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Ynni Llŷn CBC

INVITATION TO TENDER

DEVELOPMENT OF AN IMPLEMENTATION PLAN TO ENABLE RENEWABLE GENERATION ON THE LLYN PENINSULA

CONFIDENTIAL

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To invite quotation from prospective suppliers for the required services.

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See Sell2wales

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Ynni Llŷn CBC
Company number 11084433
Congl Meinciau,
Botwnnog,
Gwynedd,
LL53 8RA

Telephone: 07500 894 331
Fax: n/a
Email: wil@ynnillyn.cymru



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1 DEFINITIONS

In this Invitation to Tender the following words and expressions shall have the following meanings:

“Authorised Officer”

means Wil Parry of Ynni Llŷn CBC and whose e-mail address is wil@ynnillyn.cymru

“Clarification Period”

means the time during which clarifications associated with the ITT or any support documentation may be sought in writing from the Authorised Officer;

“Commencement Date”

means the date when the Contract commences as indicated in section 3.8 of this ITT;

“Contract”

means the Contract for the provision of the services, which will be awarded to a successful Tenderer(s), a copy of which is included in Schedule 1;

“Client”

means Ynni Llŷn;

“Form of Tender”

means the form submitted by the Tenderer to Ynni Llŷn as part of the Tender, a draft of which is annexed at Schedule 2;

“ITT”

means this invitation to tender;

“Pricing Schedule”

means the schedule of prices required to be completed by the Tenderer as part of the Tender as set out in Schedule 9;

“Specification”

means Ynni Llŷn’s requirements in relation to the Services as detailed in Section 5 of this ITT;

“Successful Tenderer”

means the Tenderer(s) who has been awarded the contract(s);

“Tender”

means the completed and signed Form of Tender, together with all completed schedules and information requested by Ynni Llŷn and submitted by a Tenderer;

“Tender Documents”

means all documents contained in this ITT;

“Tenderer”

means an applicant who has been invited by Ynni Llŷn to submit a Tender;

“Works”

means the design and installation works as defined in the Specification in this document.

2 INTRODUCTION

Ynni Llyn is looking to appoint a consultant to work alongside SPManweb and produce an implementation plan which describes a project to release generation and demand capacity on the Llyn Peninsula in North Wales.

Note that the project is currently seeking funding and any appointment will be subject to funding being available.

This document is a Invitation to Tender from interested suppliers. Please fill out this form and re-submit over the Sell2Wales Portal.

All queries should be addressed over the portal, telephone enquiries will not be accepted.

Please note, return quotations by 1600 hours on 14th August 2019.

Persons proposing to submit a Tender are advised to read this Invitation to Tender carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted. Ynni Llŷn's Authorised Officer for the purposes of this Invitation to Tender is:

Name: Wil Parry
Telephone: 07500 894 331
Email: wil@ynnillyn.cymru

Please note that questions regarding the Tender should be addressed via the Q&A facility on the Sell2Wales portal.

Should a person proposing to submit a Tender be in doubt as to the interpretation of any part of this Invitation to Tender, the Authorised Officer will endeavour to answer any enquiries so that queries can be resolved prior to Tenders being submitted. The response by Ynni Llŷn as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. Tenders will be evaluated on the basis of the most economically advantageous offer i.e. the offer that is considered to provide best value to Ynni Llŷn based on an effective combination of quality, cost and service factors. The criteria that will be utilised in this assessment are set out in section 3.9, included later in this document.

2.1 MINIMUM STANDARDS FOR SELECTION

Please note Relevant Experience in the context of Minimum Standards for the work pack is considered to being able to describe relevant experience for all the areas identified in Section 6 within the past 3 years.

2.2 SUSTAINABLE PROCUREMENT

The Company recognises its responsibilities to carry out its Procurement activities in an environmentally responsible and sustainable manner. The Company will therefore strive to:

- Comply with all relevant environmental legislation.
- Ensure that all procurement decisions are taken in the spirit of the Company Environmental Policy.
- Encourage suppliers to deliver environmentally sound products and services through a low carbon and environmentally sustainable supply chain.
- Work with suppliers to help them understand the Company sustainability objectives and find lower impact alternatives where applicable.
- Work with key suppliers to bring about changes and thereby spread sustainability improvements throughout the supply chain.
- Ensure that suppliers environmental credentials are, as far as legally practicable, considered in the supplier appraisal process.

- Ensure that, where appropriate, environmental criteria are used in the award of contracts.
- Specify, wherever possible and reasonably practicable, the use of environmentally sound materials and products.
- Ensure that an opportunity is given for the inclusion within all specifications, of a facility for suppliers to submit offers for environmentally sound alternatives.
- Ensure that life cycle cost and carbon footprint is considered prior to procurement decisions and given the appropriate weight.
- Explore opportunities for recycling of materials as appropriate.
- Address barriers to entry so that SMEs and local suppliers are encouraged to bid for appropriate work.
- Encourage larger contracted suppliers to the Company to include SMEs and local suppliers in their supply chain.

3 INSTRUCTIONS TO TENDERERS

3.1 Acknowledgement

All Tenderers are requested to acknowledge receipt of this Invitation to Tender (ITT) immediately by e-mail to the Authorised Officer.

The acknowledgement should state the following;

- The Tenderers willingness or otherwise to submit a Tender.
- The name of the Tenderers contact to whom all communications regarding this ITT should be addressed.
- If the Tenderer does not wish to, or is unable to Tender, then these documents should be immediately returned to the address given in 3.6.

3.2 Discrepancies, Omissions and Enquiries concerning the Tender Documents

Should the Tenderer find discrepancies in, or omissions from, the Tender Documents, the Tenderer shall notify the Authorised Officer immediately via Sell2Wales.

3.3 Further Instructions / Information

Any instruction or information relating to the tender prior to the Tender due date will be issued to Tenderers by Ynni Llŷn via Sell2Wales.

3.4 Clarification and Queries

There will not be any negotiations on any of the substantive terms of the Tender Documents. Only clarification queries relating to the Tender Documents will be answered.

