



**Cabinet Office
Bermuda Post Office**

**Request for Information
For
Procurement of Fleet Electric Motorcycles**

Request for Information No.: **GFEV02**

Issued: **Monday August 15, 2022**

Submission Deadline: **Wednesday September 7th, 2022, 05:00:00 PM AST**

1. Introduction

This Request for Information (“RFI”) is issued by the Government of Bermuda (the “Government”) through the Cabinet Office is requesting information from interested parties for the purposes of gathering information about the marketplace to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the Government and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	Monday August 15, 2022
Deadline for Questions	Friday August 26, 2022
Deadline for Addenda	Wednesday August 31st, 2022
Submission Deadline	Wednesday September 7th, 2022 5:00 PM

All times listed are in Atlantic Time (AT). The RFI timetable is tentative. It may be changed by the Government at any time, and the Government may choose to waive or extend the Deadline for Questions, Deadline for Addenda, and/or the Submission Deadline.

3. Background

The Cabinet Office is responsible for procuring motorcycles for the Bermuda Post Office. A fleet of motorcycles are used by Bermuda Post Office to deliver mail and packages to residents and businesses across the Island. This RFI only considers models on the market in 2022, which are currently or could be made available in Bermuda.

The phased electrification of the government fleet provides a key opportunity for the Government to lead by example, to create necessary skill sets and financial services around electric vehicles, and to stimulate the market for EV adoption. Two key areas of support are sought in this RFI, which combined address the primary challenges to electrification that are common for island nations. Overcoming the first-cost hurdle is necessary and even more important in the current era of capital constrained budgets. Ensuring operational reliability and uptime is equally necessary, to bolster follow-on purchases by government agencies. It is anticipated that solutions to both challenges will create momentum and drive long-term market adoption of electrified vehicles.

This RFI seeks responses from vendors and services providers, either independently or jointly submitted for **electric motorcycles** which are the primary area of interest given the well understood first costs and market maturity.

4. Information Requested

This is not a Request for Proposals (RFP) or solicitation for formal proposals. **The information collected through this RFI will be used to evaluate the market landscape for Government Fleet Electric Motorcycles and financing.**

To assess the market for vehicles of different types in Bermuda, the Bermuda Post Office requests that respondents provide the information requested by completing the technical information in **ANNEX A VEHICLE SUBMISSION FORM**.

ANNEX A is not intended to be prescriptive nor all-inclusive but does need completion as part of any submission. All additional material provided is acceptable. The Bermuda Post Office requests detailed specifications of vehicles available (functional drawings and dimensions), price of the vehicle, fees or taxes included in delivery, price of charger if included the price for diagnostic

equipment and spare parts inventory, maintenance and service offering, and lease or loan financing offered with the vehicle purchased.

See the type of information requested in the tables below.

Vehicle Options

Vehicle make and model	Brand, model, package, year
Classification ('Class')	Vehicle License Class Information in ANNEX B
Retail price	In BDA dollars, separate retail price from taxes and registration
Years in service	Years on the market and volume sold
Warranty	Standard warranty terms and extended warranty options
Battery size	Rated battery in kWh
Vehicle range	Average range of vehicle in miles with full battery charge
Average efficiency	Expected kWh/mi
Charge standard	Plug configuration and charging protocol
Shipping fees	Separately define and estimate landing fee, dealer fee, and other
Availability	Months of availability (lead time); Time frame from order to delivery
Financing	Loan or lease offer

Financing Options

Loan	Terms	Volume option - quantity and time frame
Loan	Terms	Volume option - quantity and time frame

Service Options

Vendor/ supplier relationship	Describe the business relationship your company has with your supplier(s). i.e., Dealership, vendor	Length of relationship
Diagnostic Service	Define who is responsible for diagnostics, where the process would take place, and if a time frame would be guaranteed.	Cost of Service
Parts Availability	What are standard parts that would be stocked if any, where would they be stocked and what is the lead time to acquire.	Cost of parts or inventory

Turnkey Service	If a full-service turnkey option exists, or would be created even if a joint venture, please describe in full.	Cost of service per vehicle. Upfront cost share
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5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by Wednesday September 7th, 2022, at 5:00:00 PM (Atlantic Time) to the following email address

evprocurement@gov.bm

Respondents should direct any questions on this RFI process to the same email address.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

The original and all copies of the response shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the respondent. This authorization shall consist of a written authorisation and shall be attached to the Submission Form included in (Appendix A). The name and position held by each person signing the authorization must be typed or printed below the signature. An Electronic Record of Signature will be accepted in the submission only in accordance with the requirements laid out in the *Electronic Transactions Act 1999*. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the response.

Respondents downloading this file and intending to respond to this RFI are required to register their interest by emailing their company name and contact information prior to the Submission Deadline noted in the RFI timetable above.

Amendment/addenda (if any) will be posted at <https://www.gov.bm/procurement-notices>. Respondents should visit the Government Portal on a regular basis during the procurement process.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.
 If the company is incorporated and registered, then a Certificate of Incorporation and a Certificate of Incumbency is required and must be submitted with the Respondent Submission Form.

Declaration of Interest: The respondent shall provide details of its ownership and/or managerial structure upon request from the Government. The respondent shall also provide a statement of whether or not it has any relevant and material interest relevant to the provision of the Goods and Services. Such statement shall be provided at least annually or if there is any change in the interest of the respondent.

Full Legal Name of Respondent or Personal/Given Name:	
Representative's Name (Person with Signing Authority) and Title:	
Street Address:	
City, Province/State, Parish:	
Postal Code/Zip Code:	
Country:	
Phone Number with Area Code:	
Respondent's Social Insurance Number issued by the Government of Bermuda:	
Respondent's Payroll Tax Number issued by the Government of Bermuda:	
Respondent's Registration Number issued by the Bermuda Registrar of Companies (if incorporated)	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to create legal obligations between the Government and any of the respondents or their representatives. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Government to procure any goods or services.

b. RFI Not to Limit the Government's Pre-Existing Rights

This RFI will not limit any of the Government's pre-existing rights. Without limiting the generality of the foregoing, the Government expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI.
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI.
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service.
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to all other rights of the Government that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or were established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The Government and its advisers make no representation, warranty, or guarantee as to the accuracy of the information or empirical data contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Government will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Government

All information provided by or obtained from the Government in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Government and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be disclosed without prior written authorization from the Government; and (iv) must be returned by the respondent to the Government immediately upon the request of the Government.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Government.

i. Disclosure of Information

The respondent consents to the Government's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Government. The confidentiality of such information will be maintained by the Government, except where the Public Access to Information Act 2010 or where an order by a tribunal or court requires the Government to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Government to advisers retained by the Government for the purpose of reviewing this submission.

The respondent acknowledges that the Government may make public the name of all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of Bermuda applicable therein.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date

SAMPLE CERTIFICATE OF INCUMBENCY

The undersigned being the Secretary of the company as named below (the "Company"), a company duly organised and existing under the laws of the Islands of Bermuda and having its registered office as set out below **DO HEREBY CERTIFY** that the following is a true and correct listing of the Directors and Officers of the Company in full force and effect as of the date hereof.

DIRECTORS

List

ALTERNATE DIRECTORS

List

OFFICERS

List

IN WITNESS WHEREOF I have hereunto set my signature in accordance with the By-Laws of the Company.

Company Name:

Date:

Secretary/Director