

20 February 2025

Dear Sir/Madam,

Invitation to Tender for the Quick floating substructure Connection and Disconnection Process project for the Floating Wind Joint Industry Programme

You are invited to submit a proposal for the Quick floating substructure Connection and Disconnection Process project which is part of the Floating Wind Joint Industry Programme. The key objective of this project is Establish safe, efficient, and cost-effective procedures for the connection and disconnection of moorings and cables, including necessary electrical testing, while minimising risks to personnel and equipment, and defining the required marine spread.

Please be aware that this process is a non-mandatory procurement process, published for transparency and best practice. All timescales are based, as near as possible, to the Open Procedure. However, dates referred to below may be subject to change where this is necessary in the interests of the project (such changes will be notified in advance).

Should your proposal be successful an Award Letter, the Scope of Work, the Carbon Trust Conditions of Contract ("**Conditions**"), and any clarifications agreed in writing, will establish the Contract for the Quick floating substructure Connection and Disconnection Process project (the "**Contract**") between you and the Carbon Trust. The Conditions accompany this ITT for your prior review. Please note that in the interests of transparency and fairness, these Conditions are non-negotiable, although we will provide clarifications to any queries you may have prior to submitting your Tender, answers to which will be distributed to all bidders as set out below. Bids that fail to accept the Conditions in their full un-amended form (other than changes explicitly accepted and agreed by the Carbon Trust on the clarifications page) at the time of submission will be considered to be non-compliant and may, at the Carbon Trust's discretion, be excluded from the procurement process.

Clarification questions must be emailed to karolina.zieba@carbontrust.com and FloatingWind@carbontrust.com any time before 2 April 2025. Answers to clarification questions will be communicated by 9 April 2025. Answers can be found at: <https://www.carbontrust.com/about-us/tenders>.

Unless informed to the contrary, Tenders and communications should be sent by e-mail to the following e-mail address: karolina.zieba@carbontrust.com and FloatingWind@carbontrust.com.

Please submit your proposal by 23 April 2025.

The timeline of this procurement process is as follows:

Deadline for clarification questions	2 April 2025
Clarification response date	9 April 2025
Submission of full proposal	23 April 2025
Bidder interviews	Week commencing 12 May 2025
Project kick off	Week commencing 9 June 2025

If you have any questions about the timing, please let us know.

We look forward to receiving your Tender.

Yours sincerely,

Karolina Zieba
For and on behalf of
THE CARBON TRUST

IMPORTANT INFORMATION FOR BIDDERS

Publishing

Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be published, reproduced, copied, distributed or disclosed to any person for any purpose other than consideration by the recipient of whether or not to submit a Tender.

Tender evaluation

The received tenders will be evaluated by the Carbon Trust and the Floating Wind JIP Partners against the criteria provided in section 7 and the Bidder authorises the Carbon Trust to share its submitted Tender with the Floating Wind JIP Partners for this purpose. A shortlist of Bidders will be created and invited for interview. Carbon Trust will do a vetting of the shortlisted bidders. Carbon Trust may request shortlisted bidders to fill-in a Due Diligence Questionnaire to supply additional information prior to being invited for an interview.

Contracting

Bidders should note that the Scope of Work described in this Invitation to Tender (ITT) does not constitute an offer to contract with the Carbon Trust. It only represents a definition of specific requirements and an invitation to submit a Tender proposal addressing these requirements.

Issuance of this ITT and the subsequent receipt and evaluation of the Tenders by the Carbon Trust does not commit the Carbon Trust to enter into a Contract with any Bidder.

Should Your Tender be successful, a Final Scope of Work that builds upon the Scope of Work contained in section 4 of this document and Your Approach to Work will be mutually agreed between You and the Carbon Trust. Once the Final Scope of Work is agreed, Your offer will be formally accepted by the Carbon Trust issuing an Award Letter, the Final Scope of Work, the Floating Wind JIP Stage III Contractors' Conditions, and any clarifications agreed in writing. The Award Letter, the Final Scope of Work, the Floating Wind JIP Stage III Contractors' Conditions, and any clarifications agreed in writing will establish the Contract for the Quick floating substructure Connection and Disconnection Process project (the "**Contract**") between You and the Carbon Trust. With the exception of any minor amendments to the Floating Wind JIP Stage III Contractors' Conditions which may be requested by the Bidder, the submission of a Tender shall constitute unqualified acceptance of the Floating Wind JIP Stage III Contractors' Conditions. In the event that minor amendments to the Floating Wind JIP Stage III Contractors' Conditions are requested, such amendments must be clearly stated and the exact alternative wording must be provided in Annex A of the Tender Certificate. Please note that it is at the sole discretion of the Carbon Trust to accept any of the proposed amendments and that the Carbon Trust reserves the right to require the provision of further information in relation to any such request. No minor changes other than those contained in Annex A of the Tender Certificate at the time of submitting the Tender will be considered. No material changes will be considered at any time.