Tenderers shall communicate all Tender related queries by the Sell2Wales Q&A facility to the Authorised Officer no later than the date identified as deadline for queries, section 3.8. The Authorised Officer will respond to all such queries via the Sell2Wales Q&A facility to all Tenderers.

TELEPHONE OR EMAIL ENQUIRIES WILL NOT BE ACCEPTED.

3.5 Study of Tender Documents

The Tenderer is required to examine the Tender Documents and to obtain all information as it may require enabling it to submit a Tender. The Tenderer shall be deemed to have satisfied itself as to the correctness and sufficiency of its Tender. No claims whatsoever shall be entertained arising out of the Tenderers failure to study the Tender Documents.

3.6 Tender Submission

This Procurement comprises one lot, as below –

- The Tenderer must provide all documents as listed in Section 7 of this ITT.
- All documents must be written in English.

Information provided by the Tenderer in the Tender shall constitute an irrevocable offer to Ynni Llŷn that shall form part of any subsequent contract between the parties.

Your response must be submitted via the Sell2Wales post box facility as follows:

Closing Date: 16:00Hrs on 14th August 2019

Tenders received after the deadline above will NOT be considered.

PLEASE DO NOT E-MAIL YOUR TENDER TO YNNI LLŷN

3.7 Tender Errors and Omissions

If Ynni Llŷn discovers errors or omissions in the Tender, the Tenderer may be required to justify the price/item(s) concerned. Any price adjustments to the Tender made by agreement between Ynni Llŷn and the Tenderer shall be confirmed in writing by the Tenderer to Ynni Llŷn before final acceptance by Ynni Llŷn.

3.8 Procurement timetable

This notice has been advertised through a Non-OJEU e-tendering method in accordance with our procurement policy and EU thresholds.

Ynni Llŷn intends to award of the contract on the date indicated below as 'Notification to All Tenderers' but reserves the right to let the contract at any other date or at a later date, or not at all. Note that the Tender must remain open for acceptance for a period of 120 days.

Ynni Llŷn proposes the following timetable for this Tender:

Activity	Date
Dispatch of ITT	15 th July 2019
Deadline for Queries	2 nd August 2019
Return of Tender	14 th August 2019
Evaluation of Tender	10 th September 2019
Selection of preferred Tenderer	10 th September 2019
Notification to all Tenderers	17 th September 2019
Commencement of Contract(s)	23 rd September 2019

Ynni Llŷn reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

3.9 Evaluation of Tenders

The objective of the evaluation process is to assess the responses to the Tender and select an organisation to deliver the contract for Ynni Llŷn at best value.

Tenders will be evaluated on the basis of the most economically advantageous offer i.e. the offer that is considered to provide best value to Ynni Llŷn based on an effective combination of quality and price factors.

The evaluation will be carried out in two stages:

STAGE ONE – EXCLUSION & SELECTION: A Tenderer must first meet the minimum compliance requirements of questions 2, 3, 4, 5, 7, 8.1, 8.2, 8.3, 8.4 and 8.5 of the tenderer questionnaire (Schedule 8) and achieve a minimum overall weighted score of 70% on Question 6. If all aspects of this part of the evaluation are passed then the submission will be subject to the price and qualitative evaluation. Any Tenderer who does not meet these minimum standards will not proceed to the next stage of the evaluation.

STAGE TWO - AWARD: The price/quality split can be seen below and the Tenderers will be allocated a weighted score against questions 1, 2 and 3 in Schedule 10. The pricing schedule can be seen labelled Schedule 9 and the qualitative criteria responses must be provided within Schedule 10.

Ynni Llŷn may disqualify any Tenderer who:

- Fails to meet the minimum requirements set out in sections 2, 3, 4, 5, 7, 8.1, 8.4 or 8.5.
- Fails to provide a satisfactory response to any questions in the Tender or inadequately or incorrectly completes any question;
- Is awarded a score of '0' for any of the qualitative questions;
- Submits its completed Tender after the deadline.

STAGE ONE - SELECTION & EXCLUSION CRITERIA

A breakdown of the selection criteria and weightings (if applicable) can be seen in the table below.

Schedule 8 – Tenderer Questionnaire		Measure	Weighting Lot 1
Section			
1.1	Potential supplier information	N/A	N/A
2	Grounds for mandatory exclusion	Yes / No	Pass / Fail
3	Grounds for discretionary exclusion	Yes / No	Pass / Fail
4	Financial Information	Yes / No	Pass / Fail
5	Sub-Contracting and Consortia	Yes / No	Pass / Fail
6	Technical and professional Ability - Task 1 - Task 2 or 3	Weighting Weighting	50% 50%
7	Modern Slavery Act	Yes / No	Pass / Fail
8.1	Insurance	Yes / No	Pass / Fail
8.2	Skills & Apprentices	Yes / No	Pass / Fail
8.3	Steel	N/A	N/A
8.4	Suppliers Past Performance	Yes / No	Pass / Fail
8.5	Business Policies a. Health and Safety policy b. Record of any reportable incidence over last 5 years c. Environmental Policy d. Equal opportunities policy e. Quality Assurance Policy	Yes / No	Pass / Fail
	Total		100%

Scoring Methodology

Information Only Questions – These sections must be completed but will be used for information purposes only and will not be scored.

Pass/Fail Questions – In the event of the Tenderer being awarded a 'fail' on any of the pass/fail criteria, the remainder of their tenderer questionnaire and tender submission will not be evaluated.

Scoring for Questions 6 - The technical and professional ability and business policies evaluation will be conducted as follows:

- Each question is scored subjectively by each member of the assessment panel. Individual question scores will be provided from 0-5 as per the scoring structure published within each section of the tenderer questionnaire.
- The members of the assessment panel then moderate any scores which differ by more than one point.
- The scores under each criteria are then added up and averaged by dividing by the number of assessors (E.g. $2 + 3 + 4 = 9$, $9 / 3 = 3$).
- The scores for each criteria are then used to calculate the weighted score as per the weightings in the table above (E.g. 3×0.20 (for 20% weighting) $\times 20 = 12$).
- These weighted scores are then added up to provide the overall score.

If all aspects of this part of the evaluation are passed then the submission will be subject to the price and qualitative evaluation as detailed below.

