



**Gemeente
Amsterdam**

**Request for Tender
Startup in Residence Sustainability
and Circularity Programme 7.0**

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1 Introduction

Startup in Residence, a governmental startup incubator, is an initiative of the Chief Technology Office (CTO) of the City of Amsterdam (hereinafter the City). This tender is for the seventh Startup in Residence Amsterdam programme. More information about previous SIRA programmes can be found here: www.startupinresidence.com/amsterdam.

The City's Chief Technology Office contributes to the fulfilment of its ambitions by developing and 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.

1.1 Participating Authorities

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.

In this year's edition of the Startup in Residence Programme, the Participating Authorities are:

- the City of Amsterdam
- Vervoerregio Amsterdam (Regional Transport Authority Amsterdam)
- Stichting Waternet
- het Stedelijk Museum Amsterdam
- Havenbedrijf Amsterdam N.V. (Port of Amsterdam)

Vervoerregio Amsterdam, Waternet, het Stedelijk Museum Amsterdam and Havenbedrijf Amsterdam have formulated their own Challenges, as mentioned in Chapter 2.4. 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.

2 Objective of the Request for Tender

2.1 Sustainability & Circularity

The Participating Authorities and their partners are working hard on making Amsterdam and the Amsterdam Metropolitan Region more sustainable and future proof, in fields such as sustainable energy, circular economy, or smart and/or shared mobility. The Participating

Authorities aim to make the region healthy, clean, easily accessible and safe. In and around the Amsterdam region there are many innovative entrepreneurs who can contribute to these major social challenges. Startup in Residence contributes to these aims by supporting innovative existing and starting entrepreneurs, including social entrepreneurs, innovative Small and Medium-sized Enterprises, startups and scale-ups, referred to in this document as Startups. See Chapter 2.5 for a full description and requirements for participation.

The Participating Authorities put sustainability and more specifically the circular economy high on the agenda. They seek to work with Startups, to translate good minimum viable products (MVPs) or prototypes into innovative Solutions for sustainability and circular Challenges.

2.2 Objective of the Request for Tender

The objective of this Request for Tender is to select a number of Startups for the SIR Programme to develop innovative Solutions to sustainability and circularity Challenges through an 'In Residence' Programme with the Participating Authorities. See Chapter 2.4 for an overview of this year's Challenges. 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 circular Challenge ('the Solution'), the Participating Authorities may decide to purchase the Solution privately from the Startup or to invest in the production of the Solution, or support the Startup in another way, and the following will apply:

- the Startup must base itself 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 arrangements in accordance with its General Procurement Terms and Conditions.

2.3 The Startup in Residence Programme

Through the Startup in Residence Programme, the City of Amsterdam offers the following support on behalf of the Participating Authorities:

- Training/workshops for an average of four hours a week;
- Professional mentoring/coaching;
- Internal content guidance from the Participating Authorities
- Peer-to-peer learning;

- 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 will run from January 2022 to July 2022, with the closing event ('Pitch Forward') taking place in June 2022.

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.

2.4 Overview of Challenges

For a full description of each Challenge, see Chapter 6.

Number	Title Challenge	Challenge-owner
1	Preventing the build-up of waste around Amsterdam's temporary canal wall supports	City of Amsterdam
2	Circular joint filling material	City of Amsterdam
3	Smart sustainability monitor in the contract phase of procurement	City of Amsterdam
4	On demand and flexible collection of waste and materials in the centre of Amsterdam	City of Amsterdam
5	Industrial Energy Transition / Hydrogen & CO ₂	City of Amsterdam
6	Smart options for using dredged sediments from Amsterdam	Waternet City of Amsterdam
7	A virtual public transport experience	Vervoerregio Amsterdam City of Amsterdam
8	Circular material trade in the Port of Amsterdam	Port of Amsterdam
9	On-demand power deployment solutions in the Port of Amsterdam	Port of Amsterdam City of Amsterdam
10	Sustainable use of exhibition design elements	het Stedelijk Museum
11	Transport of artworks on loan	het Stedelijk Museum
12	Wildcard	<i>To be determined</i>

2.5 What is a Startup? Eligibility Requirements

Participation in the Startup in Residence Programme ('the Programme') is open to startups, 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 categories. 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 Eligibility Requirements:

- 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 25 salaried employees;
- the business must own an MVP/prototype/beta version of the Solution;
- the business must be able to align its features with the market situation. We expect the business to be flexible and open to adjustments;
- the business may not be a Startup that has originated from another business that has 250 salaried employees or more.

2.6 Terms and Conditions

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

The General Procurement Terms and Conditions of the City of Amsterdam are also applicable to Challenges with Vervoerregio Amsterdam or Stichting Waternet as the contracting party.

For Challenges where het Stedelijk Museum Amsterdam is the contracting party, the General Procurement Terms and Conditions of het Stedelijk Museum Amsterdam apply. These are published on www.startupinresidence.amsterdam.

For Challenges where Havenbedrijf Amsterdam (Port of Amsterdam) is the contracting party, the General Procurement Terms and Conditions of Havenbedrijf Amsterdam apply. These are published on www.startupinresidence.amsterdam.

2.7 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 as to 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>.

3 Procedure

SIR 7.0 consists of 12 lots ('the Challenges'). You may submit a Bid for every Challenge, provided you meet the Startup requirements as described in Chapter 2.5. Any supplementary minimum criteria for the bid by the Startup must meet regarding the specific Challenge are listed as part of the description of the respective Challenge in Chapter 6. Your application will only be considered if you meet the general and specific criteria for Startups. The Participating Authorities may request evidence of performance, products or services.

The Participating Authorities may decide to award participation in the Programme per Challenge to the Startup with a Bid that adheres to the Best Price-Quality Ratio. The way in which this assessment will be conducted is described in Chapters 4 and 5.