Mechanics of the Tender process

Bidders should also note that:

- it is at the discretion of the Carbon Trust whether to accept any non-compliant Tender or whether to reject any non-compliant tenders without progressing such tenders through the evaluation phase;

- the Carbon Trust reserves the right not to accept the lowest priced Tender or any Tender whatsoever;
- the Carbon Trust reserves the right to accept more than one Tender;
- unless a Bidder makes a formal statement to the contrary, the Carbon Trust reserves the right to accept any part of a Bidder's Tender without accepting the remainder;
- formal notification that a Tender has been successful will be communicated in writing by the Carbon Trust;
- the costs of tendering are the full responsibility of the Bidder; and,
- the pricing set by Bidders shall be valid for a minimum of 90 days.

Bids may be submitted by individuals, companies, organisations or consortia.

Bidders should be aware that dates referred to in this Invitation to Tender may be subject to change where this is necessary in the interests of the Project (such changes will be notified in advance).

The Tender Certificate, Main Bid Document and any correspondence must be written in English. This Invitation to Tender, the Contract, its formation, interpretation and performance is subject to and in accordance with the law of England and Wales.

Conflicts of interest

Bidders should be free of any commercial interests, partnership arrangements or contracts underway or other matters which may present a conflict or potential conflict of interest in respect of the provision of these services. As set out in section 3, if a Bidder thinks that it may have any conflict or potential conflict of interest, the Bidder shall describe the details of this conflict and provide details of whether and how it would propose to manage such a conflict in a satisfactory and robust manner in Annex B of the Tender Certificate. The Carbon Trust reserves the right to require the provision of further information in relation to any conflict or potential conflict of interest.

Disclaimer

The information contained in this Description of Tender document and in any documents or information it refers to or incorporates (the "**Disclosed Information**") has been prepared to assist interested parties in deciding whether to submit a Tender. The Disclosed Information is not a recommendation by the Carbon Trust. It does not purport to be all inclusive or include all the information that a Bidder may require.

Neither the Carbon Trust nor any of its directors, employees, agents or advisers makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Disclosed Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to the Disclosed Information or any subsequent communication. The Bidder should conduct its own due diligence and seek its own professional, legal, financial and other advice as appropriate. The only information which will have any legal effect and/or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and/or warranted in writing to the successful Bidder in any written contract that may be entered into with the Carbon Trust.

Floating Wind Joint Industry Programme

Invitation to Tender for the “Quick floating substructure Connection and Disconnection Process” Project

Description of Tender

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1. Introduction to the Floating Wind Joint Industry Programme

- 1.1. The Floating Wind Joint Industry Programme (“**Floating Wind JIP**”) is a collaborative R&D initiative between the Carbon Trust and participating industry partners bp, EDF Renouvelables, EnBW, Equinor, Kyuden Mirai Energy, Ocean Winds, Parkwind, RWE Offshore Wind, ScottishPower Renewables, Shell, Skyborn Renewables, SSE Renewables, TEPCO, Tohoku EPCO, TotalEnergies and Vattenfall (the latter are collectively referred to in this document as “**Floating Wind JIP Partners**”), that aims to investigate the challenge and opportunities of developing commercial-scale floating wind farms.



- 1.2. The objective of the Floating Wind JIP is to overcome technological challenges and advance commercialisation of floating offshore wind.
- 1.3. Contractors receive technical direction and data from Floating Wind JIP Partners through the Carbon Trust management team.
- 1.4. Please note, the term “Contractor”, where used within this document, refers only to successful bidders.