STAGE TWO - AWARD CRITERIA

Tenders will be evaluated on the basis of:

Price **40%**
Quality **60%**

With the quality criteria being;

Criteria	Weighting
Methodology	40%
Skills and Capabilities	20%

Scoring Methodology

Scoring for Quality - The quality evaluation will be conducted as follows:

- Each question is scored subjectively by each member of the assessment panel.
- Individual question scores will be provided from 0-5 as per the scoring structure published within Schedule 9.
- The members of the assessment panel then moderate any scores which differ by more than one point.
- The scores under each criteria are then added up and averaged by dividing by the number of assessors (E.g. 2 + 3 + 4 = 9, 9 / 3 = 3).
- The scores for each criteria are then used to calculate the weighted score as per the weightings in the table above (E.g. 3 x 0.20 (for 20% weighting) x 20 = 12).
- These weighted scores are then added up to provide an overall score for quality.

As the quality is worth 70% of the overall tender submission, the weighted score for quality is calculated by multiplying the awarded mark by 0.7.

Scoring for Price - The pricing score will be calculated as follows:

- A deviation percentage is given from the lowest price;
- The deviation percentage is then taken away from 100 to give the marks for pricing (e.g. 100 marks are given for the lowest price and 25 marks would be given for a price that is 75% more expensive);
- As the price is worth 40% of the overall tender submission, the weighted score for price is calculated by multiplying the awarded mark by 0.4.

Total Tender Score – The total tender score will be calculated as follows:

The total of the weighted price score and the weighted quality score, maximum 100 marks.

General evaluation information

A Tenderer may be required to clarify its submission. Tenderers are required to respond to requests for clarification within 2 days. If in the opinion of Ynni Llŷn the Tenderer fails to provide an adequate response to one or more points of clarification, or fails to respond by the given deadline, the Tenderer may be excluded from progressing further in the process.

Ynni Llŷn is under no obligation to “follow up” with the Tenderer to obtain information found to be missing.

Ynni Llŷn reserves the right not to select a Tenderer who has been assessed as having grave weaknesses (ie a score of 0) in one particular area covered by this Questionnaire, notwithstanding acceptable or even strong responses in all other areas.

Please note: Supporting information should be presented in the same order and should be referenced to the relevant question. Where word limits are applicable to a question these do not include the supporting information itself (certificates etc) however, references to any supporting material will be counted within the reply. Supporting information which is not referenced will not be considered. Referenced documentation should only support an answer by its presence not provide the answer by its content.

3.10 Notification

Following evaluation of the Tenders Ynni Llŷn will make a decision on which, if any, Tender shall be accepted.

Any letting of the Contract will be conditional on it being approved in accordance with Ynni Llŷn's internal procedures and Ynni Llŷn being generally able to proceed.

4 TENDER CONDITIONS

4.1 Acceptance of Tender

The Tender shall constitute an irrevocable offer to perform/provide the Services the successful Tenderer shall conclude an Agreement with Ynni Llŷn, which shall embody the Tender.

It is clearly understood that the ITT and the submission of the Tender shall not in any way bind Ynni Llŷn to enter into a contract with the Tenderer or involve Ynni Llŷn in any financial commitment whatsoever in this respect. The Tenderer is also advised that Ynni Llŷn shall not bind itself to accept the highest, or any, Tender.

The Tender shall remain open for acceptance for a period of 120 Days from the closing date for the receipt of Tenders.

Ynni Llŷn is not bound to accept the lowest or any Tender and may accept the whole or part of any Tender.

The Tenderer's attention is particularly drawn to the following:

NO USEFUL PURPOSE IS SERVED BY ENQUIRING THE RESULT OF COMPETITIVE TENDERING – ALL TENDERERS ARE NOTIFIED AS EARLY AS POSSIBLE.

4.2 Rejection of Tender

Ynni Llŷn will not consider and will reject any Tender if:

- the Tender is incomplete or vague or is submitted later than the prescribed date and time; or
- the Tender is not in accordance with the ITT and all other provisions of the Tender Documents or is in breach of any condition contained in the ITT; or
- any Tender in respect of which the Tenderer:
 - has directly or indirectly canvassed any official of Ynni Llŷn or obtained information from any other person who has been contracted to supply goods or provide services or works to Ynni Llŷn concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer; or
 - fixes or adjusts the amount of their Tender by or in accordance with any agreement or arrangement with any other person; or
 - communicates to any person other than Ynni Llŷn the amount or approximate amount of the figures shown in the proposed Tender except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of insurance or financing; or
 - enters into any agreement with any other person that such other person shall refrain from submitting a Tender or shall limit or restrict the figures to be show or referred to by another Tenderer; or
 - offers to agree to pay to any person having direct connection with the ITT process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Tender, any act or omission.

4.3 Amendment to Tender Documents

Should any additions or deletions to the Tender Documents or the provision of supplementary documentation be considered necessary prior to the date for submission of Tenders, these will be issued by Ynni Llŷn to Tenderers via Sell2Wales and will be deemed to then form part of the Tender Documents; Ynni Llŷn reserves the right to extend any date for submission of the Tenders accordingly.

4.4 Tenderers Responsibilities

A Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the information provided within this document which shall cover all obligations under the Contract and a Tenderer shall also be deemed to have obtained for itself all necessary information as to risks,

contingencies and any other circumstances which might reasonably influence or affect its Tender. The Tenderer is responsible for obtaining all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by a Tenderer in connection with the preparation and submission of a Tender shall be borne by the Tenderer. Please see paragraph 3.4 for more information on communicating, clarifications and queries to Ynni Llŷn.

4.5 Client Representatives

No person in Ynni Llŷn's employ or other agent, except as so authorised by the Authorised Officer, has any authority to make any representation or explanation to Tenderers as to the meaning of the Agreement or any other Tender Document or as to anything to be done or not to be done by Tenderers or the successful Tenderer or as to these instructions or as to any other matter or thing so as to bind Ynni Llŷn.

4.6 Tender Documents

The documents which constitute the Tender Documents and all copies are and shall remain the property of Ynni Llŷn and save for the purposes of the Tender, must not be copied or reproduced in whole or in part and must be returned to Ynni Llŷn upon demand.