3.1 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 13:00)	4 October 2021
Application opens at www.startupinresidence.amsterdam (at 13:00)	4 October 2021
First Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168076899531	14 October 2021
Second Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168082608607	28 October 2021
Third Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168084925537	2 November 2021
* Final deadline to submit questions for the Summary of Information before 12:00 (noon) See Chapter 3.2. for more information about asking questions.	8 November 2021
Publication of answers in the Summary of Information on www.startupinresidence.amsterdam and TenderNed.	11 November 2021
* Final application deadline (at 23:59) at www.startupinresidence.amsterdam . Bids that are received after 23:59 on 24 November 2021 will not be taken in consideration.	24 November 2021
Delivery of letters of rejection (via email) to rejected Startups and letters of invitation for online verification to selected Startups	26 November 2021
Standstill period for rejected Startups (7 days); any rejection meetings will also be held in this period	27 November – 3 December
Online verification (presentation and interview) with Startups which scored at least 3 points per criterion	3 - 15 December 2021
Delivery of letters of award or rejection (via email) to selected and rejected Startups	6 – 21 December 2021
Standstill period (20 days, including a break over the holiday period); any rejection meetings will also be held in this period	22 December 2021 – 19 January 2022

Start of Startup in Residence Sustainability and Circularity Programme 7.0	January 2022
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This plan is provisional and no rights can be derived from it.

3.2 Questions

You can ask your questions during one of the Information Webinars or submit your questions to our question-and-answer module (*vraag en antwoord* in Dutch) on the website www.startupinresidence.amsterdam. You can only ask questions about the Challenges, the information in the Tender document or the requirements for Startups or specific Challenges before the final deadline to submit questions for the Summary of Information (8 November 2021, 12:00 (noon))

The SIR team will answer all questions by publishing a public Summary of Information on www.startupinresidence.amsterdam. All personal information will be removed from any question we receive.

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

Make sure to read the Summary of Information with all its answers carefully before submitting your Bid. It may contain small changes to the Challenge(s) or updates about the procedure. After publication of the Summary of Information, it will form an integral part of the Guidelines which apply to your Bid.

3.2.1 Information Webinars

To offer Startups a better understanding of the SIR Programme, the Challenges or the procedure, the SIR team will organise multiple online information webinars.

First Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168076899531	14 October 2021
Second Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168082608607	28 October 2021
Third Information Webinar, 12:00 - 13:00 Sign up via https://www.eventbrite.nl/e/168084925537	2 November 2021

The information webinars are optional, and a recording of each session will be published at www.startupinresidence.amsterdam. If questions in the information webinars lead to important changes in a Challenge or the Procedure, this will be announced in the final Summary of Information.

3.3 Deadline for the Submission of Bids

A Bid can only be submitted via www.startupinresidence.amsterdam between 4 October 2021 and 24 November 2021 23:59. Bids that are received after this time will not be taken into consideration.

3.4 Submission Requirements

What do you need to submit? Together these documents are called 'The Bid'.

- Application form
- European Single Procurement Document (ESPD – in Dutch: UEA-form).
- Submit via our website www.startupinresidence.amsterdam before 23:59 on 24 November 2021.

The following formal regulations apply to your submission:

1. The Bid must be based on the Guidelines of the Tender document (this document) and the answers provided in the final Summary of Information.
2. The Bid and any corresponding documents and appendices must be signed by an authorised representative.
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, and/or
 - it is subject to alteration, or terms and conditions apply

3.5 Grounds for Exclusion (ESPD)

By completing and legally signing the ESPD, the Startup is not required to submit all official evidence of eligibility and compliance 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 entrepreneurs to submit a

Bid. 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.

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.

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.

3.6 Integrity and Agreements Provision (BIO)

The money that the City spends on its services to the public belongs to all of us. The City of Amsterdam has a duty to handle public money with care, and to make sure it is put to the best possible use. Integrity is therefore among the City's core values. It is a basic principle for the City that it should both guarantee the integrity of its own organisation and ensure that it does not facilitate dishonest parties in their activities by entering into or maintaining agreements between these parties and the City. For the implementation of its policy on integrity, Amsterdam has established an Integrity and Agreements Provision (*Beleidsregel Integriteit en Overeenkomsten*, BIO). For more information (in Dutch) see www.amsterdam.nl/bestuur-organisatie/volg-beleid/veiligheid/integer-handelen/.

The BIO is applicable to all the City's actions during and after this Tender. In submitting a Tender, the Startup indicates that it has taken note of the BIO and gives consent for integrity screening to be conducted as part of the Tender procedure, and for the implementation of any ensuing safeguards. The Startup also agrees to any interim screening during the term of the agreement. In addition, the Startup agrees to the screening of subcontractors and suppliers, and will cooperate with any such screening.

The basis for the screening will include the documentary evidence provided for the European Single Procurement Document (ESPD), and other documents which Startups will submit on request, as well as on the basis of public and closed sources. If there is reason for further investigation, it will be conducted by the City's specialised Screening Unit. 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 Startup 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.

3.7 Other Conditions

1. Any remarks, suggestions or complaints from Startups regarding the Request for Tender should be submitted to the startupinresidence@amsterdam.nl. It is possible that that remarks, suggestions or complaints may result in an extension of the deadline for this Request for Tender. However, this will only be considered in the case of remarks, suggestions or complaints which the Tender Team judges to be of major significance.
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 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. However, some sources and additional materials provided by Participating Authorities are available only in Dutch, both during the application and during the programme. Non-Dutch Startups that wish to access these materials in translation are responsible for finding a translation or translator themselves.
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. Dutch law applies to the Tendering Process. Disputes must be presented to the responsible court in Amsterdam.
8. 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 Address 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.

9. 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.
10. 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. Should a further agreement be made, the City may ask Startups to contribute to the participation in employment of people who are disadvantaged in the labour market, or to contribute to other social issues in the city. For more information on the City of Amsterdam's Social Return policy and its Target Group, see www.amsterdam.nl/socialreturn (in Dutch).

4 Assessment Procedure

The Participating Authorities intend to award participation in the Programme to 12 Startups – one Startup for each Challenge. The Participating Authorities reserve the right to award participation to more or fewer Startups for each Challenge. The Startup's Bid must achieve at least an average score of 3 for each criterion. If the score for one criterion is lower than 3, the Bid will be set aside and the Startup excluded from further participation.