2. Background and objective of the QCDP project

- 2.1. The Floating Wind JIP Partners would like to establish safe, efficient, and cost-effective procedures for the connection and disconnection of moorings and cables, including necessary electrical testing, while minimising risks to personnel and equipment, and defining the required marine spread.
- 2.2. Major component replacement (MCR) is necessary throughout the lifetimes of turbines. While jack-up interventions are standard for bottom-fixed structures, they are not feasible for floating wind due to water depth constraints. The current O&M strategy for MCR is to tow the structures to port, which requires disconnecting mooring lines and inter-array cables. Sections 5 onwards of the ORE Catapult Tow to Port Offstation Management report (2024) outline the tow-to-port process in detail. This process is expected to occur twice during the turbine's lifetime. A clear procedure and execution plan are crucial to ensure the process is safe and efficient.
- 2.3. The main objectives of this work are to:
 - i) Develop clear and executable full connection and disconnection of moorings and cable procedures to ensure safety and efficiency, including post-installation/post-reconnection electrical testing.
 - ii) Ensure that the procedures minimise risks to personnel and equipment.
 - iii) Define the necessary vessels, equipment, and personnel for the operation.
 - iv) Analyse the cost efficiency of the technologies.

3. Tender documents for submission

3.1. In response to this Invitation to Tender, Bidders are required to submit

- i. A Main Bid Document (pdf) – no template provided;
- ii. The signed Tender Certificate (pdf) – template provided; and
- iii. The filled-in Bid Price Calculation Sheet (xls) – template provided.

3.2. The Main Bid Document should be no more than 20 pages excluding appendices and no more than 40 pages including appendices. Font should be clearly legible, and be at least font size 11. The Main Bid Document shall as a minimum include the following information:

- i. The Bidder's proposed detailed Approach to Work (see section 4 and criterion 1 for more details). The Approach to Work should:
 - include a Gantt chart which describes the timeline for the Project, showing when each Work Package will start and finish;
 - outline how the Bidder will deliver the Scope of Work and do so on budget and within the allocated time;
 - specify any input data, background IP, hardware or other inputs that the Bidder requires the Carbon Trust and/or the Floating Wind JIP Partners to provide;
 - specify any Alternative Work (i.e. substitute activities to take place instead of certain activities outlined in the Scope of Work in section 4). If Alternative Work forms part of the Approach to Work, the Bidder is expected to highlight, explain and justify the intended deviation from the Scope of Work. Alternative Work will be considered as non-optional when the Tender is evaluated; and
 - specify any Additional Work (i.e. activities to take place in addition to the activities outlined in the Scope of Work in section 4). If Additional Work forms part of the Approach to Work, the Bidder is expected to explain and justify why the Additional Work would be beneficial and to provide a separate quotation for these activities. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender.
- ii. a pdf copy of the filled-in Bid Price Calculation Sheet;
- iii. the offered Bid Price, including any cost assumptions deemed relevant by the Bidder – see section 6 and criterion 4 for more details;
- iv. an explanation of experience and staff skills, and how these are relevant to the Approach to Work – see criteria 2 and 3 for more details; and
- v. supplementary information to provide experience evidence and skills evidence (e.g. CVs) – see criteria 2 and 3 for more details. This information should be provided as appendices to the Main Bid Document.

- 3.3. The Tender Certificate must be signed by an authorised signatory. Bidders must fill in the provided template.
- 3.4. The filled-in Bid Price Calculation Sheet must be provided in Excel format in addition to the information provided in the Main Bid Document. See section 6 and criterion 4 for more details.
- 3.5. The failure by a bidder to submit either the Main Bid Document, the signed Tender Certificate or the filled-in Bid Price Calculation Sheet shall mean that such Tender is a non-compliant Tender.

4. Scope of Work

- 4.1. The Scope of Work is provided in this section 4.
- 4.2. The Scope of Work comprises 5 Work Packages. The Scope of Work sets out the initial ideas on the key activities that the Contractor is expected to deliver for the Project.
- 4.3. It is expected that the Contractor will report on Project Deliverables to the Floating Wind JIP Partners. The Carbon Trust and the Floating Wind JIP Partners shall review and provide feedback on each Project Deliverable. There will be at least one round of review comments to be accommodated by the Contractor for each Project Deliverable.
- 4.4. The Final Scope of Work will be agreed between the Carbon Trust and the Contractor when entering into the Contract. The Final Scope of Work may reflect any updates, changes or improvements to the Scope of Work as proposed by the Contractor in its Alternative Work or Additional Work and as agreed by the Carbon Trust.
- 4.5. Due to the breadth of skills and experience required for the Project bidders may decide to build a consortium to successfully meet the objectives of the Project. If a Tender is submitted by a consortium it is expected that, in the case that the consortium is selected as the preferred Bidder, Carbon Trust will only enter into a Contract with the Project Coordinator, and that the Project Coordinator will subcontract the other members of the consortium.
- 4.6. The Carbon Trust appreciates that it will take a team or consortium approximately 10 months to complete the Project.
- 4.7. Bidders should use the Scope of Work as set out below to create the Approach to Work. Any Alternative Work or Additional Work shall be stated in the Approach to Work at the end of the relevant Work Package description.
- 4.8. It is expected that simplifying assumptions will be required to complete the work in the given timeframe. These assumptions should, to the extent possible at the time of Tender submission, be clearly stated in the Approach to Work. It is expected that during the execution of the QCDP project, any assumptions will be discussed with the Floating Wind JIP Partners prior to the start of each Work Package.