4.7 Tenderer's Warranties

In submitting the Tender the Tenderer warrants and represents and undertakes to the Client that:

- it has not done any of the acts or matters referred to in paragraph 4.2 of this ITT and has complied in all respects with this ITT;
- all information, representations and other matters of fact communicated (whether in writing or otherwise) to by the Tenderer or its employees, officers, agents or advisers in connection with or arising out of the Tender are true, complete and accurate in all respects;
- it has made its own investigations and research, and has satisfied itself in respect of all matters relating to the Tender Documents;
- it has full power and authority to enter into the Agreement and provide the Services and will if requested produce evidence of such to Ynni Llŷn;
- it is of sound financial standing and the Tenderer and its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Tenderer submitted to Ynni Llŷn) which may adversely affect such financial standing in the future.

4.8 Ynni Llŷn's warranties and disclaimers

The fact that a Tenderer has been invited to submit a Tender does not necessarily mean that the Tenderer has completely satisfied all Ynni Llŷn's criteria and the Client may require further information as appropriate and assess this as part of the Tender evaluation process.

The Tenderer shall have no claim whatsoever against Ynni Llŷn in respect of such matters and in particular (but without limitation) Ynni Llŷn shall not make any payments to the successful Tenderer and no compensation or remuneration shall otherwise be payable by Ynni Llŷn to the Tenderer in respect of the Services by reason of the Specification being different to that envisaged by the Tenderer or otherwise.

Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, Ynni Llŷn does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. Ynni Llŷn does not make any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Tenderer or its professional advisors.

Each Tenderer to whom the ITT is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Agreement.



This ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement. Under no circumstances shall Ynni Llŷn be liable to a Tenderer in respect of any costs incurred by a Tenderer (whether directly or otherwise) in relation to the preparation or submission of a Tender.

5 BACKGROUND

The energy sector faces unprecedented challenges in decarbonisation, energy security and the creation of resilient energy systems including more efficient storage to cope with periods of peak demand and the variability of renewable sources. In addition, with ever increasing levels of fuel poverty, new innovations are required to reduce price volatility and deliver low carbon electricity to consumers at lower prices.

On the Llŷn Peninsula in North Wales, the SPManweb grid network is constrained in such a way that there is very limited capacity available to accept new renewable energy generation. This severely limits the ability of the communities in the area to benefit from renewable energy as they are able to in other parts of the country. In addition, the network is limited in its capacity to accept the anticipated new demand from increasing electric vehicle and heat applications.

As more consumers switch to locally generated renewable electricity, the take up of electric vehicles increases and additional generators wish to connect there will be a corresponding increase in the requirements on the local network. There is a strong need to ensure that the local distribution network has the capacity to accommodate this increase in utilisation.

SPEN are proposing an Active Network Management (ANM) scheme to alleviate network pressure in the area, in 2020 but limitations on the existing communications provision in the area could cause this to be significantly delayed.

New technologies and business models, such as storage, demand side management and local supply models offer the potential to alleviate network constraints and accelerate the connection of renewable generation on the Llŷn network.

A company is therefore sought to deliver a project, working with SPManweb, to create a fully costed implementation plan that demonstrates and quantifies how additional renewable energy generating capacity can be managed on the local distribution network and enables the network to integrate additional end user demand, additional generation, a local supply or peer to peer electricity trading scheme and, if beneficial, the installation of storage device or devices.

5.1 The client – Ynni Llŷn

Ynni Llŷn is a Community Interest Company working on the Llŷn Peninsula with the aim of:

“Facilitating the sustainability of communities on the Llŷn Peninsula by securing sources of energy and fuel that is renewable, affordable and reduces carbon emissions whilst contributing to the local economy”

Decarbonising heating, electricity and transport currently equates to switching to renewably sourced electricity. Ynni Llŷn aims to encourage this switch by reducing the cost of electricity for end users, domestic and commercial, through utilising a local supply or peer to peer electricity trading scheme.

Ynni Llŷn will create an energy ecosystem where the benefit from generating energy from local, natural resources directly contributes to the area and its communities.

Ynni Llŷn has a track record of supporting sustainable energy schemes in the area including:

- The proposed Solar Farm in Botwnnog and, should the development go ahead, will receive 8 solar panel installations for community use.
- The first community PV installation in the north of Wales used to reduce the running costs of Sarn Memorial Hall.
- Holding energy saving drop in sessions providing practical solutions and advice on how to reduce energy cost and energy use.

- Audit of energy needs in Botwnnog, Tudweiliog and Aberdaron wards – see the results [here](#).

5.2 Project timescales

It is intended that the works be started in autumn 2019, over a period of 6 months.

The project is aiming to secure funds from the Welsh European Funding Office, however the order under this contract will only be placed once mobilisation milestones have been met (by the client). This is expected to occur in August 2019 but it is possible that this could be delayed if funding is not forthcoming.

6 SCOPE OF WORKS

6.1 Introduction

The project will focus on the Botwnnog sub-station network utilising smart grid technology and minimising current infrastructure reinforcement, in a way that allows additional capacity on that network enabling new generators, additional consumers (EV Rapid charge points for example) and the implementation of a local supply/peer to peer electricity trading scheme.

The area in question has an 11kW network with low number of dispersed consumers and generators, numbers too low to justify wholesale (or any) network reinforcement – i.e. the market is failing to drive the investment required to enable the transition to a low carbon economy.

6.1.1 Project Aims

1. To enable new renewable generation to be connected to the SPEN network on the Llyn peninsula.
2. To enable community benefit from energy generation on Llyn.
3. To enable greater capacity for Electric Vehicle charging in the area.

6.1.2 Project Objective

A fully costed implementation plan that demonstrates and quantifies how additional renewable energy generating capacity can be managed on the local distribution network and enables the network to integrate additional end user demand, additional generation, a local supply or peer to peer electricity trading scheme and, if beneficial, the installation of storage device or devices.