The Participating Authorities may award to more than one Startup per Challenge, provided that the Startups have Solutions that differ in their business models such that they will not be competing with each other. The Participating Authorities are not obliged to award participation to any applicants.

In this Chapter, the Participating Authorities describe the process of assessing the Startups' Bids.

4.1 Assessment Committee

The Assessment Committee will consist of at least two members of the SIR Team and representatives of the City of Amsterdam or one of the Participating Authorities, including the Challenge Owner and/or direct colleagues of the Challenge Owner. If additional expertise is needed for one of the Challenges, we will invite an expert on a specific team to join the Assessment Committee for that Challenge.

4.2 Completeness and Compliance with the Requirements

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 Tender Team will first assess whether the Bid is complete according to the requirements as set in these Guidelines. If the Bid is incomplete or if it does not fulfil the Eligibility Requirements, the SIR Team will determine whether the omissions in the Bid can be remedied. If this is not possible, the SIR Team will exclude the Bid from further assessment based on the Assessment Criteria.

4.3 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.

First, the Assessment Committee will score the submitted Bids per Challenge on the basis of three criteria:

1. Vision and Innovation
2. Impact
3. Realisation and Implementation

See Chapter 5 for more information about the three Assessment Criteria and the scores.

The Startup's Bid must achieve at least an average score of 3 for each criterion. If the score for one criterion is lower than 3, the Bid will be set aside and the Startup excluded from further participation. These Startups will receive a rejection letter with their score, stating the reasons it has been awarded. For these Startups, a standstill period of 7 days will start when they receive their rejection letter. See Chapter 3.7 point 8, with the exception that Startups rejected at this stage will have 7 calendar days, not 20 calendar days, to object by bringing preliminary relief proceedings before the District Court of Amsterdam (see the schedule in Chapter 3.1).

Secondly, the Startups which do have a score of at least 3 points per criterion will be selected for a 10-minute online presentation and a 30- to 40-minute verification interview with the Assessment Committee.

In the verification interviews, the Assessment Committee will ask questions based on the Startup's Bid, for example regarding the Startup's motivation to participate in SIR, the proposed solution to the Challenge, the team, the business model, the alleged impact of the solutions and future prospects.

Based on the Bid, the online presentation, and the responses to the Assessment Committee's questions, the Assessment Committee will reassess the scores for each criterion per Startup. The combined score for three criteria is the final score, with each criterion having an equal weight.

Thirdly, based on the final scores, the Assessment Committee will make a ranking of Startups. The Startup with the highest ranking will be eligible to be awarded participation in the Programme.

If two or more Startups for the same Challenge score an equal number of points and have a comparable business model, and it is therefore not possible to determine a Startup with the highest final score, the ranking of the Startups with an equal number of points will be determined by drawing lots.

The procedure for the draw will be as follows:

- If lots are to be drawn, the Startups concerned will be invited to be present, either in person or online.
- Each lot will bear the name of a Startup that is eligible for selection in the draw.
- The lots will be drawn unseen, and the order in which they are drawn will be recorded, with the first lot drawn being placed highest in the remaining ranking for the Challenge in question.

The Assessment of the Wildcard will follow the same procedure as described above.

5 Assessment Criteria and Score

5.1 Assessment Criteria

The Assessment Committee will arrive unanimously at a score per Startup for each one of the three criteria described below. The combined score for three criteria is the final score, with each criterion having an equal weight.

After the online presentation and interview, the Assessment Committee will give a final 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 (without 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:

- 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 products and services offered 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?

5.2 Score

For each criterion, the following scores will be awarded:

- A score of 5 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 4 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 3 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 Startup's Bid must achieve at least an average score of 3 for each criterion. If the score for one criterion is lower than 3, the tender will be set aside and the tenderer excluded from further participation.

5.3 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 as to which Startup is to be awarded participation in the Programme for each Challenge based on the Assessment Committee's advice.

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.

5.4 Screening of Winning Startups

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

6 Challenges

6.1 Preventing the build-up of waste around Amsterdam's temporary canal wall supports

Background:

The City of Amsterdam's Bridges and Canal Walls Programme (Programma Bruggen en Kademuren) sets out the measures needed to ensure the city remains safe, accessible and liveable. In recent years, many of the bridges and canal walls in the city centre were found to be suffering from structural defects. Usually within a few weeks of such a discovery, temporary management measures are put in place – a safety structure that acts as a structural reinforcement (see attachment 1). This is typically a sheet pile wall placed against the canal wall. This ensures the wall remains stable and the street alongside the canal can remain fully in use until the wall is eventually replaced.

Although these temporary supports makes the city's bridges and canal walls safer and keeps the area accessible, a side effect has emerged: waste quickly accumulates around the reinforcement structures. As the water flows through the canal, floating litter gathers at points where the water is still and there are obstacles. The build-up of waste has a negative environmental, ecological and aesthetic impact on the surrounding area.

Overdue maintenance work, a better understanding of the inadequate conditions of the bridges and canal walls, and a long lead time for replacement projects mean that more safety structures will be installed in Amsterdam's canals in the coming years.

The construction work for the safety structures is conducted within Amsterdam's Bridges and Canal Walls Programme. The focus of the request to startups is primarily societal. The aim is to improve the quality of life for residents and businesses in the areas surrounding the support structures by preventing any hindrance from waste accumulating in the canal. The Programme hopes that a solution to this problem will also generate more positive support for safety structures in the surrounding area, indirectly shortening the lead times for their installation.

The assignment for startups:

Develop and implement an effective method to prevent waste accumulating in around the safety structures supporting the canal walls, and to dispose of any waste at an appropriate waste collection point. The City of Amsterdam's aim is to enhance the appearance and improve the quality of life in areas where temporary structural reinforcements are supporting bridges and canal walls.