WORK PACKAGES

Work Package	Description of work
<p>WP1: Technology selection and review</p>	<p>The Contractor should review WP1 of the FLW JIP SCC project (to be provided) to get a baseline understanding of current connection technology used in the industry and installation methods. The work package also outlines a technology qualification basis to establish the functional requirements for quick connector technologies. Section 8 of WP2 closes the gaps identified in WP1. While the SCC project only covers cable connectors, this project will also look at mooring connectors (or both in one).</p> <p>The Contractor should evaluate the provided literature and conduct a separate literature review of quick connection technology to highlight any relevant literature not covered in the provided reports.</p> <p>At a minimum, the OREC DC07 (Array Cable and Mooring installation method) and PR45 (O&M-Tow to port-Fow off-station interfaces) public summary reports should be included in the literature review.</p> <p>The technologies to focus on in this work at minimum should include:</p> <ul style="list-style-type: none"> - Acteon Rocksteady tensioning tool (TT) - Vicinay ILT - Ditrel Konekta 2 - Quoceant Q-Connect - Principle Power I-tube <p>Some of these technologies are thoroughly evaluated in the SCC project (summary report available from 24.02.2025). The Contractor should not repeat the work but is encouraged to critique past assumptions where appropriate. Notably, this project builds on SCC to include mooring connectors.</p> <p>The focus of this project should remain on daisy chain compatible connectors.</p> <p><i>As this work package is mainly literature review, it should not take up more than 10% of the project time and budget.</i></p>
<p>Project Deliverables:</p> <ul style="list-style-type: none"> - D1.1: Report including a definition of each selected technology. - D1.2: Presentation workshop with FLW JIP Partners. 	
<p>WP2: Detailed assessment of quick connection procedures</p>	<p>For each of the technologies, the Contractor will provide a comprehensive assessment of the connection and disconnection procedures. This will include a detailed assessment of key points, e.g.:</p> <ul style="list-style-type: none"> • Out-of-service arrangement (incl. wet storage of cable terminations) • Techniques and tools to perform the electrical connection and test the transmission (including splicing and/or energisation)

- Failure mode and emergency disconnection procedure (if applicable)
- Electrical circuitry and wind farm power production
- Cable string continuity options while the WTG is at port
- Towing operations and port access
- How marine growth may affect the cable and mooring line disconnection and reconnection operations.
- How the system is integrated into the hull design (are hull modifications required?)
- Whether implementation of the technology would require alterations to the cable or mooring installation process
- If quick connectors be used in the context of emergency disconnection for systems with no mooring redundancy (where a mooring line failure could lead to severe cable damage due to excessive excursion)
- Contractual interfaces
- Insurability enablers

Method statements for tow-to-port, which clearly outlines the procedure for disconnecting and connecting subsea cables to a semi-submersible floater offshore using the specified technologies, should be developed. Gaps in industry knowledge on the procedures should be highlighted.

The method statements should be discussed with stakeholders, such as marine and EPCI Contractors, to understand their views on the practicality and feasibility of the proposed procedure. Their inputs should be used to improve the procedures.

This should also highlight potential challenges and gaps in understanding, as well as suggest solutions to close those gaps.

The key question to answer in this work package is: How do quick connection technologies work, and how can they be effectively used during tow-to-port operations to bring benefits?

FLW JIP has set up an Advisory Group of cable manufacturers, which should be used in addition to, not instead of, the Contractor's own engagement activities. An engagement plan should be clearly defined in the proposal document.

Project Deliverables:

- **D2.1: Detailed method statements of disconnection/connection for each shortlisted technology that has been consulted with marine Contractors who would be performing the operation to improve the feasibility and practicability of the procedure. These should be written alongside a context report layout out any gaps and highlighting the key risks or enables.**
- **D2.2: Presentation o FLW JIP Partners.**

WP3: Logistics assessment

The Contractor should first review the FLW JIP Tow to Port WP4: Logistics Assessment (to be provided). The Contractor should evaluate the methodology used to make changes or improvements, if needed.