6.1.3 SPEN support

Scottish Power Energy Networks have indicated their willingness to trial or pilot an Active Network Management system in the area. One of the issues may be a lack of a communications network with sufficient redundancy and diversity. An MoU has been developed to support this project with outline terms as below. For this reason the successful bidder will be able to expect support from SPEN as follows:

1. Attendance at project management meetings where innovative capacity releasing solutions can be discussed, explored and researched. This will entail:

- 1.1. Provision of network information with respect to the modes of operation that constrain the network around Botwnnog both in generation and demand (for example very sunny - nobody home, or no wind no sun at half time in the football)
- 1.2. Where possibly provide a general understanding of the generation technologies or demand characteristics that give rise to these modes of operation
- 1.3. Provide an understanding of the timing, frequency and duration of these constraints
- 1.4. Provide an understanding of unusual modes of network operations, eg outages, that would cause additional constraints, the frequency and duration of these
2. Network modelling of scenarios explored (1 above) as proposed by Ynni Llŷn with outputs that include metrics that allow the proposed scenarios to be refined, for example quantifying the extent of the over-voltage / thermal constraint and under what conditions.
3. A detailed assessment of the leading scenarios to determine and communicate what constraints, if any, (for example curtailment) would need to be applied to enable them and the outline specification for these, for example a diverse communications link.

6.1.4 Network Status

A meeting was held with SPEN in May 2019 to better understand the status of the existing network and the factors affecting the current constraints. In addition the constraints are described in the heatmap which can be found at:

https://www.spenergynetworks.co.uk/pages/sp_manweb_heat_maps.aspx

The SPManweb area network functions as an interconnected system in that is intended to increase asset utilisation and security of supply. Detailed information can be found in the The Long Term Development Statement (LTDS) https://www.spenergynetworks.co.uk/pages/ltds_reports.aspx.

This also provides further detailed information on constraints and states that:

“Most of SP Manweb’s distribution network is designed to operate substations in interconnected groups with standard transformer and cable sizes and standard protection schemes. The 132 kV and 33 kV networks are operated interconnected throughout the SP Manweb area. The HV and LV networks are typically operated interconnected in most urban areas and radial in rural areas. The SP Manweb interconnected distribution networks are planned and operated to withstand the sudden loss or withdrawal from service of any primary circuit without any loss of supply to customers or an unacceptable deviation in voltage or frequency. This assumes an intact system with no pre-existing circuit outages.”

It is the limits of this system, and under abnormal operating conditions that drives the constraints on the network.

On the Llyn peninsula, there are reportedly 1200 households, of which 40% are in fuel poverty. There are a small amount of businesses using power and these tend to be agricultural. More can be found out about the local demand [here](#). Owing to the large amount of generation connected locally and in the wider 132kV group an Active Network Management Scheme is proposed to be installed at the end of 2020.

Only some of the 11kV network has remotely controlled operations and none of the LV network can be remotely controlled. For this reason, to implement a multi-voltage ANM scheme has multiple challenges, particularly as is the case here, that the existing communications network in the area is not yet resilient enough to adequately support the required diversity of comms.

The network at Llyn is shown below in Figure 1 and Figure 2.

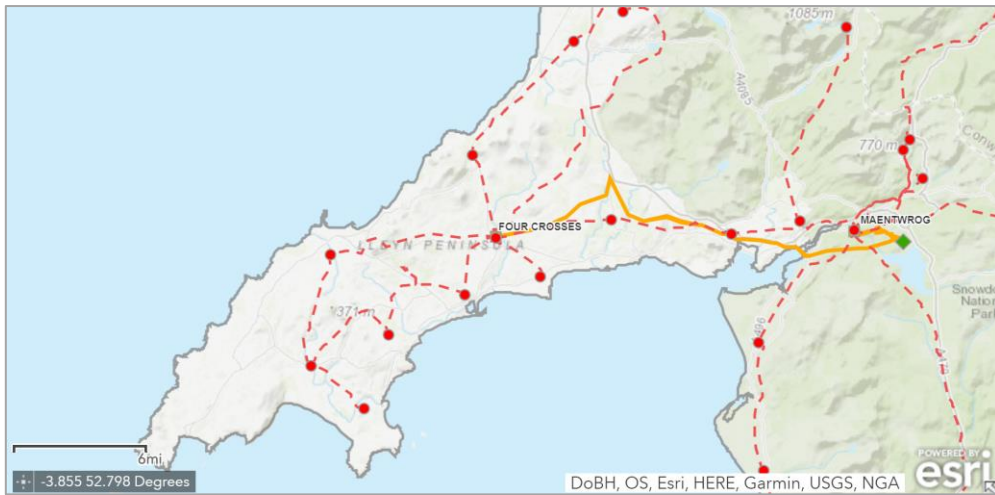


Figure 1 - The 33kV and 132kV networks at the Llyn peninsula



Figure 2 - The 11kV network at Llyn showing approximate corresponding transformer supply boundaries

6.1.4.1 Summary of constraints from Heat Map

These should not be relied upon as can change from time to time. Tenderers should make their own enquiries if they need to rely upon information of this nature. The heatmap can be found at :

https://www.spenergynetworks.co.uk/pages/sp_manweb_heat_maps.aspx

On the heat map, each substation and circuit have been assigned one of the following categories:

Green

All operational factors are within tolerable limits and so opportunities may exist to connect additional Distributed Generation without reinforcing the network (subject to detailed studies).

Amber

At least one factor is nearing its operational limit and hence, depending on the nature of the application, network reinforcement may be required. However, this can only be confirmed by detailed network analysis.

Red

At least one factor is close to its operational limit and so installation of most levels of Distributed Generation and a local connection is highly unlikely. It may also require extensive reinforcement works or given the lack of a local connection, require an extensive amount of sole user assets to facilitate such a connection.

