch to battery-electric, hydrogen or biogas vehicles in the upcoming years? If yes, to what extent?
4. Are there parts of the agreement where battery-electric, hydrogen or biogas vehicles are unrealistic (areas of the municipality, periods of the year etc)?
5. Is it possible to use transportation requirements or criteria for battery-electric, biogas and hydrogen vehicles earlier in the value chain (second to last mile and earlier

4. Minimum requirement specifications:

The table below contains requirement wordings that can be copied and used as requirement specifications in the tender documents.

Requirement	Wording of the requirement	Verification requirements on submission of the tender
A	<p>All vehicles used in this contract shall be powered by electricity (fully electric/BEV), hydrogen, or biogas. The contracting authority will only in exceptional cases accept that other fuels be used in the contract in rare circumstances, e.g., when a vehicle fuelled by electricity, hydrogen or biogas is broken, in a workshop or similar. In such cases the use of other fuels must be pre-approved by the contracting authority and can be used for a maximum of one week.</p> <p><i>Alternative additional sentence where appropriate:</i> 'The contracting authority accepts an exemption period for the first 6 months from the start of the contract until the requirement is fulfilled'</p>	<p>'The supplier shall attach a list of the vehicles to be used during the contracting period. The list shall contain registration numbers of all vehicles.'</p> <p>Alternative additional sentence:' or documentation of ordering/leasing of vehicles</p>



B	<p>“A minimum of x% of [attendance/assignments] on the contract each year shall be carried out with vehicles fuelled by electricity (fully electric BEV), hydrogen or biogas”.</p> <p>The contracting authority must choose one of the two following paragraphs:</p> <p>Option 1 - using 'attendance': “All attendance at the client's locations in the contract are counted equally regardless of where the attendance takes place. An attendance is counted as a delivery or stop at the contractor's/client's business address.</p> <p>If several deliveries are made on one route, one attendance is counted per location. Attendances for purposes other than deliveries or fulfilment of assignments for this contract are not counted.”</p> <p>Option 2 - using 'assignment': “All assignments on this contract are counted equally.</p> <p>An assignment can be a single assignment, a delivery, a service route, a route or similar, depending on the type of service the contract deals with. If there are several deliveries or transport stages for the client as part of a part of a route, the route corresponds to one assignment. Transport for purposes other than the performance of assignments for this contract is not included.’</p> <p>Alternative additional clause where relevant: ‘Additional fulfilment of the requirement will give points as part of the evaluation of award criterion X’</p>	<p>“The supplier/contractor shall attach a list of the vehicles to be used during the contractual period. The list shall contain registration numbers of all vehicles”</p>
C	<p>The supplier shall provide unsolicited statistics on all vehicles used in the contract. The statistics shall be delivered at these times:</p> <p>6 months after signing the contract.</p> <p>One year after signing the contract.</p> <p>Two years after signing the contract.</p>	<p>None, only confirmation needed</p>



	<p>Three years after contract signing. Four years after contract signing.</p> <p>For all reporting, the attached excel form 'Vehicle reporting' must be used. At each reporting time, reports must be submitted for the last completed time interval. The client reserves the right to request more frequent reporting or to change these reporting intervals.</p>	
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4.1 Guidance on how to apply the minimum requirements:

Guidance for minimum requirement A:

This requirement is applied if market research shows that at least three suppliers can provide transport using electric, hydrogen or biogas-powered vehicles. If this minimum requirement is used, the award criterion for vehicles shall not be used, but instead contract requirement A.

No forms are required when this minimum requirement is used. Remember to use the verification requirement.

Check the registration no of the vehicles listed in the submitted offer in the relevant national road registries to see if they are vehicles that meet the criteria. For certain tenders or contracts, it may be appropriate to give the supplier a brief period to meet the requirement. This will be relevant if three suppliers can deliver vehicles powered by electricity, hydrogen, or biogas within a short time frame.

In such cases, the alternative additional clause/sentence may be used.

Guidance for minimum requirement B:

The requirement can be used when at least three suppliers have responded that parts of the transport can be delivered using fossil-free vehicles (BEV, hydrogen, biogas). Adjust the percentage according to the responses from the market dialogue. The requirement should always be combined with contract requirement B.

Remember to use the verification requirement. Check if the listed vehicles in the submitted tender offer meet the requirements, using relevant national registries of vehicles.

This minimum requirement is well suited to be combined with the award criterion. In cases where the minimum requirement is combined with the award criterion, use the alternative additional clause.

When to use 'attendance' and when to use 'assignment'?

You must choose to use either the parameter 'attendance' or 'assignment.'

It is recommended to use 'attendance' in all competitions where the delivery of goods or services will take place at the contracting authority's premises. This will be the case for the vast majority of



contracts, such as the delivery of food and alimentary products, office supplies, or craftsman services. In contracts where the delivery or service provision will not take place at the contracting authority's premises, it is recommended to use 'assignment.' This may be the case, for example, in various competitions for the operation and maintenance of roads.

