

Commission for selection of the user of location for installing of bicycle rental stations on the territory of the City of Belgrade appointed by the Resolution of Belgrade Mayor no. 020-4361/17-G-01 as of 7<sup>th</sup> July 2017, and Resolution number: 020-4583/17-G as of 17<sup>th</sup> July 2017, pursuant to Article 11 of the Decision on installing bicycle rental stations on the territory of the City of Belgrade („Official Gazette of the City of Belgrade“, no. 37/16, 2/17 and 36/17); hereinafter: Decision, and pursuant to the Plan of the location of the stations at the public area („Official Gazette of the City of Belgrade“, no 5/17)

places

## **PUBLIC BID FOR THE USER OF THE LOCATION FOR INSTALLING BICYCLE RENTAL STATIONS ON THE TERRITORY OF THE CITY OF BELGRADE**

### **1. THE SUBJECT OF THE PUBLIC BID**

Pursuant to the Article 9 of the Decision, the subject of this bid is the selection of the user of the location for installing bicycle rental stations on the territory of the City of Belgrade:

**Number of locations for installing bicycle rental stations: 150**

**Number of bicycles: minimum 750**

THE LIST OF LOCATIONS FOR INSTALLING BICYCLE RENTAL STATIONS AND AREAS TO BE OCCUPIED AND THE METHOD OF INSTALLEMENT IS PLACED ON THE INTERNET PAGE (SITE) OF THE SECRETARIAT FOR TRANSPORT THAT MAY BE ACCESSED VIA THE FOLLOWING LINK:

[http://www.bgsaobračaj.rs/index.php?option=com\\_content&view=article&id=8843:2017-02-06-13-04-26](http://www.bgsaobračaj.rs/index.php?option=com_content&view=article&id=8843:2017-02-06-13-04-26)

### **2. THE RIGHT TO BID:**

Domestic or foreign legal entity or entrepreneur (hereinafter referred to as bidder) are entitled to bid subject to the following conditions:

- a) the bidder is registered in the register of the competent authority;
- b) the bidder and its legal representative have not been sentenced for criminal offense as members of the organized crime group, have not been sentenced for crimes against economy, environments, have not given or taken bribe and have not been convicted for fraud;
- b) the bidder has settled due taxes, contributions and other public duties towards the City of Belgrade on the basis of the original public revenues;
- γ) the bidder has performed activities on installing and renting bicycles during the period of previous two years before the placement of this bid;
- δ) the bidder has performed activities on installing and renting bicycles in at least two cities in the country or abroad.

### **3. THE PLACE, TIME AND METHOD OF DELIVERY OF BIDS AND DOCUMENTS FOR THE PARTICIPATION IN THE BID:**

The bids are delivered through the unique form that may be downloaded at the official internet page of the City of Belgrade [www.beograd.rs](http://www.beograd.rs), and the web-site of the Secretariat for Transport [www.bgsaobračaj.rs](http://www.bgsaobračaj.rs).

The bids including the necessary documents may be delivered at the clerk's office at the premises of the City Authority of the City of Belgrade in the street 27.marta 43-45, working days (Monday – Friday) from 8.00 h to 15.00 h or by registered post at the same address in the course of 30 (thirty) days as of the date of the placement of the bid.

**The last day for delivering bids is 8/21/2017**

The bids delivered on the expiry of the deadline shall be considered untimely, shall not be taken into account and shall be returned to the bidder unopened following the finalization of the procedure.

The bid not including all the necessary documents indicated in the invitation to bid shall be considered as incomplete and shall not be rated.

The bidder may deliver 1 (one) bid at the most. The bids must be clearly filled in printed letters etc.

The bid shall be delivered in the closed envelope as follows:

The front page:

- City Administration of the City of Belgrade
- Secretariat for Transport
- 27.marta 43-45
- Commission for selection of the location of installment of bicycle rental stations
- DO NOT OPEN

The back page:

- Name and address of the bidder

The bids sent in different manner (e.g. by fax or e-mail) or delivered to the address of other state authorities or organizations shall not be taken into account.