Grid Substation Constraint

Substation Name: FOUR CROSSES

Voltage (kV): 132/33

Grid Group: FOUR CROSSES GT2 / MAENTWROG GT1 / MAENTWROG GT2

Supergrid Group: TRAWSFYNYDD

Group Firm Capacity (MVA): 90.00

Group Maximum Load (MVA): 67.60

Group Minimum Load (MVA): 16.90

Group Generation Connected (MW): 102.60

Group Generation Contracted (MW): 30.00

Overall Category: AMBER

132kV Generation Capacity: Amber

33kV Fault Level: Green

Wider Constraint Category: Green

Wider Constraint:

Primary Substation Constraint

Substation Name: FOUR CROSSES

Nominal Voltage (kV): 33/11

Substation Group: FOUR CROSSES T1

Grid Substation Group: FOUR CROSSES GT2 / MAENTWROG GT1 / MAENTWROG GT2

Group Firm Capacity (MVA): 4.00

Group Maximum Load (MVA): 2.32

Group Minimum Load (MVA): 0.58

Group Generation Connected (MW): 2.30

Group Generation Contracted (MW): 5

33kV Overall Category: RED

33kV Generation Capacity: Red

33kV Wider Constraints: Amber

HV Overall Category: RED

HV Reverse Power Flow: Amber

HV Generation Capacity: Red

HV Fault Level: Green

HV Wider Constraints:

Primary Substation Constraint

Substation Name: BOTWNNOG

Nominal Voltage (kV): 33/11

Substation Group: BOTWNNOG T1

Grid Substation Group: FOUR CROSSES GT2 / MAENTWROG GT1 / MAENTWROG GT2

Group Firm Capacity (MVA): 7.50

Group Maximum Load (MVA): 3.03

Group Minimum Load (MVA): 0.76

Group Generation Connected (MW): 0.00

Group Generation Contracted (MW): 0

33kV Overall Category: RED

33kV Generation Capacity: Red

33kV Wider Constraints: Amber

HV Overall Category: RED

HV Reverse Power Flow: Red

HV Generation Capacity: Red

HV Fault Level: Green

HV Wider Constraints:

All 33kV circuits are RED

All 11kV circuits are RED

In summary, there is currently very little potential for connecting new renewables on the Llyn peninsula. Informally, this is expected to be in the region of 200kW at Botwnnog.

6.2 Work Package – ‘Development of a Costed Implementation Plan’

The work is being procured in a single Lot for a single work package ‘Development of a Costed Implementation Plan’. This work package is divided into six tasks.

6.2.1 TASK 1 - Assessment of existing network constraints

Liaise with SPEN to understand the constraints on the 33kV, 11kV and LV network for the Llyn peninsula.

Identify locations if and where capacity may be available at present.

Establish the maximum potential capacity for demand and generation that could be released and the cost of works that would be required to release it.

Understand existing plans by SPEN to upgrade the network and use active network management (ANM).

Determine the nature and extent of network data that is available to the project to facilitate the design of ANM or other schemes to enable additional generation and demand to be connected.

6.2.2 TASK 2 – State of the market assessment

Undertake a review of the state of the market with respect to innovations being used by DNOs and others across the UK to enable new renewable generation and increased demand on the existing network.

This review should include a desk based technical and financial review of:

- Active Network Management Schemes
- Storage used as DNO network balancing
- Smart grid initiatives
- Local supply schemes
- Demand Side Management projects

The technical review should explain the technology used, which elements are innovative, any barriers the project overcame and if available the results.

The financial review should determine the budget and funding mechanism (as far as possible with publicly available information) for each of the projects identified in the technical review. The financial benefit of each scheme should also be considered where possible.

6.2.3 TASK 3 – Optioneering and engineering design

Given the existing network constraints determined in Task 1 and an understanding of the possible options available to the project from Task 2, the next step is to undertake an optioneering exercise to determine the most suitable and promising possible projects for achieving the objectives at the Llyn Peninsula.

Specifically, options should be assessed on their ability to enable new generation and demand to be connected at minimum cost to the generators and consumers.

A short list of options will be agreed with the client for further consideration. These could include different combinations of different technologies, different proportions of different technologies or single technology projects to clearly quantify the benefits of a particular type.

Tenderers should expect to take a minimum of 3 options through to detailed modelling stage, where they will be expected to work alongside SPEN to determine the impact on the existing network, whether any network reinforcement would be required and the extent of such. In particular this stage would also specify what network controls and comms would be required to enable the project. This will then give a clear indication as to what generation and demand capacity could be released by the project.

In addition the following outputs are required:

- i. A technical specification of what measurements would be required on the SPEN network and where
- ii. A functional specification of the control system and regime
- iii. An assessment of the potential to use consumer smart metering in an ANM scheme
- iv. A quantification of the potential benefit of a local supply model to the scheme

6.2.4 TASK 4 – Financial Analysis

Establish the capital cost and ownership models of the shortlisted options through interaction with potential equipment suppliers and industry awareness. Where uncertainties remain, the tenderer should attempt to quantify the potential margin for variation indicating minimum and maximum costs where appropriate.

The capital cost estimate should include a breakdown of all components, consents and permissions including land costs required to deliver the project. It should also include an estimate of management and procurement costs.

In addition the annual operating cost of the project should be estimated, making it clear who is responsible for the costs and how they vary with scheme utilisation or number of consumers.

A range of ownership models should also be considered, giving consideration to the community benefit focus of the client. At a minimum these should include:

- 100% community ownership via an appropriate legal structure such as a CBS or CIC.
- 100% ownership by SPManweb (If feasible to do so)
- A combination of community and SPManweb ownership
- Offering tenders to third parties to own an operate aspects of the project.

Select a preferred option in discussion with Ynni Llŷn, SPEN and taking account the outputs of the previous Tasks.

6.2.5 TASK 5 – Development of an implementation plan

The primary output of this commission is an Implementation Plan that can then be used as a start point to secure funding and initiate the delivery of the project.

This plan is a single document that will include:

- Description of the background to the project;
- Project goals and objectives in terms of intended outputs and/or outcomes;
- An estimated project budget including capital and revenue costs
- An estimated project schedule;
- Consideration of different contract / delivery strategies
- How the project will be delivered and by who
- How the project will be managed
- Any anticipated procurement requirements
- The reporting and review arrangements;
- The evaluation plan – how success will be measured;
- A risk register with proposed mitigations

6.2.6 TASK 6 – Reporting

In addition to the Implementation Plan above, a report will be required detailing the methods and findings of work undertaken in Tasks 1-5 above.

