

23/07/2025

Dear Sir/Madam,

Invitation to Tender for the Walk to Work Interface Standardisation project for the Carbon Trust's OWA Programme

You are invited to submit a Tender for the Walk to Work Interface Standardisation project (the "WTS project" or "Project") which is part of the Offshore Wind Accelerator (OWA) programme. The key objective of the Project is to develop a standardised W2W interface to improve the safe operation of W2W gangways used offshore.

The Invitation to Tender (ITT) consists of the following documents:

- Description of Tender (this document);
- OWA Stage IV Contractors' Conditions;
- Tender Certificate (Word template);
- Bid Price Calculation Sheet (Excel template);
- Clarification Document (if applicable¹);
- Project Closeout Form (for information purposes only – no need to complete now); and
- OWA Cost Model Input Sheet (for information purposes only – no need to complete now).

Unless informed to the contrary, tenders and communications shall be sent by e-mail to the following e-mail address: Arturo.andersen@carbontrust.com and Alistair.morris@carbontrust.com

Tenders must be submitted before 12:00 GMT 5 September. Any tenders received after this date and time will be deemed non-compliant.

Your Tender must consist of the following, the contents of which are described further below:

- Main Bid Document (pdf) – template not provided;
- Signed Tender Certificate (pdf) – template provided; and
- Bid Price Calculation Sheet (xls) – template provided.

The timeline of this procurement process is as follows:

Deadline for clarification questions	8 August
Clarification Document published ¹	15th August 2025
Submission of full Tender	12:00 GMT 5 September
Bidder interviews	w/c 22 September 2025
Successful Contractor announcement	October 2025
Envisaged Contract award date	October 2025

Please e-mail any clarification questions, including questions about the timing of this ITT, to Arturo.andersen@carbontrust.com and Alistair.morris@carbontrust.com any time before 8 August. The complete set of clarification questions and all answers to clarification questions will be published in the Clarification Document on our website by 15th August 2025 and will hence be visible to all potential Bidders: <https://www.carbontrust.com/news-and-events/tenders>

¹ A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

For information about the OWA programme, please see the Carbon Trust's website:
<https://www.carbontrust.com/our-projects/offshore-wind-accelerator-owa>

We look forward to receiving your Tender.

Yours sincerely,

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Arturo Andersen Chinbuah
For and on behalf of **THE CARBON TRUST**

THE CARBON TRUST OFFSHORE WIND ACCELERATOR

Invitation to Tender for the “Walk to Work Interface Standardisation ” Project

Description of Tender

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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 republished, 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 OWA Partners against the criteria provided in section 7 and the Bidder authorises the Carbon Trust to share its submitted Tender with the OWA 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 contained in section 4 of this document 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 addressing these requirements.

Issuance of this Invitation to Tender 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 OWA Stage IV Contractors' Conditions, and any clarifications agreed in writing. The Award Letter, the Final Scope of Work, the OWA Stage IV Contractors' Conditions, and any clarifications agreed in writing will establish the Contract for the Walk to Work Interface Standardisation project (the "**Contract**") between You and the Carbon Trust. With the exception of any minor amendments to the OWA Stage IV Contractors' Conditions which may be requested by the Bidder, the submission of a Tender shall constitute unqualified acceptance of the OWA Stage IV Contractors' Conditions. In the event that minor amendments to the OWA Stage IV 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 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.

1. Introduction to the Offshore Wind Accelerator

- 1.1 The Offshore Wind Accelerator (“**OWA**”) is an industry-driven collaborative research, development and demonstration programme which was initially launched by the Carbon Trust in 2008 in collaboration with five offshore wind developers. The programme has since expanded during OWA Stages I, II, III and IV to include currently nine offshore wind developers from various countries within the European Economic Area (the “**OWA Partners**”). At the time of issue of this Invitation to Tender the OWA Partners are: SSE Renewables Developments (UK) Limited, Ørsted Wind Power A/S, RWE Offshore Wind GmbH, ScottishPower Renewables (UK) Limited, Equinor ASA, Vattenfall Vindkraft A/S, EnBW Energie Baden-Württemberg AG, Shell Global Solutions International B.V., TotalEnergies OneTech and bp Low Carbon Development Company Limited.
- 1.2 OWA Stage IV aims to continue the cost reduction of offshore wind to make it cost competitive with other sources of energy generation, overcome market barriers, develop industry best practice, trigger the development of new industry standards and support the international expansion of offshore wind.
- 1.3 Research under the OWA currently falls into five research areas: Cables, Electricals, Foundations, Logistics and O&M, and Energy Yield & Performance. Research, development and demonstration projects are carried out in each of the five research areas to address technology challenges. This Invitation to Tender is related to the OWA research area Logistics O&M .
- 1.4 Each of the five research areas is managed by the Carbon Trust and governed by a Technical Working Group (“**TWG**”) consisting of technical experts appointed by the OWA Partners. The TWG Logistics O&M will supervise the Project, provide technical direction and guidance to the Contractor (where needed) and review the Project Deliverables, findings and other outcomes.
- 1.5 Please note, the term “Contractor”, where used within this document, refers only to the successful Bidder or, in the event that the Contract is awarded to a consortium, the successful Bidders.