The Contractor should carry out a feasibility and logistics assessment for each of the selected quick connection technologies. Such an assessment should consider the feasibility of each technology and potentially provide logistics modelling of maintenance campaigns (if sufficient data on innovative technology can be obtained).

The questions this work package should address include:

- **In what conditions can quick connection operation be performed?**
 - Operating limits
 - Operable significant wave height
 - Operable mean wind speed
- **How would each technology impact the tow-to-port maintenance procedure?**
- **What FOWT modifications would be required to implement each technology? Could these modifications be retrofitted to existing projects?**
- **What are the marine spread requirements? What equipment will be needed to perform tow to port operations on a floater using each connection technology?**
- **What post-installation or post-reconnection electrical testing should be conducted?**
- **How does each technology impact project Health, Safety and Environmental issues?**
- **How does each technology impact insurability?**

The work in this work package should critically evaluate the claims made about the technologies under review. Specifically, it is critical to scrutinise the assumptions made around the time it takes to achieve connection and the marine spread requirements so that more realistic assumptions can be made.

Market engagement of EPCI Contractors insights would be valuable in this work package.

A semi-submersible floater should be considered as the focus of the study.

Project Deliverables:

- **D3.1: Logistics assessment report, answering the questions above. This should be combined with D2.1 for completeness.**
- **D3.2: Presentation to FLW JIP Partners.**

<p>WP4: Cost assessment</p>	<p>The Contractor should develop a methodology and assess the quick connector that offers the most economical solutions for a given project, considering reliability, CAPEX, OPEX, and risks. The methodology should propose a modelling approach, the simulations required, and any calculations.</p> <p>The question to answer in this work package is: Which connectors offer the most economical benefits under what conditions?</p> <p>To understand the main drivers behind the costs of different methods and technologies, the Contractor will be expected to apply cost data to derive cost estimates for maintenance campaigns for each of the selected technologies from WP1. The costs presented will be the sum of the vessel costs associated with each operation and the value of lost energy production during the period that the wind turbine under repair remains shutdown. Connector costs should also be considered.</p> <p>Note: This will require input of robust assumptions for turbine repair frequency, as well as an appreciation of typical maintenance strategies for single vs multiple failures and scheduled vs unscheduled repairs. Close engagement with turbine manufacturers may be necessary and existing knowledge of WTG failure rates and maintenance strategies should be demonstrated by the Contractor.</p>
<p>Project Deliverables:</p> <ul style="list-style-type: none"> - D4.1: Cost benefit design basis, including the main costs associated with each technology for FLW JIP Partner input. - D4.2: Cost benefit report clarifying how much benefit (in terms of time of rapair, wind farm downtime, marine spread, equipment lifetime, reliability) each technology could provide compared to the baseline operation. - D4.3: Presenattion to FLW JIP Partners. 	
<p>WP5: Suitability to high voltage transmission</p>	<p>Further design and qualification work is required to derisk quick connection technology for 66 kV and higher (like 132 kV) inter-array cable and termination designs. Most connectors are limited by voltage.</p> <p>This work package should evaluate which of the identified technologies are limited by voltage and outline which are qualified to 66 kV and higher. This evaluation should also consider size of connector and any constituent hardware that would enable the technologies.</p> <p>The contractor should comment on the current TRL status of the technologies. The contractor should also recommend next steps progress these technologies towards commercialisation and speculate on a possible timeframe for this.</p> <p>Lastly, the contractor should comment on the market conditions that would be considered favourable to this technology. I.e., what would it take for suppliers to begin major investment in 132 kV quick connectors?</p>
<p>Project Deliverables:</p> <ul style="list-style-type: none"> - D5.1: Suitability to high voltage transmission report. - D5.2: Presentation to FLW JIP Partners. 	