6.3 Contract form and terms

It is proposed to undertake the works under the standard Ynni Llŷn contract on a fixed price basis, or other contract to be agreed between the parties.

7 TENDER SUBMISSION LIST – TO BE RETURNED WITH TENDER SUBMISSION

Name of Tenderer: **[Please enter your organisation name]**

The Tenderer has submitted the following information with this Tender.

Schedule No.	Document	Please tick if enclosed
1	Agreement	(Not required)
2	Agreement Acceptance Sheet	(Not required)
3	Form of Tender	
4	Declaration of Direct or Indirect Interest	
5	Certificate as to Canvassing	
6	Declaration	
7	Certificate of Compliance – Insurance	
8	Tenderer Questionnaire – Selection Criteria	
9	Pricing Detail – Award Criteria	
10	Quality Information – Award Criteria	

To be completed and returned with Tender submission.

Any missing information may result in your Tender being rejected.

Schedule 1 – Agreement

Contract documentation will be supplied on successful identification as preferred bidder.

Schedule 2 – Agreement Acceptance

Contract acceptance will be signed after review of contract terms.

Schedule 3 - Form of Tender

INCORPORATING COLLUSIVE TENDERING CERTIFICATE

To: Ynni Llŷn

Having examined the Tender Documents for the granting of the Agreement we offer to provide the Service in conformity, without qualification, therewith and in accordance with the sum/sums set out in schedule 9 of this Tender.

Unless and until a formal agreement is prepared and executed, the Tender together with your written acceptance thereof, shall constitute a binding contract between us

We understand you are not bound to accept the highest Tender or any Tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender

We certify that this is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- communicate to a person other than the person calling for those Tenders the amount or approximate amount set out in the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary or required for the preparation of the Tender
- enter into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted
- offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Agreement any act or thing of the sort described above

In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not

Signed.....

Date

In the capacity of (Job title).....

duly authorised to sign tenders and give such certificates for and on behalf of (Company name in BLOCK CAPITALS)

Telephone No.

Postal Address

.....

NOTE: THIS FORM MUST NOT BE AMENDED

To be signed, completed and returned with your Tender submission



Schedule 4 - Declaration of Direct or Indirect Interest

I/We hereby certify that to the best of my/our knowledge and belief, no person or persons who is a Client, Officer, Servant or Agent of Ynni Llŷn has any direct or indirect interest in or connection with the Tenderer

Signed.....

Date

In the capacity of (Job title).....

duly authorised to sign tenders and give such certificates for and on behalf of (Company name in BLOCK CAPITALS)

Telephone No.

Postal Address

.....

.....

NOTE: THIS FORM MUST NOT BE AMENDED

To be signed, completed and returned with your Tender submission



Schedule 5 - Certificate of Canvassing

I/We hereby certify that I/We have not and will not canvass or solicit any Member, Officer or Employee of Ynni Llŷn in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

Signed.....
Date
In the capacity of (Job title).....

duly authorised to sign tenders and give such certificates for and on behalf of (Company name in BLOCK CAPITALS)

Telephone No.
Postal Address
.....
.....

NOTE: THIS FORM MUST NOT BE AMENDED
To be signed, completed and returned with your Tender submission

Schedule 6 – Declaration

Provision of Development of a Costed Implementation Plan Work Package.

I/We

Carrying on business at

.....
.....

hereby Tender and undertake to provide the Services in accordance with the Tender Documents.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents shall not affect the Agreement and may cause the Tender to be rejected.

I/We agree that this Tender shall remain open to be accepted or not by Ynni Llŷn and shall not be withdrawn for a period of 120 days from this date.

Unless and until the formal Agreement is prepared and executed, this Tender, together with Ynni Llŷn’s acceptance thereof in writing, shall constitute a binding contract between the two parties.

I/We certify that the details of this Tender have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person.

I/We understand that you are not bound to accept the highest Tender or any Tender you may receive.

I/We certify that this is a bona fide Tender.

Signed.....

Date

In the capacity of (Job title).....

duly authorised to sign tenders and give such certificates for and on behalf of (Company name in BLOCK CAPITALS)

Telephone No.

Postal Address

.....
.....

NOTE: THIS FORM MUST NOT BE AMENDED

To be signed, completed and returned with your Tender submission

Schedule 7 - Certificate of compliance – Insurance

In the matter of the proposed Agreement between Ynni Llŷn and
..... (the Supplier)

for the provision of Development of a Costed Implementation Plan work package.

It is hereby certified that the Supplier is insured against any liability loss claim proceedings and costs whatsoever and whether arising under common law or statute:

- in respect of personal injury to or death of any person whomsoever whether employed by the Supplier or otherwise; and
- in respect of any loss or damage whatsoever to any property real or personal including any property belonging to or in the control of Ynni Llŷn; and
- arising out of or in the course or caused by the execution of the Agreement.

It is further certified that the insurance cover provides a level of indemnity for Employers Liability at £5 million, Public Liability at £10 million for each and every incident or accident.

It is further certified that the policies that meet the requirements set out herein bear endorsement indemnifying Ynni Llŷn as Principal.

Please tick

Copies of Insurance Policies enclosed

Please confirm here if your organisation does not currently meet Ynni Llŷn’s Insurance requirements

If, following the evaluation, your organisation is the successful Tenderer and you do not currently meet Ynni Llŷn’s Insurance requirements, the contract will not be concluded until evidence is produced to certify that the correct levels of insurance have been obtained.

Signed.....
Date
In the capacity of (Job title).....

duly authorised to sign tenders and give such certificates for and on behalf of (Company name in BLOCK CAPITALS)

Telephone No.
Postal Address
.....
.....