**For all additional information use the e-mail address: [biciklizam@beograd.gov.rs](mailto:biciklizam@beograd.gov.rs).**

#### **4. DOCUMENTS TO BE INCLUDED IN THE BID:**

The following evidences/documents shall be included in the bid:

- a) the excerpt from the register of the competent authority;
- b) the certificate of the competent court, or police that the bidder and its legal representative have not been sentenced for criminal offense as members of the organized crime group, have not been sentenced for crimes against economy, environments, have not gave or took bribe and have not been convicted for fraud (not exceeding 2 months before the final deadline for delivering bids);
- c) the certificate of the Tax Administration (not exceeding 2 months before the final deadline for delivering bids) that it has settled due taxes, contributions and other public duties towards the City of Belgrade on the basis of the original public revenues;
- d) copy of at least 1 (one) complete contract and accompanying annexes indicating the bidder has been engaged in activities of the mentioned business within the period of previous two years before the placement of this bid including the certificate that the contract has been executed during the mentioned period and the certificate must indicate the date of issuing, it has to be certified and signed by the responsible party of the signatory;
- e) copy of at least 2 (two) complete contracts with accompanying annexes indicating the bidder has been engaged in activities of the mentioned business in at least 2 (two) cities in the country or abroad including the certificates confirming the contracts have been executed or that the execution of each single contract is ongoing in each of the relevant cities and they must indicate the date of issuing, they have to be certified and signed by the responsible party of the signatory;
- f) technical documents of the station including all compulsory elements determined by the Decision and the Bid and defined manner of the power supply (electric power or solar), including the presentation of the appearance of the stations on CD/DVD.

Technical documents include the conceptual design and technical description of all compulsory elements determined by the Decision and the Bid.

- Conceptual design must include technical drawings in proportion 1:100 of the standard station and 3D model of the station appearance.

-Technical description must include the manner of functioning of the system of registration, payment, power supply and information system.

g) statement, signed and certified, of the authorized bidder that it shall, under full criminal accountability and liability, provide possibility for free use of bicycles for 30 minutes within 24 hours (daily) for the first ride and that it shall provide additional free use of bicycles for each user for 5 (five) hours per month (not including 30 minutes of the free ride for the first ride each day).

h) statement, signed and certified of the authorized bidder under full criminal accountability and liability, on total number of bicycles that shall be provided for the system to function and that may not be less than prescribed minimum number of bicycles and 20% of the electrical bicycles of the total number of offered bicycles.

Provided the foreign legal entity or entrepreneur has its head office in another State, it has to meet the requirements met by a domestic legal entity or entrepreneur defined by the Decision and the Bid and to provide the evidence issued by the competent authorities of its State. Provided State does not issue prescribed evidence it may submit its written statement under full criminal accountability and liability signed and certified by Court or Administrative authority, public notary or other competent authority of its State.

The bidder delivers the evidence that the requirements are met in Serbian language and provided the mentioned evidences are in foreign language it shall delivery the translation to Serbian language, certified by the court interpreter.

Provided the bidder does not deliver all the mentioned documents the bid shall be considered incomplete and shall not be taken into account.

## **5. CRITERIA FOR RANKING THE COMPETITION PARTICIPANTS AND THE METHOD OF SCORING:**

When reviewing complete and timely applications, the Committee will perform ranking in accordance with the following criteria:

<b>No</b>	<b>Criterion</b>	<b>Maximum score</b>
1.	Period of performing the activity of setting up stations and renting bicycles of two years or more	30
2.	Performing the activity of <u>setting up stations and renting bicycles</u> in two or more cities with over 500,000 inhabitants	30
3.	System Implementation Plan	30
4.	Performing the activity of development and implementation of the information system for two-way communication with citizens	10
	<b>TOTAL</b>	<b>100</b>

Maximum score is 100.

## **6. NORMS FOR AWARDING POINTS FOR EACH CRITERION**

**1.** Reviewed period of performing the activity of setting up stations and renting bicycles is divided by the longest period of performing of activity of competition participants being ranked, and the result obtained is multiplied with the maximum score stipulated for this criterion;

**2.** Performing the activity of setting up stations and renting bicycles in two or more cities with over 500,000 inhabitants will be scored in the following manner:

- The participant who has not performed the mentioned activity in two or more cities with over 500,000 inhabitants will be scored with 0 (zero) points;
- For the participant who has performed the mentioned activity in two or more cities with over 500,000 inhabitants scoring will be performed by dividing the considered number of cities with over 500,000 inhabitants in which the mentioned activity is performed by the highest offered number of cities with over 500,000 inhabitants in which the mentioned activity is performed by the competition participants being ranked, and by multiplying the obtained result by the maximum score stipulated for this criterion.

