PF9

**Invitation to Tender for Carbon Storage Well Integrity Risk Screening Project**

Tender Reference Number: 367-11-2021

Deadline for Tender Responses: 02 December 2021 (13:00 GMT)

**Oil & Gas Authority**

Date: 18 November 2021

The Oil & Gas Authority (“OGA”) wishes to commission a Carbon Storage Well Integrity Risk Screening project.

Enclosed are the following sections:

* Section 1 (page 3) Instructions on tendering procedures
* Section 2 (page 7) Specification of requirements
* Section 3 (page 18) Further information on tendering procedure
* Section 4 (page 21) Declarations and information to be provided;

Statement of Non-Collusion

Form of Tender

Conflict of Interest

Questions for tenderers

* Annex A: Pricing schedule

Please register your interest in submitting a tender for this project by emailing david.wilson@ogauthority.co.uk. This will ensure you receive immediate notification of updates to the ITT process or answers to questions raised by potential bidders.

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned before the deadline time and date 2 December 2021 clearly marked as “TENDER” including the tender reference Number e.g. TRN 367-11-2021.

I look forward to receiving your response.

Yours sincerely,

David Wilson

Head of Procurement & IT

Email: david.wilson@ogauthority.co.uk

**Section 1**

**Instructions and Information on Tendering Procedures**

Invitation to Tender for Carbon Storage Well Integrity Risk Screening Project

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# Indicative Timetable

The anticipated timetable for this tender exercise is as follows. The OGA reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

|  |  |
| --- | --- |
| **Tender Timeline** | **Date – INDICATIVE ONLY** |
| Advert and full invitation to tender issued | Thursday 18 November 2021 |
| Deadline for questions relating to the tender | Wednesday 24 November 2021 1pm |
| Responses to questions published | Friday 26 November 2021 |
| Deadline for receipt of tender | Thursday 2 December 2021 1pm |
| Invite suppliers for bid clarification (if needed) | Thursday 9 December 2021 |
| All suppliers alerted of outcome | W/c 13 December 2021 |
| Contract award on signature by both parties | Friday 17 December 2021 |
| Contract start date | 20 December 2021 |
|  |  |

The contract is to be in place until 31st March 2022 unless terminated or extended by the Authority in accordance with the terms of the contract.

# Procedure for Submitting Tenders

The maximum page limit for tenders is 10 pages (excluding declarations and CVs).

Please email your proposal clearly marked as “TENDER” and include the TRN reference number e.g. TRN 367-11-2021 in the subject header **before** the deadline of 2 December 2021 13.00 to David Wilson at the following address:

[david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

For questions regarding the procurement process please contact [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered not later than the appointed time on the appointed date. The Authority does not undertake to consider tenders received after that time. The Authority requires tenders to remain valid for a period indicated in the specification of requirements.

The OGA shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. The OGA shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed email [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk) All questions should be submitted by 24 November 2021; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of 26 November 2021 on Contracts Finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

# Conflict of Interest

The OGA standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Head of Procurement.

For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact the OGA to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
2. **Contractors are asked to sign and return Declaration 3 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score**, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the OGA exercising its right to terminate any contract awarded.

# Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

# Terms and Conditions applying to this Invitation to Tender

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract.

These can be downloaded from Contracts Finder.

# Further Instructions to Contractors

The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by 26 November 2021 Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

The OGA reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

# Checklist of Documents to be Returned

* Proposal (maximum (10) pages)
* Annex A – pricing schedule
* Declaration 1: Statement of non-collusion
* Declaration 2: Form of Tender
* Declaration 3: Conflict of Interest

**Section 2**

**Specification of Requirements**

Invitation to Tender for Carbon Storage Well Integrity Risk Screening Project

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# Introduction and summary of requirements

The Oil and Gas Authority’s (OGA) role is to work with the industry and government on the economic recovery of the UK’s oil and gas resources, whilst also supporting the move to net zero carbon by 2050. We believe that economic recovery of oil and gas is not in conflict with the transition to net zero carbon and that the industry has the skills, technology and capital to help unlock solutions to help the UK achieve the net zero target.

In addition to being the authority responsible for petroleum licensing, the OGA regulates offshore carbon dioxide storage and is the authority responsible for approving and issuing storage permits and maintaining the carbon storage public register. The exception to this is within the territorial sea adjacent to Scotland, which Scottish ministers authorise.

As a regulator, the OGA have a statutory duty to ensure that carbon storage schemes within the UKCS are designed, operated, and closed in an appropriate manner. Before granting a storage permit the authority must be satisfied that under the proposed conditions of use of the storage site, there is no significant risk of leakage or of harm to the environment or human health.

Well integrity risk is considered to be one of the highest ranked potential showstoppers for storage sites, until demonstrated otherwise. Poor abandonment practices, unsuitable materials, plus inadequate placement, and lack of historical information can result in storage sites being unsuitable.

The OGA is required to make informed decisions with respect to the suitability of carbon storage sites and as such it is critical therefore that the OGA and industry develop consistent and robust strategies to assess the risk of loss of containment from legacy wells in the context of carbon storage. As an initial step towards this goal, the OGA is undertaking a project which will look to develop a screening methodology that can be consistently applied to relevant legacy wells with respect to understanding well integrity and the potential risk to loss of containment in relation to carbon storage.

# Background

The OGA regulates offshore carbon dioxide storage and is the licensing authority responsible for approving and issuing storage permits and maintaining the carbon storage public register. The OGA is the licensing authority for offshore storage except within the territorial sea adjacent to Scotland, which Scottish ministers authorise.