Criteria:

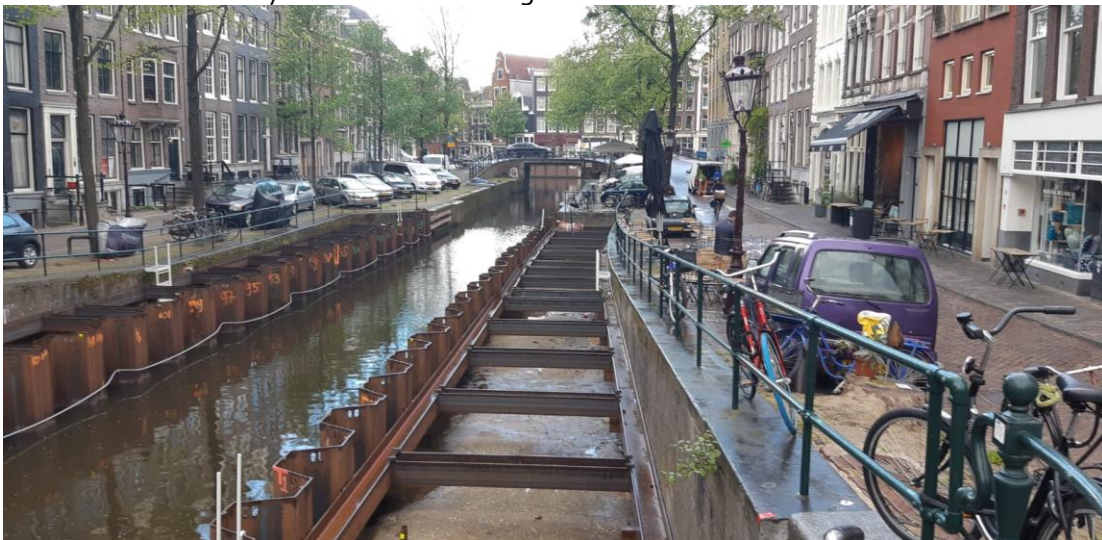
- Easy to integrate: The solution must be quickly and easily integrated with existing safety structures without having any negative effects on the function of the structure.

- Scalable: It must be a local, physical solution that can be applied at multiple locations in the city.
- Effective: There must be a measurable effect in reducing waste in the canal around the safety structure.
- Maintenance-friendly: Maintenance costs/activities must be as low as possible, and the solution must be easily accessible for any maintenance activities.
- Public support in the area: The solution must have a positive impact on the surrounding area, and thus increase public support for the installation of the safety structure.

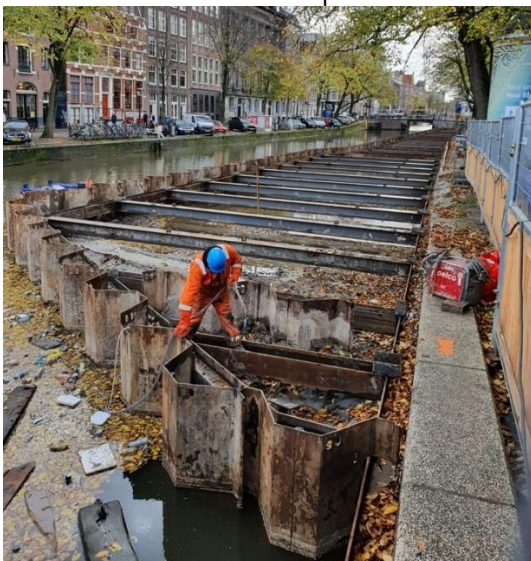
Issued by:

Ingenieursbureau, City of Amsterdam

Attachment 1: A safety structure reinforcing a canal wall



Attachment 2: The build-up of waste around one of the safety structures.



6.2 Circular joint filling material

Background:

When creating a concrete structure, expansion joints must be factored into walls and/or floors for various reasons – either between two new concrete components or between a new and existing component. The resulting breaks in the continuous concrete structure are often a few centimetres wide.

During the implementation, this is generally achieved by using a strip of compressible material that can withstand the pressure of the concrete pour – for example, EPS foam or Tempex. This material then remains as a part of the final construction. One advantage is that no sand or other material can seep into the expansion joint. However, a key disadvantage is that the 'open space' is not actually an open space, and that the material decays or wears down very slowly, and then contaminates the rubble during the demolition process.

The result: a material with a long lifespan and polluting properties is used to fulfil a temporary function.

The assignment for startups:

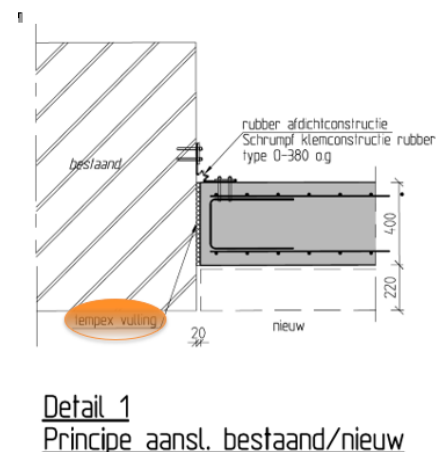
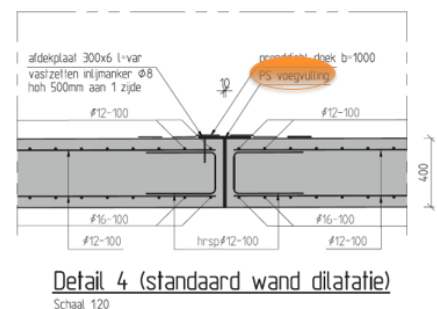
Develop a sustainable joint filler for expansion joints between cast-in-place concrete structures. It must have sustainable material properties and fulfil all technical requirements. Consider the construction, the usage and EOL (demolition/material harvesting) phases.

Criteria:

- Easy to cut to size (length) on site.
- Can be produced in various thicknesses, from 2 cm upwards (to be specified at time of purchase).
- No moisture absorption during the concrete pour.
- Good compressibility during the usage phase.
- It must retain its shape during the concrete pour.
- Ideally the raw materials should be bio-based or sourced by recycling/reuse.
- Possible other processing requirements (to be defined by contractors).

Issued by:

Ingenieursbureau, City of Amsterdam



6.3 Smart sustainability monitor in the contract phase of procurement

Background:

The City of Amsterdam procures goods and services to a value of €2.5 billion per year. This is an opportunity for us to make a difference. To set a good example for the city, we want to increase the demand for sustainable solutions in the market.