**3.** The System Implementation Plan will be scored in the following manner:

- Registration of users through personalized card containing safety activation system through PIN code with the system of cash payment for services of using bicycle will be scored with 2 (two) points;
- Registration of users through personalized card containing safety activation system through PIN code with the system that, apart from the cash payment for services, enables payment with payment and other cards will be scored with 4 (four) points;
- Registration of users at the bicycle renting station with payment of services with payment and other cards will be scored with 6 (six) points;
- Registration of users at the bicycle renting station with payment of services through mobile technology will be scored with 8 (eight) points;
- Connecting (registration) of users of bicycle renting stations into ITS (integrated System of Public Transport of the City of Belgrade) will be scored with 10 (ten) points.

**4.** Performing of activity of development and implementation of information system of mobile for two-way communication with citizens shall be scored as follows:

- Number of submitted contracts for performing of activity of development and implementation of information system for two-way communication with citizens will be divided by the highest number of submitted contracts for performing of activity of development and implementation of information system for two-way communication with citizens and the obtained result will be multiplied by the maximum score stipulated for this criterion.

## **7. METHOD OF PROVING FULFILLMENT OF CRITERIA REFERRED TO IN POINTS 5 AND 6**

1. Certified copy of at least 1 (one) or more complete contracts with the accompanying annexes, indicating that the bidder was hired to perform the activity of setting up stations and renting of bicycles in the period of two or more years before the date of publishing of competition, with a certificate enclosed with the Contract that the Contract was performed in the mentioned period, and the certificate needs to include the date of issuance and it has to be certified and signed by the responsible person with whom the Contract was signed;

2. Certified copy of at least 2 (two) complete contracts with the accompanying annexes, indicating that the bidder was hired to perform the activity of setting up stations and renting of bicycles in at least 2 (two) or more cities with over 500,000 inhabitants with certificates for each contract that the contracts were performed or that they are ongoing in two or more cities with over 500,000 inhabitants, and the certificates need to include the date of issuance and they have to be certified and signed by the responsible person with whom the contracts were signed;

3. Fulfilment of criteria referred to in point 6, sub point 3 of the Competition will be proved by the Bidder by the elements contained in technical documentation enclosed with the application;

4. Certified copy of at least 1 (one) or more complete contracts with the accompanying annexes, indicating that the bidder was hired to perform the activity of development and implementation of information system for two-way communication with citizens with a certificate enclosed with the Contract that the Contract was performed, and the certificate

needs to include the date of issuance and it has to be certified and signed by the responsible person with whom the Contract was signed;

Forms of statements that need to be filled in, signed and certified by an authorized person represent an integral part of the bid (stating that under full material and criminal liability they will fulfil the obligations specified in the statement form).

If a foreign legal entity or an entrepreneur has a registered office in another country in which the required evidence is not issued, instead of that evidence, the Bidder of the Competition may enclose their written statement, given under full criminal and material liability, certified before judicial or administrative authority, notary or another competent authority of that country

If a foreign legal entity or an entrepreneur has a registered office in another country, they need to submit evidence translated into Serbian language and certified by a court interpreter.

## **8. PROCEDURE FOR SELECTION OF USER**

The Committee will rank the participants in the competition; it will make a proposal of the ranking list and publish it at the official web page of the City of Belgrade [www.beograd.rs](http://www.beograd.rs), and the web site of the Secretariat for Transport [www.bgsaobracaj.rs](http://www.bgsaobracaj.rs) within the deadline that may not be longer than 60 days from the date of expiry of deadline for submission of applications.

Each participant in the competition may file a complaint with the Mayor through the Committee within 8 (eight) days from the date of publishing of the ranking list proposal. The complaint is to be filed with the Clerk's Office of the City Administration of the City of Belgrade, Secretariat for Transport, 27. marta 43-45.

The Mayor will decide on complaints within the deadline that may not be longer than 8 (eight) days from the date of stating the complaint.