2. Background and objective of the WTS project

- 2.1 The OWA TWG Logistics O&M would like to investigate the development of a standardised W2W gangway interface between large vessels and offshore wind assets.
- 2.2 As offshore wind farms increase in both capacity and distance from shore, operations and maintenance (O&M) strategies are seeing a shift from port-based Crew Transfer Vessels (CTVs) to field-based Service Operation Vessels (SOVs), and other large vessels, utilising walk-to-work (W2W) gangway personnel transfers. However, with the increased use of SOV's and W2W gangways there has been an upward trend in W2W gangway incidents. The UK HSE issued a bulletin in May 2024 which outlined concerns associated with the use of motion-compensated gangways. In response, the G+ and IMCA established a working group to explore the risk of using these systems, where a workshop on the matter provided 14 recommendations and actions to improve the safety and security of W2W gangway operations.

The W2W interface standardisation project builds upon the outcomes from this working group and will utilise the experience of OWA within the field of standardisation to support the development of an optimised W2W gangway design and standardise the interface between W2W gangways and offshore assets for the benefit of the wider industry.

- 2.3 The main objectives of this work are to:

- Understand and identify opportunities to standardise the interface between W2W platforms and offshore wind structures.
- Investigate with W2W designers an optimised design to standardise the tip interface on gangways. Engage with industry to consider their know-how and feedback, and to disseminate the work results and ensure buy-in.
- Create and develop a standardised W2W design for the landing zones on WTGs and offshore substations.
 - As part of the design, create a reference document with the design requirements, particularly the geometry.
- Improve the safe operation of motion-compensated gangways in the offshore wind sector.

- 2.4 The expected benefits of this work are to develop a standardised W2W gangway interface that can be shared with the wider industry to help increase the safety of technician transfer.

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 OWA 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 4 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 TWG. The Carbon Trust and TWG 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 small team of mixed seniority, approximately 8 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 WTS Project, any assumptions will be discussed with the TWG prior to the start of each Work Package.

WORK PACKAGES

Work Package	Description of work
WP1: Current W2W gangway design and market review	<ul style="list-style-type: none"> • Undertake a review of the offshore assets platform connection points, including the interface between the gangway ends and the transition piece (TP) as well as the offshore substations (OSS), considering the geometry of the TP and OSS platforms and highlighting the requirements for W2W gangways to interface with these assets. • Review the interface between the W2W gangways and assets' landing zones and evaluate the main differences between the existing structures. <ul style="list-style-type: none"> ○ The outputs of this would be used to understand factors such as the number of access points, access point geometry, access point height, as well as height above touchdown (HAT), and gate geometry existing in the market. ○ This review should include an examination of the forces that motion-compensated gangways exert on the landing areas, and the impact on the assets, including those with alternative connections for assets without brackets, such as flared-based bottoms (elephant foot). • Examine traffic light system utilised currently by industry to allow technicians to transfer from vessel to asset. • Undertake a review of available data in relation to W2W incidents to understand the main causes and learnings, and how these can be prevented by design. <ul style="list-style-type: none"> ○ Review of existing safety rates of motion-compensated gangways (frequency rates and severity of incidents) , ○ Learnings from the G+/IMCA Safe by Design on Walk to Work workshop should be consulted for this task, as well as any incident data that the organisations might be willing to share with the appointed contractor. • Review the current TP designs and geometry of the interface and landing areas for gangway systems. Focus should be applied to what is currently used in respect of design; however, designs for future TPs should also be considered, with the aim of future-proofing interphase designs, potentially including outputs from the transition piece design optimisation work currently under delivery by OWA. <ul style="list-style-type: none"> ○ The results of the previous points should be used to present the high-level design requirements needed to develop standardised interfaces and should help the contractor to frame its stakeholder engagement. • The appointed contractor shall review the outputs from the OWA project on the TP interface with W2W gangways to avoid repetition and ensure alignment with outputs from previous OWA research. • Review key relevant documentation such as:

	<ul style="list-style-type: none"> ○ Review DNV ST 0358 standard - offshore gangways ○ IMCA M254 – Guidelines for Walk to Work Operations ○ G+/IMCA Walk to work workshop ○ UK HSE health and safety bulletin on risk of serious injury from motion-compensated gangways
Project Deliverables: <ul style="list-style-type: none"> • D01.1: Report of current W2W gangway design and market review 	
WP2: Stakeholder engagement	<ul style="list-style-type: none"> • Initial Engagement with the wider industry is likely to start as part of WP1, however, given the nature of the topic, it is envisaged that this will be an ongoing task throughout the project. • Engage with key relevant stakeholders to define requirements of a standardised interface such as: <ul style="list-style-type: none"> ○ W2W designers ○ windfarm developers ○ SOV and CSOV operators, as well as other vessels that use motion-compensated gangways, such as heavy lift vessels. ○ Industry bodies such G+ & IMCA ○ Class societies • Discuss with stakeholders the impact of weather patterns on the placement of brackets and the safety of transfers. • Undertake a workshop to understand what the requirements are from both the foundation designers as well as the gangway suppliers to ensure that any proposed solutions are suitable for different gangway designs. This workshop could also be used to share project plans and wider industry consensus. • Deliver a webinar at the end of the project to engage the relevant parts of the industry and communicate key project findings. The intended audience would be at the discretion of the OWA partners; however, we would envisage this aligning with the relevant stakeholders identified during the project. The aim of the dissemination would be to ensure there is support for the proposed developed gangway design. <ul style="list-style-type: none"> ○ Once completed and depending on the results, the OWA may wish the appointed contractor to further promote the outcome at relevant industry events
Project Deliverables: <ul style="list-style-type: none"> - D02.1: Stakeholder engagement plan - D02.2: Record of stakeholder engagement - D02.3: Summary of workshop(s) outputs 	
WP3: Development of specifications	<ul style="list-style-type: none"> • Based on the outputs of WP 1 and 2, the contractor would be expected to provide recommendations for the design aspects relating to W2W gangways and the landing areas of offshore assets, which will be further developed as part of WP 4.

	<p>Examples of areas to consider:</p> <ul style="list-style-type: none"> ➤ Connection method between for gangways and offshore assets ➤ Number and orientation of access points for gangways ➤ Push-on angles (horizontal, vertical) ➤ Gate layouts and their geometries ➤ Standardised systems to allow for safer technician transfer ➤ Push-on and other (e.g. lateral, vertical) forces from the gangway ➤ Safe telescoping speed ranges and thresholds of operation depending on sea state ➤ Emergency disconnection mechanism – including triggers that cause retraction of gangway and timings or mechanisms that will ensure safety of personnel ➤ Space requirements on the asset platform ➤ HAT ranges of operation ➤ Yaw angle and inclination of the gangway relative to the TP to reduce steep gangways ➤ Flush or stepped interface from the gangway to TP, with preference given to flush gangways to accommodate trolley transfers ➤ Considerations for TP designers to support future development of gangways (suggest this is undertaken as part of the industry engagement workshop) • The recommended design characteristics put forward by the contractor should be reviewed by the previously identified main industry players and approved by the OWA partners. It is expected that these will form the basis of the design development of WP4.
Project Deliverables: <ul style="list-style-type: none"> - D03.1: Report presenting the defined requirements 	
WP4: Design Development	<ul style="list-style-type: none"> • This document aims to provide reference information for the design of turbine TP, substations (OSS), and the interface between W2W gangway and these assets, to ensure that designs are fit for purpose for both current assets and to future-proof W2W gangways by considering the evolving design of offshore assets. • Develop a design for the landing zone interface of W2W gangways and offshore assets (TPs, OSSs, and potentially other offshore assets, which could include O&G assets if appropriate) <ul style="list-style-type: none"> ○ Design compatible with other offshore wind vessels, such as heavy lift or DP enabled vessels, should be sought to the extent of technical possibility. • Standard gangway interfaces are to be proposed based on the market review and industry consultation, considering appropriate HAT ranges. The gangway interfaces shall, as far as possible, be designed for automated connections. • The aim is to put forward a set of standard W2W gangway interface requirements that will ensure maximum compatibility with all