NOTE: THIS FORM MUST NOT BE AMENDED

To be signed, completed and returned with your Tender submission

Schedule 8 – STAGE ONE – SELECTION CRITERIA – TENDERER QUESTIONNAIRE

S8 - Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status public limited company limited company limited liability partnership other partnership sole trader third sector other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) Voluntary Community Social Enterprise (VCSE) Sheltered Workshop Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

S8 - Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		Grounds for mandatory exclusion
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p>Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion
	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a	Yes <input type="checkbox"/> No <input type="checkbox"/>

	contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

S8 - Selection Questions⁴

Section 4 Economic and Financial Standing		
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6 Technical and Professional Ability	
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⁴ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

<p>6.1</p>	<p>Relevant experience and contract examples for the Lot</p> <p>Please provide details of up to three contracts that are relevant to our requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p> <p>This question is scored out of 5</p> <p>0 Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.</p> <p>1 Major reservations - Response is largely not relevant. The response addresses very few elements of the requirement and contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.</p> <p>2 Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.</p> <p>3 Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.</p> <p>4 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.</p> <p>5 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.</p>
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	Contract 1
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract Start date	
Contract completion date	
Estimated contract value	

	Contract 2
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract Start date	
Contract completion date	
Estimated contract value	

	Contract 3
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract Start date	

Contract completion date	
Estimated contract value	

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>This question is scored out of 5</p> <p>0 Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.</p> <p>1 Major reservations - Response is largely not relevant. The response addresses very few elements of the requirement and contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.</p> <p>2 Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.</p> <p>3 Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.</p> <p>4 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.</p> <p>5 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.</p>
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url ...

		No <input type="checkbox"/> Please provide an explanation
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Section 8	Additional Questions
8.1	Insurance
a.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the minimum levels of insurance cover indicated below : Y/N Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £10,000,000 *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

8.2	Skills and Apprentices ⁵ – (please refer to supplier selection guidance) NOT APPLICABLE	
a.	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.3	Steel ⁶ – (please refer to supplier selection guidance) NOT APPLICABLE	
a.	Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management	

⁵ [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

⁶ [Procurement Policy Note 16/15– Procuring steel in major projects](#)

b.	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.
c.	<p>Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:</p> <p>(i) Your company</p> <p>(ii) All your supply chain members involved in the production or supply of steel.</p>

8.4	Suppliers' Past Performance⁷ - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities) NOT APPLICABLE	
a.	Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	On request can you provide a certificate from those customers on the list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	If you cannot obtain a certificate from a customer can you explain the reasons why?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e.	Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.5	Business policies	
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the necessary business policy documents as detailed below: Y/N</p> <p>a) Health and Safety Policy b) Record of any reportable incidents over last 5 years c) Environmental policy d) Equal Opportunities Policy e) Quality Assurance Policy</p>	

⁷ [Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)

Schedule 9 – Pricing Detail (40%)

This Procurement will be allocated in 1 Lot.

LOT 1: DEVELOPMENT OF A COSTED IMPLEMENTATION PLAN

Potential providers have the opportunity to submit fixed price bids for the Lot(s)

Ynni Llŷn reserves the right to award not to award the Lot(s) if no suitably economically advantageous option is received.

Having examined the specification and conditions for the Contract, we offer to supply the service in conformity therewith for the prices set out below, total estimated value is as follows:-

LOT 1: DEVELOPMENT OF A COSTED IMPLEMENTATION PLAN

£

_____ pounds _____ pence

(Also enter amount above in words)

The above is a fixed price. All prices exclude VAT

Please also complete the following pricing schedule. If you are proposing different options for any item, please make it clear which is your preferred option and itemise in such a way that the total price for the works can be clearly ascertained.

Similarly, we prefer bids to include all elements of the scope. If you are not providing a price for a particular element please advise the reason why.

ITEM	Fixed price (ex VAT)
1. Assessment of existing network constraints	
2. State of the market assessment	
3. Optioneering and engineering design	
4. Financial analysis	
5. Development of implementation plan	
6. Reporting	
Total price	

Schedule 9 – STAGE TWO – AWARD CRITERIA – QUALITY

Structured scoring methodology for all questions

0	Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Major reservations - Response is largely not relevant. The response addresses very few elements of the requirement and contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled..
2	Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
3	Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
4	Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
5	Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Main Criteria:

Methodology	40%
Skills and Capability	20%

METHODOLOGY (40%)

Please provide details of how you are proposing to undertake the brief **for each item** of works detailed in the Scope including:

1. Assessment of existing network constraints
2. State of the market assessment
3. Optioneering and engineering design
4. Financial analysis
5. Development of implementation plan
6. A full schedule for the work
7. An assessment of project risks and mitigations

1. ASSESSMENT OF EXISTING NETWORK CONSTRAINTS

a) Please describe the proposed methodology you will use
[Response max 300 words]
e) Other information
Please provide any further information that you consider to be important. [Response max 500 words]

2. STATE OF THE MARKET ASSESSMENT

a) Please describe the method you will use to undertake your market assessment.
[Response max 500 words]

3. OPTIONEERING AND ENGINEERING DESIGN

a) Please describe the process of optioneering and engineering design, including system modelling (please indicate if this is being undertaken in house or by another organisation)
[Response max 300 words]

4. FINANCIAL ANALYSIS

a) Please describe the method you will use to undertake your financial analysis with a description of the key elements.

[Response max 500 words]

5. DEVELOPMENT OF IMPLEMENTATION PLAN

b) Please describe the method you will use to develop your implementation plan with a description of the key elements.

[Response max 500 words]

6. A FULL SCHEDULE FOR THE WORK

c) Please provide a Gantt chart with key dates assuming a start date of 02/09/19 (or otherwise if this is not achievable).

[Response or attached?]

7. AN ASSESSMENT OF PROJECT RISKS AND MITIGATIONS.

a) Please provide an assessment of the main risks to the project in
i. The delivery of this project
ii. The subsequent construction and operational phase and how these will be mitigated.

[Response max 300 words]

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SKILLS AND CAPABILITY (20%) [max 1000 words]

a) Please provide details of previous smart grid and local supply projects you have been involved with including details of your responsibilities in those projects. Please provide details of staff that will deliver the project and their experience.

[Response]

b) Please provide CVs of personnel who will work on the project

CVs for project managers and key project staff should be attached to your response.

8 Timescales

Please return Quotations via sell2wales by 1600 hours on 14th August 2019.

9 Further information

Enquiries on project scope and any further details are welcomed prior to submission of your quotation. Please use the Sell2Wales portal to enquire.