When using both 'attendances' and 'assignments,' the supplier must have sufficient information to be able to complete and submit a binding tender. *The tender documentation should therefore strive to provide information about the estimated scope, such as the number of previous assignments or similar.* In cases where assignments are carried out at regular intervals to specific addresses, for example for food deliveries or waste collection services, a delivery or collection schedule should be attached to the announcement.

Guidance for minimum requirement C:

This requirement for statistics should always be included in the tender documents and can be used as a minimum requirement and/or a contract condition. It can be combined with all minimum requirements and award criteria and is important for contract follow-up.

Remember to attach the 'Vehicle reporting' form to the announcement so that the supplier is aware from the outset that this will be used.

NOTE! In the 'Vehicle reporting' form, it must be specified whether 'attendances or "assignments" are to be used in both the 'info' tab and the 'vehicle reporting' tab. All this is marked in red in the form.

5. Award criterion – use of climate-friendly vehicles to carry out last-mile deliveries in accordance with the contract

An award criterion has been made that is intended to satisfy diverse types of procurement and can be combined with minimum requirements. The supplier with the best tender in terms of the award criteria will be awarded 10 points, while a point score reflecting relevant differences from other tenders will be awarded. The points can then be multiplied by the specified weighting (in %) of the criterion. Only battery-electric, biogas and hydrogen vehicles are awarded points.

There is an evaluation form associated with the award criterion. The evaluation form shall not be announced with the competition. The responses from the tenderers are copied directly into the evaluation form and the points are calculated automatically.



Award criterion	Wording of the award criterion	Verification requirements on submission of the tender
A	<p>‘The tenderer shall describe the proportion of the [attendances/assignments] in the contract that shall be carried out with vehicles fuelled by electricity, hydrogen, and biogas each year [beyond the minimum requirement].</p> <p>The tenderer shall complete <i>the appendix award criterion – transportation Award criterion form – Transportation of publicly procured goods</i>. See also the appendix for more information</p>	<p>The supplier/contractor must attach a completed appendix xx that includes documentation of the vehicles to be used.</p>

5.1 Guidance for contracting authorities on applying the award criterion

In this criterion, the tenderer shall describe the proportion of visits or the proportion of assignments in the contract each year that will be carried out using different types of fuel. This criterion is well suited for combination with minimum requirement B.

You must choose to use either the parameter ‘attendance’ or ‘assignment.’

It is recommended to use ‘attendance’ in all competitions where the delivery of goods or services will take place at the contracting authority’s premises. This will be the case for the vast majority of contracts, such as the delivery of food and alimentary products, office supplies, or craftsman services.

In contracts where the delivery or service provision will not take place at the contracting authority’s premises, it is recommended to use ‘assignment.’ This may be the case, for example, in various competitions for the operation and maintenance of roads. When using both ‘attendances’ and ‘assignments,’ the supplier must have sufficient information to be able to complete and submit a binding tender. The tender documentation should therefore strive to provide information about the estimated scope, such as the number of previous assignments or similar. In cases where assignments are carried out at regular intervals to specific addresses, for example for food deliveries or waste collection services, a delivery or collection schedule should be attached to the announcement.

PLEASE NOTE! The form must specify whether ‘attendance’ or ‘assignments’ is to be used in both the “info” tab and the “transport” tab. Also, ensure that the correct minimum requirement level is specified and that the information regarding the weighting of the contract years is the same as intended in the evaluation. All of this is marked in red in the form.

Please also note that the minimum requirement must be at the same level for all contract years for the evaluation form to work.



If the award criterion is used without being combined with minimum requirement B, the top line (on an orange background) in the form describing the minimum requirement shall be set to 0 or hidden.

The tenderer shall also fill in the list with the registration numbers of the vehicles to be used. The list shall verify that the information the tenderer fills in on the form is correct. It must be checked that the vehicles correspond to what the tenderer has stated on the form, by checking the registration numbers of the vehicles in relevant national vehicle registries.

6. Contractual terms and requirements

Requirement	Wording of the requirement
A	"The supplier undertakes to use only vehicles powered by electricity (BEV), hydrogen or biogas in the performance of the contract. The supplier shall always be able to account for which vehicles are used and be able to provide statistics as described in the tender documents. The supplier shall also send a copy of the vehicle registration certificate at the request of the contracting authority."
B	"The supplier undertakes to use vehicle technologies and/or fuel types [in accordance with the minimum requirements in the tender documentation and] specified in the tender response. New vehicles or fuel types introduced during the contract period shall be at least as climate- and environmentally friendly as originally agreed. The supplier may not introduce vehicles or make changes that would result in a lower score for the award criterion. The contracting authority shall be notified in advance of any changes. The supplier shall always be able to account for which vehicles are used and be able to provide statistics as described in the tender documents. The supplier shall also send a copy of the vehicle registration certificate at the request of the contracting authority."
C	"If the supplier fails to meet the environmental requirements or does not deliver in accordance with the tender description, the contracting authority may impose a daily fine for the period of non-compliance. The daily fine rate for breaches of environmental provisions, such as deviations from agreed vehicle or fuel technologies, is Euro xx excluding VAT per working day. In the event of repeated or serious breaches of the environmental provisions, the contracting authority may terminate the contract."