<p>WPA. Project Management</p>	<p>The Bidder should stipulate how it will manage the Project efficiently and effectively.</p> <p>In particular, the following activities should be included (and hence budgeted for)</p> <ul style="list-style-type: none"> • project management time (including sufficient time for review processes); • regular update calls with the Carbon Trust Project Manager and/or Floating Wind JIP Parties as required; • the preparation of monthly flash reports (Carbon Trust template) containing key financial data and information of the delivery status of the Project; and • towards the end of the Project <ul style="list-style-type: none"> ○ the production of a 3-10 pages Executive Summary Report for the entire Project (for dissemination within the Floating Wind JIP); ○ the preparation of a Project Closeout Form (Carbon Trust template) which includes a short summary of areas for future research and a documentation of all Project Deliverables; ○ the preparation of a final presentation to the Floating Wind JIP Parties ; ○ time dedicated to presenting the main results, findings and outcomes of the Project in the form of a 1-hour webinar to the Floating Wind JIP Parties; and ○ the provision of inputs for the Floating Wind JIP Cost Model by completing the Floating Wind JIP Cost Model Input Sheet (Carbon Trust template). <p>Bidders should be aware that the Carbon Trust and the Floating Wind JIP Parties usually require 2-3 weeks to review and provide feedback on each Project Deliverable, with at least one round of review comments to be accommodated. This should be considered when calculating Your Bid Price.</p> <p>Engagement with different stakeholders through questionnaires, meetings or workshops is encouraged where it is needed. Relevant stakeholders should be engaged at various stages of the project. The contractor should suggest what kind of stakeholders (who should we engage?) and engagement (how should we engage with them?) is needed for the project to succeed. FLW JIP has set up a stakeholder Advisory Group, which should be used in addition to, not instead of, the contractor’s own engagement activities. An engagement plan should be clearly defined in the proposal document, including costs.</p>
<p>Project Deliverables:</p> <ul style="list-style-type: none"> - DA.1: Monthly flash reports - DA.2: Executive Summary Report - DA.3: Final presentation - DA.4: Delivery of webinar - DA.5: Project Closeout Form - DA.6: Input sheet for Floating Wind JIP Cost Model 	

Expenses	The Bidder should detail the amount of expenses it expects to incur throughout the Project. Expenses will be paid as incurred up to the amount specified and any unused balance will not be paid.
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5. Intellectual Property, Knowledge and Input Data

- 5.1. Full details of the intellectual property requirements and conditions can be found in the attached Floating Wind JIP Stage III Contractors' Conditions.
- 5.2. The Carbon Trust and/or the Floating Wind JIP Partners are able to make available the following input data, background IP or other resources to the successful Bidder for the purposes of the completing the Project, subject to the confidentiality conditions in the Floating Wind JIP Stage III Contractors' Conditions:
 - a) FLW JIP SCC WP1
 - b) FLW JIP SCC Section 8 WP2
 - c) FLW JIP Tow to Port WP4
- 5.3. **Subcontractors and consortium bids:** It is the discretion of the bidder if they choose to engage third parties to support delivery of a prospective project. The bidder is responsible for agreeing and enforcing any required contractual agreements related to project delivery, which include the flow down of the contractors' conditions assigned to this ITT
- 5.4. **Access to modelling data & previous project deliverables:** Unless specifically stated within the scope of work the bidder should not anticipate receiving previous Floating Wind JIP deliverables to support with their delivery of the project and should cost their bid submissions accordingly. For projects requiring modelling, the Floating Wind JIP 15MW reference turbine OrcaFlex files will be shared with the bidder to support with delivery. It should be assumed that no further modelling files or data sets will be shared unless otherwise stated in the scope of work and bidders should cost their bid submissions accordingly.
- 5.5. **Stakeholder Engagement:** As outlined within criterion 3 contractors are required to have relevant relationships to enable delivery of the project. Although the Floating Wind JIP partners as well as organisations within the Floating Wind Advisory Group will provide some form of engagement to the project this should not be relied upon solely. The bidder should have the necessary contacts in place to ensure they are able to obtain the required input to ensure delivery of the project. When engaging with third parties (including innovators) the bidder is required to ensure sufficient data sharing and non-disclosure agreements are in place to meet the requirements of the scope of work.

6. Bid Pricing

- 6.1. To provide Bidders with greater clarity on the nature, level and type of work involved in the various Work Packages, the Total Budget for the delivery of this Project is expected to range between £90,000 to £100,000.
- 6.2. The Bid Price submitted with the Tender must be derived from the cost breakdown in the Bid Price Calculation Sheet, and must include all expenses. The Bid Price is the price for the activities that will address the Scope of Work (and any Alternative Work proposed by the Bidder). The Bid Price Calculation Sheet and the Bid Price shall not include the price of any Additional Work suggested by the Bidder. Instead, the price for such Additional Work Packages shall be stated separately to the Bid Price in the Main Bid Document.
- 6.3. If the Bid Price exceeds the expected range of the Total Budget as stated under section 6.1, to avoid receiving a lower score for criterion 4, in the Main Bid Document the Bidder should provide a clear and justified reason why the Bid Price exceeds the expected budget.
- 6.4. All costs and rates quoted in the Main Bid Document and Bid Price Calculation Sheet must be in GBP (£) and all staff rates quoted in the Tender must represent the Day Rate for employment of staff members.
- 6.5. Any expenses must be separately included under Expenses.

