



# Check list

## Cargo bike procurement

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### Before the procurement

To come to the conclusion that a cargo bike is what best serves your purpose and in that case, what type of cargo bike, you should first start with a [needs and use analysis](#).

### About the check list

As you read through the checklist, you may feel intimidated by all the things you may need to consider. But this is a gross list of combined experiences from many different sources and together they give you the opportunity to ensure that you get just the right bike for your needs.

**You choose which parts of the checklist you will use. Tick the requirements you want to include in your bid for tender. Then delete the parts that are not relevant for your procurement.**

The more explicit you are in your procurement the greater the chance that you will be satisfied with your cargo bike and everything around it. The checklist helps you reflect over things like design, storage, charging, and accessories as well as how your choices affect the organization's other sustainability goals.



## Part 1 The bike, equipment, and function

| General   | Dimensions, number etc.      | Shall                    | Should                   |
|---|------------------------------|--------------------------|--------------------------|
| The bike must be certified according to EU standards. |                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Comply with national legislation.                     |                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Covered by the definition of a bicycle.               |                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Upon delivery, be in rideable condition.              |                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Cost of delivery.                                     | To be included/will be added | <input type="checkbox"/> | <input type="checkbox"/> |
| Use of the bike - area, terrain, season.              |                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Warranty clause.                                      |                              |                          |                          |

| The overall design and function of the bicycle   | Dimensions, number etc. | Shall                    | Should                   |
|--|-------------------------|--------------------------|--------------------------|
| Maximum width and length of the bike.  | cm x cm                 | <input type="checkbox"/> | <input type="checkbox"/> |
| The maximum weight of the bike without load.   | kg                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Total weight inclusive load on the bike (load capacity).   | kg                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Type of turning system.  |                         |                          |                          |
| Step-through.  | Low / standard          | <input type="checkbox"/> | <input type="checkbox"/> |
| Pedal design and material.   |                         |                          |                          |
| Tilt function, anti-tip device.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of wheels.  | pc.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Size and design of wheels.   | "                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Rim design.  |                         |                          |                          |
| Type of tire.  |                         |                          |                          |
| Number of gears.   | ≥ gears                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Type of gears.   | pc.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Stepless gears.  | Yes / no                | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of breaks.  | pc.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Type of front brakes.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Type of rear brakes.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Roll brake.  | Yes / no                | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking brake.   | Yes / no                | <input type="checkbox"/> | <input type="checkbox"/> |
| Front lighting.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Rear lighting.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Reflex.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Model (ladies, men, unisex).   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| The bicycle must be designed in such a way that it also can be used without electrical assistance. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Expected lifetime of the bike.   | yrs                     | <input type="checkbox"/> | <input type="checkbox"/> |



| The overall design and function of the bicycle  | Dimensions, number etc. | Shall                    | Should                   |
|---|-------------------------|--------------------------|--------------------------|
| Guaranteed time where spare parts will be available.  | yrs                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual describing the care and maintenance of the bike.                                       | In language, yes / no   | <input type="checkbox"/> | <input type="checkbox"/> |
| Small instructions / tips to attach to the bike for increased service life and safer driving. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Documents describing the warranty period and what it includes.                                |                         | <input type="checkbox"/> | <input type="checkbox"/> |

| Functions  | Dimensions, number etc. | Shall                    | Should                   |
|--|-------------------------|--------------------------|--------------------------|
| Saddle height must be adjustable without tools.                |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| The height of the handlebars must be adjustable without tools. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| The bike should be easy to adapt to tall and short drivers.    |                         | <input type="checkbox"/> | <input type="checkbox"/> |

| The overall design and function of the cargo space             | Dimensions, number etc. | Shall                    | Should                   |
|--|-------------------------|--------------------------|--------------------------|
| The smallest / largest width and length of the cargo space.    | cm x cm                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Maximum load of the cargo space (load capacity).               | kg                      | <input type="checkbox"/> | <input type="checkbox"/> |
| The cargo space must be adapted to (tiltable, holder for etc.) |                         | <input type="checkbox"/> | <input type="checkbox"/> |