6.1 Guidance on applying the contractual terms and requirements

The contract summarises the environmental requirements that have been applied and provides additional information on how the requirements will be followed up during the contract period. Either contract requirement option A or option B must be selected in the contract:

Option A is used if there is a minimum requirement that all vehicles in the contract must be powered by electricity (BEV), hydrogen, or biogas. Option B is used when there are no minimum requirements or when a combination of minimum requirements and award criteria is used. Include the text in red if minimum requirements have been set for parts of the transport. Option C can always be used. Remember to set a daily fine rate.

Award criterion form for award criterion A of checklist on last-mile transportation of publicly procured goods and services

Introduction and purpose:

The award criterion form is used to score the award criterion A of the checklist “joint criteria and requirements for increasing the demand for last-mile transportation of vehicles on biogas, electricity and hydrogen in public procurement of goods and services”. The guidance on the application of the award criterion and main choices and principles of the award form and *what contracting authorities need to do to adapt the award criterion form to make it fit the needs of the individual tender* is described in the checklist under part 4.1.

Award criterion form – Transportation of publicly procured goods

The award criterion form is submitted with the tender documents and tenderers must complete it to score the criterion. The form consists of one worksheet for information (info) and one worksheet for completion. (transportation). The info worksheet consists of information to the tenderers on the principles and completion of the form. The transportation worksheet is meant for completion by the tenderers, where the tenderers list:

- a) their offer of percentage/share of battery-electric, biogas and hydrogen vehicles of the total number of vehicles used for transporting goods or services related to the contract in each year of the contract. The form is designed for a contractual length of 4 years.
- b) a list of registration numbers of vehicles to be used by the tenderer for transporting the goods and services related to the contract

The award criterion form has a ready-made function for the weighting of each contractual year of the award criterion. Year 1 is weighted 30%, year 2 is weighted 30%, year 3 is weighted 20% and year 4 is weighted 20%.

Guidance for contracting authorities on the use of the form:

The info part of the sheet contains **writing in red** that must be adapted by the contracting authority to make the award form fit the individual needs of the contract.

If the award criterion is used in combination with a minimum requirement on the use of battery-electric,



biogas and hydrogen vehicles, the columns E3-H3 in the transportation worksheet needs to be filled in by the contracting authority with the correct minimum percentage of these vehicles for each year. Note: *To evaluate the award criterion, the contracting authority should use a separate evaluation form. The percentages of vehicles submitted by the tenderers in the award criterion form can be copied into the evaluation form to score the different tenderers.*

Evaluation form - Award criterion transportation of procured goods

This evaluation form is connected to award criterion A of the checklist “joint criteria and requirements for increasing the demand for last-mile transportation of vehicles on biogas, electricity and hydrogen in public procurement of goods and services”. The evaluation form is used by contracting authorities when evaluating the award criterion and the offers submitted by the different tenderers on the award criterion. *The evaluation form shall not be submitted with the tender* and is only used by the contracting authority after all the tenderers have submitted their offers.

The Excel-evaluation form consists of two kinds of worksheets. The result worksheet is for the calculation and scoring of points and summary of results of the evaluation. The other worksheets are for copying and listing the percentage numbers given by the individual tenderers.

In the **result worksheet** the boxes C5-C8 are pre-filled with the weighting of each year of the contractual period for the award criterion, pre-filled with the following values: Year 1 30%, year 2: 30%, year 3: 20%, year 4: 20%. These boxes need to contain numbers for the evaluation form to work.

If the award criterion form used in the tender is combined with a minimum requirement, the number in percentage of battery-electric, biogas and hydrogen vehicles set for the minimum requirement must be specified in the orange box in G11 in this worksheet.

For the other worksheets, labelled “lev.1, lev 2 etc” the submitted numbers by the tenderers for the share of vehicles on the different fuels for each contract year are copied into the evaluation form in the columns C (row 5-8) – G (row 5-8). There is one worksheet for each individual tenderer/supplier. The results copied will automatically be calculated and summarised for the *scoring of the tenderer* on the criterion in the calculation section in columns M-R in each worksheet. The points for each tenderer will be adjusted according to the weighting of each year in the contractual period.

The evaluation form can be downloaded by the contracting authority from this location

[Evaluation form – Award criterion transportation of procured goods](#)



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