7. Tender Evaluation Criteria

Bidders should take the following evaluation criteria into account when preparing and submitting their Tenders. In the event of equivalent scores of two or more received Tenders, suppliers and sub-contractors who have committed to decarbonisation targets (see end of this section) will be preferred.

CRITERION 1: APPROACH TO WORK (WEIGHTING: 30%)

Description	Information required from bidders
Proposed Approach	<p>In the Main Bid Document, Bidders are required to provide a clear and detailed description on how they plan to deliver the work for this Project.</p> <p>The description should include an initial overview on the approach followed by a description on how each Work Package and task will be delivered.</p> <p>Also, Bidders need to justify how their proposed approach meets the objectives of the Project.</p>
Additional Work	<p>If there is any Additional Work proposed by the Bidder, these aspects will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.</p>
Project management	<p>Bidders are required to describe how they will manage the project utilising appropriate resources and describe how they will work with the various stakeholders to acquire information and manage potentially conflicting relationships.</p>

CRITERION 2: EXPERIENCE (WEIGHTING: 30%)

Description	Information required from Bidders
Experience in and knowledge of technology evaluation, including technology readiness analysis, failure mode analysis, and techno-economic analysis.	<p>In the Main Bid Document, Bidders should elaborate on experience of the criteria described to the left and explain how these past experiences are relevant for this Tender.</p>
Experience in and knowledge of tow to port and major component replacement procedures in floating offshore wind.	<p>In addition, Bidders should provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients).</p>
Experience in and knowledge of subsea cable system design and logistics assessment.	<p>Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Main Bid Document.</p>

CRITERION 3: STAFF SKILLS (WEIGHTING: 15%)

Description	Information required from bidders
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CVs/Resumes	Bidders are required to provide detailed CVs/Resumes for any key personnel who will be involved with this Contract together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of proposed staff working on this Project.
Applicable skills	Bidders should elaborate on the most relevant skills of the key personnel that will be involved in the Project.
Prior experience from involved staff	Please include examples of similar work performed by the proposed staff members, explaining how is relevant to the Approach to Work.
Expert engagement	A close working relationship with key stakeholders, as well as the Floating Wind JIP Parties are seen relevant to the success of this Project. Please supply ideas of how these groups can be engaged and leveraged.

CRITERION 4: BID PRICE (WEIGHTING: 25%)

Description	Information required from bidders
Day rates and man hours (man-h) for all staff grades	In the Bid Price Calculation Sheet, Bidders are required to provide day rates for all staff grades and to input the man-h involved in each Work Package
Price for the delivery of the Project	<p>In the Bid Price Calculation Sheet, Bidders are required to provide a cost breakdown by Work Package, including man hours and day rates of personnel completing the work as specified in section 4.</p> <p>Bidders are required to specify expected expenses separate from the estimated budget for each Work Package.</p> <p>The Bid Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Bidder).</p> <p>If there is any Additional Work proposed by the Bidder, this will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.</p> <p>Carbon Trust will reimburse reasonable expenses at cost and receipts may be requested. Pre-approval will be required for travel costs over £150 per return journey and combined hotels & subsistence cost exceeding £200 per day.</p> <p>Bidders will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Contract and provide an outline plan of work.</p>

The Carbon Trust has committed to reaching Net Zero by 2050. Our associated targets have been validated by the Science Based Targets Initiative (SBTi)¹. To meet the initial targets that we have set for ourselves, we encourage all our suppliers and sub-contractors to themselves have equivalent plans in place by 2026 at the latest. Measuring your emissions, setting targets, and encouraging others to do so will help push the needle on decarbonisation together.

Accordingly, we have included climate change commitment clauses in the Floating Wind JIP Stage III Contractors' Conditions. Bidders may submit Tenders even if they cannot meet the defined conditions now, but if this is the case this should be clearly flagged in the Tender Certificate as a requested change to the Floating Wind JIP Stage III Contractors' Conditions. Please reach out if you need more information on this.