To achieve this, we have clear sustainability ambitions, as expressed in the Coalition Agreement, for example, and the city's targets and programmes on circularity and phasing out natural gas. We also report annually on the Implementation Agenda 'Towards a Sustainable Organisation 2020-2030', describing the measures on sustainability that have been taken within the municipal organisation and assessing if we are on track with regard to achieving our climate goals. One of the measures is aimed at sustainable and circular procurement. The municipality has made agreements on this within the Amsterdam Metropolitan Area (AMA), setting targets of 20% circular procurement by 2022 and 50% by 2025.

5 Climate goals for 2030 from the 'Sustainable Organisation' Implementation Agenda:

1. Maximum reduction in the use of energy *and* maximum power generation
2. CO₂-neutral business operations by 2030
3. Circular business operations by 2030
4. Climate-proof buildings and grounds
5. A sustainable way of thinking and acting

The five climate goals are increasingly taken into consideration during the procurement of goods and services, only to disappear from the picture during the contract phase. As a result, when the goods or services are delivered during the contract phase, no data is available on the procurement criteria that have been set and the effect on our sustainability goals. We want to safeguard such data during both the procurement and the contract phase. In addition, we want to be able to report clearly on sustainability regarding different contracts.

The assignment for startups:

Develop a system in which we can easily and clearly monitor our specific sustainability objectives for procurement during the contract period. This means that it must be possible to ensure that criteria and requirements for sustainability set during the procurement process are met during the contract phase.

Criteria:

- The system can be expanded: at minimum, climate targets 1, 2 and 3 are to be included, namely: maximum reduction in energy use and maximum power generation, CO₂-neutrality, and circularity in purchasing.
- The system must be in Dutch and user-friendly.

- External parties must also have access to the system or parts of it, for example so that suppliers can enter data into the system themselves.
- Definitions of climate targets must match those of the municipality.
- It must eventually be possible to link the system with systems within the municipality (Amsterdam Digitale Werkplek, ADW)

Issued by:

The Green Office, City of Amsterdam

6.4 On demand and flexible collection of waste and materials in the centre of Amsterdam

Background:

The way we collect waste in the centre of Amsterdam – both from households and businesses – needs to change. Why?

Public space in the centre of Amsterdam is used intensively and is vulnerable. The current state of some bridges and streets alongside canals means that they are closed to all traffic, or are not accessible to heavy vehicles – precisely the type of vehicles currently used to collect waste. To avoid the use of such vehicles on canal sides, a useful approach could be to transfer waste to boats on the canals.

The current method of waste collection pollutes public space because residents and businesses are allowed to put rubbish bags and cardboard out on the street at certain times, typically during a long time slot. Many parts of the city centre are not suitable for underground containers in public areas, and residents and businesses have little space available indoors to store waste for a long time.

In the centre, the composition of commercial and household waste is very similar. However, legislation does make a distinction between the two streams, which makes joint collection difficult. The result is that waste is collected by multiple trucks in the same street.

It is one thing to make claims regarding sustainability, and another to take action. It would be possible to separate more waste more effectively if the method of waste disposal and collection was better designed and facilitated from the perspective of the end user.

The method of payment for the services could be improved, with a greater focus on actual waste disposal behaviour and on the time and the extent to which the service is used. The incentive to produce less residual waste could be improved: from a municipal charge or contract to disposal on-demand and pay as you donate.

What is the City of Amsterdam doing about this issue?

The municipality is implementing various alternative collection forms in the city centre, from door-to-door collection by cargo bike, to on-demand textile collection by van (operated by Pantar), and residual waste transport on barges via the canals. In addition, in the Nine Streets area, the municipality is responsible for the overall management of household and commercial waste collection, and local business partnerships known as Business Investment Zones (BIZ) ensure that the waste problem is tackled jointly. Finally, waste collectors are working together on a 'white label' concept, in which one party collects on behalf of others, thus reducing waste collection journeys.

What are the universities doing?

Amsterdam University of Applied Sciences (AUAS) and the University of Amsterdam (UvA) have established a vision document on raw materials and will now put the waste collection/processing out to tender. The AUAS is looking at logistics solutions which will be zero emission by 2030 and which take into account the impact on the environment in which collection takes place.

AUAS/UvA and the City of Amsterdam see an opportunity to work together on logistics solutions and to achieve synergy in the centre of Amsterdam in this context.

The assignment for startups:

Come up with a solution to coordinate the collection of waste (either on demand, door to door, or otherwise) from households and companies in Amsterdam city centre (within the Stadhouderskade inner ring).

In order to ensure

'happy customers' (residents, tourists, companies); a high percentage of separated waste and as little residual waste as possible; the least possible mobility in the street related to waste collection, using zero emission transport with a low impact on the public space; traceability and transparency for all stakeholders.

Criteria:

- At least for the test phase, compatibility with and accessibility by the current suppliers or current/future logistics solutions/partners of the clients.
- Possibility to coordinate logistics and logistic partners.
- Possibility to connect easily with existing interfaces from logistic and other partners (e.g. AUAS/UvA, City of Amsterdam, interface to communicate with residents).
- Open model, not exclusively linked to one waste operator.
- Ensure the solution is transparent for all users, including the possibility for 'pay as you donate' and 'pay per pick up', and a vision as to how to link the system to the processing of collected waste in the near future.

Desirable:

The startup should preferably:

- Guarantee a clear working method and means of reporting for the 'happy customer' and stakeholders involved, thus simplifying the many logistical solutions and administrative procedures.

- Be aware of legal hurdles and create a system that works within the existing legal framework rather than changing it – with respect to the distinction between household and company waste. Your potential client can help you in this respect.

Issued by:

Afval en Grondstoffen & the Green Office, City of Amsterdam
University of Applied Sciences

6.5 Industrial Energy Transition / Hydrogen & CO₂

Background:

Amsterdam aims to be climate neutral by 2050.¹ In addition, the climate objectives of the Paris Climate Agreement must be achieved. To do this, large-scale changes are necessary, leading to a whole new economy with great opportunities for employment, industry, technology, education and science.