| The overall design and function of the electric motor | Dimensions, number etc. | Shall                    | Should                   |
|---|-------------------------|--------------------------|--------------------------|
| Motor location.                                       | Middle / rear           | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor effect (net effect).                            | W                       | <input type="checkbox"/> | <input type="checkbox"/> |
| The motor should add extra power up to                | max km/h                | <input type="checkbox"/> | <input type="checkbox"/> |
| The motor must be brushless.                          |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Start assistance.                                     | max km/h                | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk assistance.                                      |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor control.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Adjustable motor effect.                              |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Sensor function.                                      |                         | <input type="checkbox"/> | <input type="checkbox"/> |

| The overall design and function of the battery                       | Dimensions, number etc.             | Shall                    | Should                   |
|--|-------------------------------------|--------------------------|--------------------------|
| Battery.   | ≥_ Ah, _ V                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery voltage.   | _V, _Wh                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical system  |                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Range.   | Min. km on full effect / low assist | <input type="checkbox"/> | <input type="checkbox"/> |
| Expected lifetime of the battery.                                    | yrs                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of charge cycles.   | number                              | <input type="checkbox"/> | <input type="checkbox"/> |
| CE marked.   |                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Charging time.   | Max h                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Charging contact - number of pins.                                   | pc.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| The battery must be able to be charged in a standard 220 VAC socket. |                                     | <input type="checkbox"/> | <input type="checkbox"/> |



|                               |  |                          |                          |
|-------------------------------|--|--------------------------|--------------------------|
| The battery must be lockable. |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery must be removable.    |  | <input type="checkbox"/> | <input type="checkbox"/> |

| Storage and charging of electric bicycle batteries  | Dimensions, number etc. | Shall                    | Should                   |
|---|-------------------------|--------------------------|--------------------------|
| The charger must be automatic and switch off when the battery is fully charged.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| The charger should not require the battery to be mounted on the bike, the battery should be able to charge independently. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery chargers to be included in the price.   | Number                  | <input type="checkbox"/> | <input type="checkbox"/> |

| Charging station - charging the removed battery                                       | Dimensions, number etc. | Shall                    | Should                   |
|---|-------------------------|--------------------------|--------------------------|
| The cabinet must be ventilated.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirements for cooling / heating.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Outer casing must be stainless steel / lacquered sheet metal (depending on location). | yes / no                | <input type="checkbox"/> | <input type="checkbox"/> |
| Must be suitable for outdoor placement in public environments.                        |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Lockable with approved lock or code lock (number of extra keys).                      | Number                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of charging points, must have individual compartments.                         | Number                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Other things that can be stored in the cupboard (eg helmet, clothes, etc.).           |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirements for power supply.  | V/A                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirements for charging time / quick charger.                                       |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Requirements for fire classification.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Part 2 Accessories and equipment

| On and to the cargo cycle  | Dimensions, number etc. | Shall                    | Should                   |
|--|-------------------------|--------------------------|--------------------------|
| Bicycle basket.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Packing bag.   | liter                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Summer wheels.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Winter tires / studded tires.  | Number of studs         | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra reflectors.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Handbrake front and rear.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Rear view mirror.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra front lights.  | Energy via              | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra rear lights.   | Energy via              | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra lights to show the width of the bike from behind and from the front. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Front fenders.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |



|  |        |                          |                          |
|--|--------|--------------------------|--------------------------|
| Rear fenders.                                  |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Chain guard.                                   |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Bicycle support (2-wheel bicycles).            |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Pump to attach to the frame.                   |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Pump at storage location.                      |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Holder for water bottle.                       |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Package holder rear / front.                   |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Bell.  |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Bicycle computer.                              |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Extra charging cord.                           | Number | <input type="checkbox"/> | <input type="checkbox"/> |
| Protective cover for battery (e.g., neoprene). |        | <input type="checkbox"/> | <input type="checkbox"/> |

| Protection and safety  | Dimensions, number etc. | Shall                    | Should                   |
|--|-------------------------|--------------------------|--------------------------|
| The cargo bikes must be registered for anti-theft.           |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Fitted approved safety lock.                                 |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Chain for the possibility of locking in solid objects.       |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of keys per lock                                      | pc.                     | <input type="checkbox"/> | <input type="checkbox"/> |
| GPS tracker.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Alarm.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety belts.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Neck protection.   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Roll cage (other protection in case the bike overturns).     |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Floor mat to reduce the risk of slipping in the cargo space. |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover for the cargo space.                                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Saddle cover.  |                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Part 3 Additional services