¹ <https://sciencebasedtargets.org/>

8. Glossary

Approach to Work	Has the meaning set out in section 3.1.
Additional Work	Any activities that are proposed by the Bidder in addition to those in the Scope of Work. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.
Alternative Work	Deviations from the Scope of Work that are proposed by the Bidder, which replace work or tasks in the Scope of Work. Alternative Work will be treated as non-optional in the evaluation of the Tender.
Award Letter	A letter, issued by Carbon Trust, informing the Contractor about the award of the Contract. The Award Letter is issued together with the Final Scope of Work and the Floating Wind JIP Stage III Contractors' Conditions.
Bidder	An individual, a company, an organisation or a consortium submitting a bid for the Project.
Bid Price	The total price for the Bidder to complete the Project in line with the Approach to Work. The Bid Price shall include the price for the delivery of all Work Packages described in the Scope of Work and any Alternative work proposed by the Bidder. The Bid Price shall not include the price of any Additional Work suggested by the Bidder.
Bid Price Calculation Sheet	An Excel template provided by the Carbon Trust that is to be provided by the Bidder in addition to the Main Bid Document.
Carbon Trust Project Manager	The Carbon Trust employee who serves as first point of contact in relation to this ITT and the Project.
Clarification Document	A document containing all received clarification questions and Carbon Trust's responses to these questions.
Contract	A document consisting of the Award Letter, the Final Scope of Work, the Floating Wind JIP Contractors' Conditions, and any clarifications agreed in writing.
Contractor	The Bidder (or in the case of a consortium, Bidders) selected for the delivery of the Project.
Description of Tender	This document.
Due Diligence Questionnaire	A questionnaire that is to be completed by shortlisted Bidders should Carbon Trust's bidders vetting process give reason to conduct a due diligence. In case of a consortium, the Due Diligence Questionnaire is to be filled-in by the designated Project Coordinator.

Executive Summary Report	A 3-10 pages report containing a high-level description of the Work Programme and a summary of the relevant results, findings and conclusions of the Project. Information can be taken from summaries written for previous Work Packages
Final Scope of Work	The agreed Work Programme for the Project, based on the Scope of Work and the Approach to Work, which is mutually agreed between the Carbon Trust and the Contractor.
Flash Report	A template provided by the Carbon Trust at Project start.
Floating Wind JIP	Floating Wind Joint Industry Programme
Floating Wind JIP Partners	A group of leading offshore wind farm developers supporting the Floating Wind JIP.
Floating Wind JIP Cost Model	The Contractor is not expected to produce a cost model of its own, but rather provide an estimate, with appropriate explanation, for potential cost implications of the research undertaken within the frame of the delivered project. The Carbon Trust will provide a template to assist the Contractor in this process.
Floating Wind JIP Cost Model Input Sheet	A form (to be provided by Carbon Trust) which the Contractor should complete in WPA to provide input into the Floating Wind JIP Cost Model. I
Invitation to Tender (ITT)	The following group of documents: Description of Tender (this document); Floating Wind JIP Stage III Contractors' Conditions; Tender Certificate template; Bid Price Calculation Sheet template; and Clarification Document (if applicable ²).
Main Bid Document	Has the meaning given in section 3.1. No template is provided.
Project	The Quick floating substructure Connection and Disconnection Process or QCDDP project.
Project Closeout Form	A template provided by the Carbon Trust towards the end of the Project.
Project Deliverables	The individual deliverables including, but not limited to, any reports, technical notes, documents, drawings, models, data, webinars to be produced by the Contractor according to the Scope of Work (see section 4) or as otherwise agreed in the Final Scope of Work.

² A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

Scope of Work	The (preliminary) Work Programme for the Project as defined in section 4 of this document. At Contract award, the Scope of Work will be replaced by the Final Scope of Work.
Tender	Bidder's response to this ITT consisting of the following elements: <ul style="list-style-type: none"> - Main Bid Document (proposal); - signed Tender Certificate; and - Bid Price Calculation Sheet
Tender Certificate	A declaration that is to be provided by the Bidder (in case of a consortium: by the designated Project Coordinator) in addition to the Main Bid Document.
Total Budget	The expected amount of money available that will be made available from the Floating Wind JIP to the Contractor for the delivery the Project.
Work Package	A group of related tasks to be delivered under the Project.
Work Programme	The entirety of all Work Packages.