Industry is responsible for the vast majority of current greenhouse gas emissions. Making industry more sustainable will therefore be an important part of the required energy transition. However, a great deal of innovation is still required to set industrial energy transition in motion. The production, distribution and consumption chain must be developed, as well as the necessary infrastructure. In addition, developments in the area of large-scale production of sustainable energy (offshore wind farms/solar energy), green hydrogen production (using electrolyzers) and efficient CO₂ capture are still in their infancy and new technologies must be developed in which CO₂ and H₂ are used as raw materials for new products.

Industry needs to innovate to switch production processes and products that currently rely on fossil raw materials, to the use of renewable energy sources and sustainable raw materials. The municipality can contribute to this by looking at its large-scale purchases of products and services from a sustainable point of view, and investigating whether these could be sourced from sustainable production processes. A link must be made between resources/purchases by government/municipality and industrial processes that can be made sustainable.

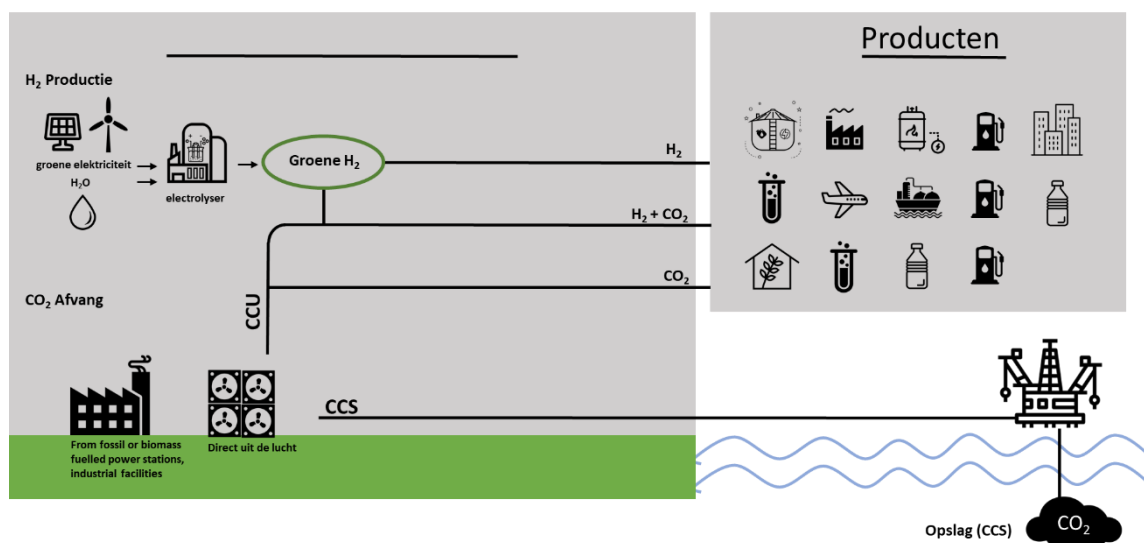
Assignment for startups:

Use CO₂ and/or green H₂* to make a product or service commonly used by the municipality more sustainable. The figure below shows a number of examples where H₂, CO₂ or a combination of both raw materials form the basis for important products in our society, such

¹ Nieuw Amsterdams Klimaat – Routekaart Amsterdam Klimaatneutraal 2050:
<https://www.amsterdam.nl/bestuur-en-organisatie/volg-beleid/coalitieakkoord-uitvoeringsagenda/gezonde-duurzame-stad/klimaatneutraal/>

as fuels, food, chemicals and plastics. The challenge in this assignment is to use products resulting from H_2 / CO_2 innovation to make products/services used/sourced by the municipality more sustainable. In this context, 'green' H_2 can be used both as a raw material and as a fuel.

* '**Green hydrogen**' is produced using an electrolyser and electricity generated entirely sustainably (from wind or solar power, for example). At the moment there is little green hydrogen available, but the intention of the innovation must be to use green hydrogen in the future.



Criteria:

- Use 'green hydrogen' and/or CO_2 or a combination of both raw materials as the basis for more sustainable products/services as used/purchased by the municipality.
- Examples of products are fuels, food, chemicals and plastics. Your own input and ideas are welcome! For inspiration you may use the purchasing list of the municipality of Amsterdam – for your choice of product/service.
- The pilot is intended for innovations of which proof of principle has already been delivered (TRL 3-4).
- A potential partnership with the industry that currently produces the fossil-based product is recommended.

Issued by:

Economische Zaken
Ruimte en Duurzaamheid

6.6 Smart options for using dredged sediments from Amsterdam

Background:

Together, the Port of Amsterdam, Waternet and the city districts of Amsterdam dredge some 20,000 to 30,000 m³ of sediment per year in Amsterdam. Most of the dredged material is removed and disposed of elsewhere or put to low-value use. The question is, are there promising and high-quality applications for dredged sediments from Amsterdam? Some of the dredged sediment is chemically contaminated and we do not regard this as usable. In the future, it is possible that products could be made from contaminated, dredged sediment using, for example, a materials passport. In the meantime we refer to class A or B dredged sediments for the purpose of this call for proposals. In addition to clay and sand particles, this dredged sediment contains physical and chemical contaminants which are included in the sediment during the dredging process. The contaminants include refuse, plastic and similar materials, as well as micro-pollutants such as heavy metals and organic contaminants (oil, polycyclic aromatic hydrocarbons, etc.).

The Foundation for Applied Water Research (STOWA, the water boards' research institute), in cooperation with the water boards, has developed a model to determine and assess the circularity score of dredging projects. Although the circularity model is currently formulated for a limited number of frequently used dredging chains, all submissions will be assessed according to the criteria of this model. The model can be found via this link: [Circular dredging management, an assessment tool for regional dredging. Plus addendum Meadow Depot | STOWA \(in Dutch\)](#).

All (local) government departments have set a target that requires 50% of their work to be circular by 2030 and 100% by 2050. This means that, ultimately, no waste will be created. Dredged sediment is one of the largest waste streams produced by water and harbour managers. The question is how this waste material can be used in the most sustainable and circular way.

Assignment for startups:

Develop a useful application for dredged sediment from Amsterdam, with the highest possible circularity score (see link in background).