After the Mayor's decision about the complaints, the Committee is to establish the final ranking list, approved by the Mayor.

Upon the approval obtained from the Mayor, the Committee is to make the decision about the selected User of the location published at the official web page of the City of Belgrade [www.beograd.rs](http://www.beograd.rs), and the web site of the Secretariat for Transport [www.bgsaobracaj.rs](http://www.bgsaobracaj.rs).

After publishing the Decision, and not later than 15 (fifteen) days, the Secretariat for Transport is to conclude the Contract for the term of 6 (six) years with the selected location User.

After the end of competition and upon concluding the Contract, the Secretariat for Transport issues an approval to the location User for setting up stations, for each individual location. The approval is issued in the form of resolution for the period of validity of Contract, based on the request of the location User, and in accordance with the Plan of locations for setting up stations for renting of bicycles on the territory of the City of Belgrade and the schedule of station setting up.

## **9. OBLIGATIONS OF USER OF LOCATION FOR SETTING UP BICYCLE STATIONS**

The User of the location with the approval for the station setup is to set up the station within a deadline stipulated by the Contract.

Contract, in addition to the binding elements, shall contain the capacity, elements and other station characteristics, dynamics and deadlines for setting up of the stations, mutual rights and liabilities of contracting parties, conditions for termination of the Contract before the time for

which it is concluded and rights and liabilities arising from that and the manner of dispute settling.

Setting up of station includes putting all the station elements into operation.

The location User is obliged to submit to the Secretariat for Transport the approval of EDB for connecting to the electrical network, when the connection is necessary, within 30 days from the date of finality of resolution (on the station setting up).

The location User is to ensure functioning and availability to the service users, 24 hours a day, seven days a week.

The location User is to ensure that the following data are submitted to the Secretariat for Transport of the City of Belgrade through the information system: number of users and duration of rides, locations for taking and returning of bicycles (IS matrix), average lengths of travel, number of active bicycles within the system and average duration of ride.

The location User is obliged to perform the calculation of bicycle use time in minutes.

## **10. OBLIGATORY ELEMENTS AND CONTENT OF THE STATION**

The station consists of properly marked and developed area with a certain number of elements for controlled taking and return of bicycles, and information panel.

A bicycle is a vehicle with at least two wheels driven by the power of the driver or passenger, which is transferred to the wheel, or wheels, by means of pedals or handles, or which has an electric motor for driving assistance (hereinafter: electric bicycle) with a maximum rated power not exceeding 350W and a maximum speed not exceeding 25 km/h.

The bicycle referred to in paragraph 2 of this Article must have characteristics regulated by general safety regulations of the product and it must be specially designed and equipped for renting and use in the transport of citizens.

Information panel stands alone and contains all necessary information of importance for the station users.

Dimensions of the panel can be of 0.2 m to maximum 0.5 m wide, to maximum 0.8 m long and up to 2.7 m high.

An integral part of the station are devices and installations with information solutions enabling the communication with the users, in particular for: renting and returning of bicycles, cash payment, information on vacant bicycles through the Internet and identification of damages, and it can also enable the registration of users and reading of their credit cards and other cards.

Stations are supplied with power using the connection to the electrical grid and/or through solar energy.

The total capacity of a station must be minimum 10 parking places which can be organised in one row or two rows of parked bicycles.

The information panel should contain:

- The station number;
- Graphic display of all public bicycle stations on the city map;

- City map with a 30-minute isochrome (for the subject station on which the panel is mounted) overview of the line connecting places that can be reached by bicycle for 30 minutes at an average speed of 12km/ hour;
- QR with 5cm x 5cm dimensions.

### **Information system**

- Within the IT solution, allow users to display data on the number of available bicycles and vacancies for each station;
- As part of the IT solution, adequate software for smartphones (for Android, iOS and Windows Mobile operating systems) needs to be set up, which will make it easier for users to find the nearest free stations for takeover and return of bicycles, as well as other useful information
- The information system will enable data on the number of users and the duration of rides, as well as on locations for takeover and return of bicycles (IC matrix), to be submitted to the Secretariat of Transport of the City of Belgrade.
- Functioning of the system must be available in Serbian and English, and if possible, in some other languages.