	<p>offshore wind assets. The proposed standard gangway interface should work with all, or most, existing landing zones and SOVs, but should not hinder the development of new and innovative systems.</p> <ul style="list-style-type: none"> Based on the specified gangway interface design and landing zone specifications, develop a recommended landing zone interface design compatible with the designed gangway interface that could be applicable to the highest number of existing offshore assets, and which could include minor modifications on existing offshore assets to ensure compatibility. <ul style="list-style-type: none"> If this were to be in contradiction with a future-proofed landing design, the OWA partners would select between the option of developing a standardised landing zone compatible with current or future offshore assets. As part of the design development of the gangway interface, identify any considerations that could prevent the developed system from being used across both fixed and floating wind.
Project Deliverables: <ul style="list-style-type: none"> D04.1: Standardised gangway interface design general arrangement D04.2: Standardised landing zone interface general arrangement 	
WPA. Project Management	<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 Technical Working Group 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 OWA) the preparation of a Project Closeout Form (Carbon Trust template) which includes a short summary of areas for future research including a summary of relevant HSE aspects, and a documentation of all Project Deliverables; the preparation of a final presentation to the TWG; time dedicated to presenting the main results, findings and outcomes of the Project in the form of a 1-hour webinar to OWA Partners, the provision of inputs for the OWA Cost Model by completing the OWA Cost Model Input Sheet (Carbon Trust template), and; wider dissemination of the project outputs at an online event might be required from the appointed contractor - to be determined during project delivery. <p>Bidders should be aware that the Carbon Trust and TWG usually require 2-3 weeks to review and provide feedback on each Project Deliverable,</p>

	with at least one round of review comments to be accommodated. This should be considered when calculating Your Bid Price.
Project Deliverables: <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 OWA Cost Model - DA.7: Wider dissemination of outputs – to be determined during the project 	
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.

5. Intellectual Property, Knowledge and Input Data

- 5.1 Full details of the intellectual property requirements and conditions can be found in the attached OWA Stage IV Contractors' Conditions.
- 5.2 The Carbon Trust and/or the OWA 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 OWA Stage IV Contractors' Conditions. Relevant outputs from the following projects will be shared with the appointed contractor to support the delivery of the project at the discretion of the OWA:
 - a. OWA Stage 3 Year 2 Transition Piece Interface with Walk to Work Gangways project
 - b. OWA Stage 4 Year 4 Transition Piece Optimisation Design project

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 £70,000 and £80,000.
- 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

7.1. Technical & Financial Evaluation

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, such as the relevant OWA TWG, to get information and manage potentially conflicting relationships.</p>

CRITERION 2: EXPERIENCE (WEIGHTING: 35%)

Description	Information required from Bidders
Experience in W2W motion compensation systems	<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 interaction of SOV and other large vessels with offshore assets	<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 designing W2W gangway systems	<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
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 form 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 such as W2W designers, windfarm developers, and SOV operators, as well as the OWA Technical Working Group 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: 20%)

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 5.</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>

7.2. Contractual Evaluation

Bidders are required to state any requested amendments to the OWA Stage IV Contractors' Conditions in their Tender Certificate. Any requests for amendments made after submission of the offer (i.e. not included in the Tender Certificate) shall not be considered by the Carbon Trust. On the basis of any changes requested in the Tender Certificate, the Carbon Trust may reject any bids where they consider there to be a high risk of not agreeing a contract in a timely manner.

The Carbon Trust has committed to reaching Net Zero by 2050. Our associated targets have been validated by the Science Based Targets Initiative (SBTi)². To meet the initial targets that we have set for ourselves, we encourage all our suppliers and sub-contractors to 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 OWA Stage IV 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 OWA Stage IV Contractors' Conditions. Please reach out if you need more information on this.

² <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 OWA Stage IV 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 OWA Stage IV 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.
Invitation to Tender (ITT)	The following group of documents: Description of Tender (this document); OWA Stage IV Contractors' Conditions; Tender Certificate template; Bid Price Calculation Sheet template; and Clarification Document (if applicable ³).
Main Bid Document	Has the meaning given in section 3.1. No template is provided.
Project	The Walk to Work Interface Standardisation or WTS 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.
OWA	Offshore Wind Accelerator

³ A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

OWA Partners	A group of leading offshore wind farm developers supporting the OWA.
OWA 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.
OWA Cost Model Input Sheet	A form (to be provided by Carbon Trust) which the Contractor should complete in WPA to provide input into the OWA Cost Model.
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.
Technical Working Group (TWG)	A group consisting of technical experts appointed by the OWA Partners. The TWG will supervise the Project.
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 OWA programme 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.