Criteria:

- The startup's proposal will provide information on:
- The cost of the product per m³ of in-situ dredged sediment.
- The proportion of the dredged sediment actually applied, in mass % and volume %.
- What to do with the unused part.

Issued by:

Waternet
City of Amsterdam

6.7 A virtual public transport experience

Background:

Getting around the city by public transport is relatively simple for many people. For some, however, it can be more challenging. They may need to check for obstacles and barriers they will encounter before and during their journey, and consider how to resolve these problems. For example, those with lower literacy levels may find travelling by public transport more 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 information about accessibility at various points of their journey.

At the moment, people from these groups may choose to use separate or private forms of transport – such as by taxi, transport specifically for their target group, or they are driven by an acquaintance. 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, as these aspects of our daily life should be accessible to everyone.

We want a startup to devise a system to simulate a public transport journey via the internet. Passengers can use this system to learn about what they might encounter during a trip and to consider how they will handle any obstacles or barriers before they travel. Different types of journey simulations should be available for different user groups.

The assignment for startups:

Devise a journey simulator – a 'virtual public transport experience' – for the Amsterdam Area's mobility network. It must focus on (possible) accessibility issues encountered during journeys. The information used by the simulator needs to be kept up to date. And passengers must be able to deliver feedback.

Criteria:

The startup needs to be or become fully aware of users' wishes about accessibility issues that can be encountered during planned journeys. The journey simulator should be developed in collaboration with user groups.

For more inspiration: openresearch.amsterdam/nl/page/72961/mobieler-worden-met-je-mobiele-telefoon (in Dutch)

Issued by:

Vervoerregio Amsterdam / Transport Authority Amsterdam
City of Amsterdam

6.8 Circular material trade in the Port of Amsterdam

Background:

One of the Port of Amsterdam's innovation goals is to become a fully circular organisation by 2050. We call this our Zero Waste vision (read more about the circular industries involved here: www.portofamsterdam.com/en/discover/sustainable-port/circular-economy). To realise our vision, we have identified five necessary steps to take within specific time periods. The first step towards our Zero Waste vision is to become a leading example of the successful implementation of circular processes and solutions within Western Europe.

In terms of commercial operations, our goal is to reduce the tonnage of fossil fuels that passes in and out of the port and replace it with tonnage of circular materials. We also seek to host many more companies active in the domains of recycling, upcycling and other circular activities.

Our current methods of action are not scalable. To model the successful implementation of a circular economy in a port, we need a scalable solution. This solution would facilitate processes of identifying, networking, matchmaking, deal-making and logistical planning for companies active in the Port of Amsterdam region. That, in turn, would encourage and help these companies – our customers – become more circular.

Assignment for startups:

Develop a self-service system that enables companies active at the Port of Amsterdam to share their available secondary materials (waste) or their demand for such materials. This system should let companies make successful matches for waste streams so they reach their highest R possible – for an illustration of the gR framework on circularity, see https://www.researchgate.net/figure/The-gR-Framework-Source-Adapted-from-Potting-et-al-2017-p5_fig1_320074659. An example would be reusing a material as input for a process (R3) rather than incinerating it (R9), thereby improving its circularity.

Criteria:

- The solution should not focus on one specific waste stream.
- The solution should be scalable for different types of materials.
- The solution should enable companies to find the highest R use case possible for their waste streams by providing different options and circularity analyses of those options.
- The startup should be able to start the pilot in Q4 2021.

Issued by:

Port of Amsterdam, Explore & Go

6.9 On-demand power deployment solutions in the Port of Amsterdam

Background:

Many of the electrical substations in the Port of Amsterdam region are currently being used by companies at their maximum contractual capacity. Actual congestion is also occurring in some substations. In simple terms, a congestion can be defined as when the demand by users connected to a substation exceeds the power that the substation can provide.

For as long as there is congestion or substation capacity gets reduced to its minimum, companies in the area cannot expand activities. Nor can they follow through on electrification plans to reduce emission footprints. What's more, new companies cannot relocate to the region, because if they did, they would lack access to sufficient power infrastructure.

The process of improving substation capacity and updating electricity network infrastructure is an extremely lengthy process. In both the short and long term, it hurts companies active in the region.

One approach to solving this problem is to improve the network's flexibility. This can be done by adding physical flexibility assets, such as batteries and mobile generators. Or it can be done by using software solutions to manage and improve the efficiency of an area's power generation and consumption, thereby creating flexibility at the substation level.

Assignment for startups:

Devise an on-demand power deployment solution in which companies in the Port of Amsterdam region can have access to sufficient flexibility assets. These assets should cover the extra power requirements for companies planning to expand activities or go through electrification plans (for example, using electrical boilers instead of gas boilers).

Criteria:

- Scalability is the highest priority. This solution should be able to answer the needs of differently sized companies and power capacities.
- Solutions should only be based on sustainable and green sources.
- Solutions should not produce any extra NO_x or CO₂ emissions.
- Hydrogen-based solutions are preferred.
- Mobile solutions are preferred.

Issued by:

Port of Amsterdam, Explore & Go

6.10 Sustainable use of exhibition design elements

Background:

The Stedelijk Museum Amsterdam mounts more than 15 temporary exhibitions and displays of work from the collection annually, partly in the original 19th-century building and partly in the modern extension. Depending on their nature, temporary exhibitions are designed in consultation with the curator and/or an exhibition designer. The average duration of an exhibition is 12-16 weeks. The design process then begins all over again for the following exhibition.

The sustainability and reuse of exhibition elements has been a topic of discussion in the cultural sector for some time. A number of initiatives for the reuse of exhibition materials have arisen, but the Stedelijk Museum has not yet found an ideal, structural solution. The reuse of material depends not only on aesthetic choices made by the exhibition curator, but also on the quality requirements for materials in relation to museum conditions. Another factor is that reuse can lead to cost savings.

To make our exhibitions more sustainable and avoid throwing away the bulk material used (such as partition walls), we are seeking the circular use of existing materials on the one hand and the use of circular/new materials on the other.