| Service and maintenance   | Specific requirements   | Shall                    | Should                   |
|---|---|--------------------------|--------------------------|
| Service and maintenance.  | List of chemicals / oils to avoid   | <input type="checkbox"/> | <input type="checkbox"/> |
| Transport to and from mechanical service.                                       | If you have requirements for the transport vehicle.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Assembly / replacement summer and winter tires.                                 | Disposal of discarded tires must be obtained. New tires must be adapted to the field of application of the cargo bike. Tires approved for electric bicycles must be used. | <input type="checkbox"/> | <input type="checkbox"/> |
| Follow-up of spokes and wheels during the first year (repeated for new wheels). |   | <input type="checkbox"/> | <input type="checkbox"/> |



| Educate, get started  | Specific requirements                          | Shall                    | Should                   |
|---|--|--------------------------|--------------------------|
| Driver training - help getting started and learn to ride and adjust a cargo bike. | Should be able to be done in several languages | <input type="checkbox"/> | <input type="checkbox"/> |
| Training of how the driver should use the brakes to prevent unnecessary wear.     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Training of safe charging.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Offer test drive before purchase.   |  | <input type="checkbox"/> | <input type="checkbox"/> |

| Graphic profiling, requirements for profiling   | Specific requirements            | Shall                    | Should                   |
|---|----------------------------------|--------------------------|--------------------------|
| Organizationally adapt the cargo bike (decals, signs, etc.).  | Graphic profile must be followed | <input type="checkbox"/> | <input type="checkbox"/> |
| Printed material must withstand wear and tear, weather stress and be difficult to remove.   |                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Charging cabinets, bicycle helmets and other accessories that should have the right graphic profile: <ul style="list-style-type: none"> <li>[Enter here]</li> <li>[Enter here]</li> <li>[Enter here]</li> </ul> |                                  | <input type="checkbox"/> | <input type="checkbox"/> |

## Part 4 Sustainability, environmental / social requirements, the 2030 Agenda

| Circular economy   | Specific requirements | Shall                    | Should                   |
|--|-----------------------|--------------------------|--------------------------|
| It must be possible to disassemble and repair the bicycle.                                     |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| The different parts of the bike must be possible and easy to recycle in materials or energy.   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| The manufacturer must take back, repair and resell the bicycle after the end of the agreement. |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| The material in the bike must consist of recycled material.                                    | X %                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Design that prevents waste.  |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate that the bike is built for long durability.  |                       | <input type="checkbox"/> | <input type="checkbox"/> |

| Sustainable energy system                                      | Specific requirements | Shall                    | Should                   |
|--|-----------------------|--------------------------|--------------------------|
| Charge the batteries with solar energy.                        |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Minimize energy use in bicycle manufacturing.                  |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Minimize transportation in the manufacturing and supply chain. |                       | <input type="checkbox"/> | <input type="checkbox"/> |

| Reduced environmental impact - hazardous substances, rare metals                     | Specific requirements | Shall                    | Should                   |
|--|-----------------------|--------------------------|--------------------------|
| Environmental impact from bicycle manufacturing.                                     |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Frame: materials, paint, etc. without content that harms the environment and people. |                       | <input type="checkbox"/> | <input type="checkbox"/> |



|  |                          |                          |
|--|--------------------------|--------------------------|
| Box; FSC-labelled wood, chemical-free fabric, or other requirements.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery; certificate from manufacturer, place of production, content.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessories, decals; environmental declaration, materials, substances. | <input type="checkbox"/> | <input type="checkbox"/> |

| Manufacturing, manufacturers, suppliers  | Specific requirements | Shall                    | Should                   |
|--|-----------------------|--------------------------|--------------------------|
| Requirement to give people who are far from the labour market opportunities for internships and employment - e.g., in manufacturing or in service. |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Education must be provided by both women and men.  |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate that the manufacturer / supplier / producer follows:   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • UN Universal Declaration of Human Rights (1948).   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • UN Convention on the Rights of the Child (Article 32).   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • UN Declaration against Corruption.   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • ILO (International Labor Organization) eight core conventions.   |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • The occupational safety and health and working environment legislation that applies in the country of manufacture.                               |                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • The environmental protection legislation that applies in the country of manufacture.   |                       | <input type="checkbox"/> | <input type="checkbox"/> |

