**Annex 5: Application Form**

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| **Department of Business, Energy and Industrial Strategy**Domestic Hydrogen Appliance Development Innovation SBRI Competition (Hy4Heat - Work Package 4)TRN: 1575/07/2018 **Application Form** **Closing Date:** Friday 5 October 2018, 12 Noon  |

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| **Lead applicant:** |

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| **Project name:**  |

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| **Appliance type:** |

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| --- |
| **Date:** |

**Contact for enquiries**

**Department of Business, Energy and Industrial Strategy (BEIS)**

**Email:** builtenvironmentinnovation@beis.gov.uk

**Possible disclosure of information provided in response to this Competition**

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Department. You should be aware of the Department’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Department.

Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Department in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies.

If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Department’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

Additionally, the Government’s transparency agenda requires that tender documents (including ITTs such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Department (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Department with its preferred supplier once the procurement is complete.

By submitting a tender you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)).

Where tender documents issued by the Department or contracts with its suppliers fall to be disclosed the Department will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

**Non-Collusion**

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the Department. Declaration 1 contains a "Statement of non-collusion"; any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender.

If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors.

You must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Department will disqualify your tender from being considered and may constitute a criminal offence.

**Application Guidance**

**Applicants are urged to read all sections of this ITT carefully before completing this form and are asked to ensure that they provide sufficient information to demonstrate compliance with the Eligibility Criteria and the Evaluation Criteria.**

**Applicants are encouraged to write self-contained responses, using the guidance provided to limit the size of the application. Applicants may annex additional material if it is relevant to the evaluation criteria and materially strengthens the application. Applicants are requested to maintain the structure of the application form.**

**Applications should detail plans across all phases of the Competition.**

**This application has the following sections:**

**A. Application Form: Summary Information**

**B. Application Form: Proposal Details**

**C. Declarations**

**A. Application Form: Summary Information**

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| **Summary Information**  |
| Appliance Type |  |
| Project Category*(delete as appropriate)* | 1. Boiler
2. Cooker
3. Gas Fire
4. Innovative domestic hydrogen appliance
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| Project Sub-Category*(delete as appropriate)* | 1. Hydrogen only
2. Dual Fuel
3. Hydrogen ready
4. Adaptable
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| Project Summary  | Please provide a brief summary of your proposed project, clearly demonstrating that the proposal is in scope, and the key outputs of the project will be achieved.  |
| List of Annexes |  |
| Contract Duration |  |
| Proposed Start Date  |  |
| **Lead applicant details** |
| Registered name  |  |
| Registered address  |  |
| Company registration No. |  |
| VAT registration No. |  |
| Country |  |
| Region |  |
| No. of employees |  |
| Main activity |  |
| Business sector |  |
| Organisation type |  |
| Website |  |
| **Lead contact details** |
| Name  |  |
| Position  |  |
| Organisation  |  |
| Correspondence address  |  |
| Telephone  |  |
| Email  |  |

1. **Application Form: Proposal Details**

**Please note that items B1, B2 and B3 must be a maximum of 15 A4 pages, Arial font minimum size 12pt with single spacing and minimum 2.5cm margins.**

**B1. Skills and Expertise**

**Word limit – 10,000**

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| **Total score 20** |
| 1. Provide evidence that the team has relevant skills and expertise to undertake the project, including demonstrating capability of working with hydrogen and/or town gas. CVs of key personnel may be included as an appendix but will not be assessed *(weighting x 2);*
2. Provide details of project team including an organisational structure and the responsibilities of each role. If your bid is a consortium, this should clearly state the consortium lead and details of each consortium member and their role. Evidence of commitment should be included if available *(weighting x 1);*
3. Description of appropriate facilities (either existing or planned) that are required to undertake the project and confirmation that access is available *(weighting x 1).*
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**B2. Technical Approach**

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| **Total score 35** |
| 1. Provide a clear description of the proposed appliance. Describe the approach and methodologies that will be applied to address the challenges defined in the ITT and any others which may be considered relevant *(weighting x 2);*
2. Demonstrate how your proposal provides further value by developing ‘dual fuel’, ‘hydrogen ready’ or ‘adaptable’ variants to simplify the switch-over process or transition to hydrogen *(weighting x 2 (marks only available to ‘dual fuel’, ‘hydrogen ready’ or ‘adaptable’ proposals))*;
3. Describe the reference appliance and how this meets the requirements set out in the ITT including the following *(weighting x 2):*
	* Photo/picture of base line reference appliance
	* Technical specification
	* Installation instructions
	* User instructions;
4. Include evidence that you understand the risks associated with hydrogen use and, in comparison to natural gas *(weighting x 1).*

*NB – only text written within the page limit will be assessed and marked. Documents may be referenced and detail included in an appendix to provide supporting evidence to an answer. Please note that the appendix documents themselves will not be assessed. Those documents may include:* * *Standard documents for reference appliance technical specification (Q.2b)*
* *Standard documents for reference appliance installation instructions (Q.2b)*
* *Letters of support or Memorandum of Understanding (MOU) (Q.2d)*

**Appendix documents are excluded from the page limit***.*  |
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**B3. Management of Delivery / Project Plan**

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| **Total score 20** |
| 1. Provide a detailed description of work proposed and the associated timelines to complete phase 1 (include a Gantt chart). Indicative high level timelines must be included for Phase 2a and 2b *(weighting x 1);*
2. Description of management plans to demonstrate how this work will be delivered alongside existing commitments. Include detail of your quality assurance procedures *(weighting x 1);*
3. Identify the key risks relating to the delivery and dependencies of the project, including mitigation plans. Risks should be presented in the table provided in the application form and may include technical, user-related and safety aspects *(weighting x 2).*
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| **Risks:**This table can be presented outside this box section and in landscape orientation if required.

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| --- | --- | --- | --- | --- |
| **Ref** | **Risk description** | **Likelihood****(H/M/L)** | **Impact****(H/M/L)** | **Mitigation** |
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**B4. Cost (see separate document for application)**

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| **Total score 25** | **Page limit n/a (i.e. not included in 15-page total)** |
| 1. Bid cost for Phase 1 *(weighting 5).*

Price will be marked proportionately to the lowest bid. The lowest bid will receive maximum marks for the price elements and then all other bids will be marked proportionately to that bid.Applicants submitting bids for more than one project (appliance type) must indicate what discount they are prepared to offer on their costs for Phase 1 if they are awarded more than one project to take account of any duplicated work in their multiple proposals. Any discount will not form part of the assessment of the cost but will be applied to the signed contracts.An indication of cost should be provided for Phase 2a and Phase 2b however these will not be assessed for application to enter Phase 1. Final costs for Phases 2a and 2b will be requested as part of the Phase 1 output report and will form part of the assessment to enter Phase 2a. **Applicants should clearly state where cost savings are being provided compared to exclusive development contracts.**  |
|  **For Pricing Schedule, see separate document.** |