The assignment for startups:

Develop an innovative exhibition element (such as partition walls) according to circular principles. You can use new or existing materials provided they meet the quality requirements (see background).

Criteria:

- The startup must have experience with recycling methods and knowledge of the composition of materials and their effect on the climate and objects.
- A knowledge of exhibition architecture and working in museum conditions is an advantage.
- The possibility to reuse bulk material (such as partition walls) is an advantage.

Issued by:

Het Stedelijk Museum Amsterdam

6.11 Transport of artworks on loan

Background:

Museums and heritage institutions around the world manage valuable collections to make them accessible to as many people as possible, and to preserve them for future generations. These precious possessions ultimately belong to us all, for us to study and gain new insights, or simply to enjoy. International loans play a crucial role in this, ensuring that collections are accessible and can be presented to the public in context.

The international museum sector is aware of the importance of sustainability in transporting artworks on loan internationally. Recently, the Tate Modern Museum (London) and the Museum of Modern Art (New York) decided to stop sending loans by courier. Moreover, the Covid-19 pandemic has brought about a rapid increase in the use of 'digital couriering'. A new standard for the museum sector is being sought whereby works of art can be transported with the same degree of safety, but with greater cost efficiency and sustainability. However, people will always be needed for certain elements of the process, such as checking pallets before they are loaded onto cargo planes and assessing the condition of artworks before departure and on arrival.

In addition, there is also a strong focus on the physical aspects of transportation – namely the crates in which the works of art are transported. These crates are constantly being improved and made safer, protecting works of art in transit from vibrations and changes in humidity. But as a result they are also increasing in size, which makes transport less sustainable. Crates measuring up to 1.60 metres can be transported on passenger planes, while larger ones must be transported on cargo flights. The larger the crates, the more transport is needed to move the collection.

The assignment for startups:

Develop an innovative solution to make international loan traffic more sustainable. The solution may focus on digital couriering or on the physical transportation of works of art.

Criteria:

The startup may come from a different sector but must be aware of museum conditions and quality requirements.

Issued by:

Het Stedelijk Museum Amsterdam

6.12 Wildcard

For the Startup in Residence Sustainability and Circularity programme 7.0, the City has reserved a spot for Startups to independently propose a solution for a sustainability or circularity challenge that we did not pre-define. In their bid the Startup must define both the challenge and the solution.

Criteria:

- The solution has a fit to one of the City's policy objectives and municipal tasks, as described in the Coalition Agreement https://assets.amsterdam.nl/publish/pages/887333/coalition_agreement_a_new_spring_and_a_new_voice_1.pdf, or the *Agenda Duurzaamheid* (Sustainability Agenda): <https://www.amsterdam.nl/bestuur-organisatie/volg-beleid/duurzaamheid-energie/> [in Dutch], or the *Circulaire Strategie* (Circular Strategy) https://www.amsterdam.nl/wonen-leefomgeving/duurzaam-amsterdam/publicaties-duurzaam-groen/amsterdam-circulair-2020-2025-strategie-o/?PagClsIdt=15523636#PagCls_15523636 [in Dutch].
- The solution has to comply with relevant laws and regulations.
- The solution has a societal goal, meaning that it must offer added value and be relevant for the City's residents or municipal organisation.

Issued by:

To be determined

7 Glossary

Agreement	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.
Announcement	Decision of the Participating Authorities regarding the results of the Request for Tender.
Assessment Committee	The independent Assessment Committee formed by the Participating Authorities that assesses the submitted Bids on the basis of these Guidelines.
Assessment Criteria	The Assessment Criteria as described in Chapter 5.
Bid	A Startup's application for this Request for Tender.
Challenge	A Challenge is formulated by a Challenge Owner, and forms the basis on which a selected Startup and a Participating Authority enter into an agreement. The Challenge describes the requirements for participating in SIR.
Challenge Owner	A Challenge Owner is a staff member of one of the Participating Authorities. They are the contact person for the selected Startup for a specific Challenge for the duration of the SIR Programme.
Contact Address	The contact address determined by the Participating Authorities for this Request for Tender.
Contracting Authority	The Contracting Authority is the legal party carrying out the Tender on behalf of the Participating Authorities. In the case of SIR 7.0, the City of Amsterdam is the Contracting Authority.
Eligibility Requirements	The requirements set for the Startup.
European Single Procurement Document (ESPD)	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 http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/esp/ 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: https://www.pianoo.nl/nl/regelgeving/aanbestedingswet/uniform-europees-aanbestedingsdocument/interactieve-pdf-uniform .
Grounds for Exclusion	The mandatory grounds for exclusion from participation in this Request for Tender as described in article 2.86 of the Public Procurement Act.
Guidelines	These tendering guidelines.
Participating Authorities	Participating Authorities are (semi-)public organisations who take part in Startup in Residence by formulating one or more Challenges. In case their Challenge is matched with a suitable Startup, they are party in the eventual follow-up agreements.
Public Procurement Act	Also referred to as Public Procurement Act 2012 (in Dutch: <i>Aanbestedingswet</i>). An act of 1 November 2012, which entered into effect on 1 April 2013, regarding new rules with respect to requests for tender.
Request for Tender (or: Tender)	The Request for Tender as further described and explained in these Guidelines and as registered with the European Union.
Solution	Innovative solution provided by a Startup for the Challenge as described in Chapter 6.
Startup	Innovative existing and starting entrepreneurs, including social entrepreneurs, innovative Small and Medium sized Enterprises, startups and scale-ups. See chapter 2.5 for a full description and requirements for participation.
Startup in Residence Programme (or the Programme)	Defined in Chapter 2.3 of this document.
Startup Visa Facilitator	Defined in Chapter 2.7 of this document.
Summary of Information	All the questions the Participating Authorities receive concerning the SIR Programme and the Challenges to which it pertains before the deadline in Chapter 3.1. The questions and answers will be

	published in the Summary of Information at www.startupinresidence.com/amsterdam. The Summary of Information document serves as an addition to or revision of the Guidelines and forms an integral part of the Tender.
TenderNed	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. All documents for SIR 7.0 are publicly available on both www.startupinresidence.com/amsterdam and TenderNed.