The Energy Act 2008 (the Act) provides for a licensing regime that governs the offshore storage of carbon dioxide. It forms part of the transposition into UK law of EU Directive 2009/31/EC on the geological storage of carbon dioxide.

As a regulator, the OGA have a statutory duty to ensure that carbon storage schemes within the UKCS are designed, operated, and closed in an appropriate manner. Before granting a storage permit the authority must be satisfied that under the proposed conditions of use of the storage site, there is no significant risk of leakage or of harm to the environment or human health.

As the licensing authority for carbon storage, the OGA have a number of obligations which include the following:

1. To review any application for a storage permit to determine if the geological formation selected for the storage complex, under the proposed operating conditions,
2. Shows “no significant risk of leakage”, and;
3. “no significant environmental or health risks exist”.
4. To approve a storage site operator’s plans for monitoring of surface facilities and the subsurface storage complex for the operational, closure and post-closure phase.
5. To approve an operator’s corrective measures plan.
6. To approve the conditions for site closure and the post-closure plan during the operational and closure phases of a storage site.
7. To instruct a storage site operator to take corrective measures in the event of leakage of CO2 from a permitted site or complex.
8. On receipt and approval of a report containing evidence that CO2 in a closed storage site will be completely and permanently contained, to accept responsibility for the storage site. Thereafter to maintain a monitoring regime for the closed site, which is appropriate to the level of risk of leakage.

The OGA is required to satisfy itself that operators of a storage licence have made an analysis of relevant risks that is comprehensive, and which meets current best practice. To do so, the OGA itself has to take a view on best practice, both in storage operations and in risk assessment and management for carbon capture and storage.

A report recently commissioned by the OGA defines a number of Risk Categories in the form of a [risk checklist](https://ogauthority.sharepoint.com/:x:/s/RegionalProjects/ETXVj_0lvfJHsJVwdNb6yooBLLaOXlDvOJVM4shCrlLIHw). The report highlighted the risk of loss of containment as a significant factor. Whilst there are several possible root causes of loss of containment, the integrity of legacy wells is identified as one of the key potential causes. Well integrity risk is considered to be one of the highest ranked potential showstoppers for storage sites, until demonstrated otherwise. Poor abandonment practices, unsuitable materials, plus inadequate barrier placement, and lack of historical information can result in storage sites being unsuitable. Screening of legacy wells is therefore a critical step in identifying suitable carbon storage sites and any potential ‘show-stoppers’ with regard to legacy wells, and potential next steps for analysis and potential remediation (if warranted).

# Aims and Objectives

The objective of the project is to develop a robust understanding of the risk of loss of containment from existing legacy wells to help to mature the technical risk assessment process relating to these wells from a carbon storage perspective. Identifying a detailed methodology for screening will enable a consistent view on well integrity to be gained across those areas of the UKCS that are considered key to the successful development and deployment of carbon storage sites.

The project will focus on developing an appropriate methodology for assessing the containment risk and leakage potential from legacy wells. The aim is to demonstrate the applicability of the methodology, the robustness of the screening and to present key findings from a selected subset of wells; this should subsequently enable the methodology to be applied to a wider range of wells in those areas of the UKCS currently identified to have the most potential for carbon storage and later extending to other areas as the OGA’s evaluation of potential stores matures. The project will enable the OGA to expand its understanding of well integrity in support of the any future carbon storage licensing strategy and the ongoing stewardship of existing carbon storage licences.

# Methodology

The project will be approached in a phased manner. The first phase (which forms the basis of this ITT) will develop the screening methodology and apply it an agreed subset of legacy wells.

Scope of Phase 1 will consist of the following:

* Development of a consistent, measurable and robust screening methodology that can be developed to apply across all relevant legacy wells to screen for the risk of loss of containment from a carbon storage perspective.
* Application of the methodology to the agreed subset of wells to test the methodology
* Identification of the minimum data requirements for legacy well containment assessments.
* Presentation of the key findings of the likely risk of loss of containment from the subset of wells and identify key areas of uncertainty in the screening.
* Recommendations if appropriate for additional data requests to industry to fill data gaps and therefore improve the quality and reliability of future well integrity screening assessments.

Phase 1 will be based on currently available relevant data, including that available via the UK’s National Data Repository (NDR) where appropriate. The expectation is that the consultant contracted to undertake this work will evaluate and advise the minimum required data required to develop and test a meaningful and robust methodology. This will help inform the selection of the initial subset of wells.

The methodology will be required to be applied to a wider well set in subsequent phases of the project and as such Phase 1 of the study will be required to confirm applicability of the methodology or recommend appropriate refinements.

The Contractor may themselves bring other proprietary data and/or information into the project provided they have either full ownership or appropriate permission to do so.

The screening methodology should be supported by:

* A gap analysis of key data categories the OGA currently hold or request from industry with respect to well integrity based on the findings and recommendations from the screening, identify any key information gaps.
* A screening data input template based on the identified minimum data requirements for the screening methodology
* A “traffic light” assessment of the first subsetof wells,highlighting if the integrity of their abandonment is adequate for the containment of CO2 within the areas and stratigraphic intervals of interest or if there are areas of concern that need to be flagged.

# Outputs Required

The Contractor will be required to deliver the following outputs:

* A detailed screening methodology and screening tool clearly setting out the minimum data requirements and outlining the limitations and intended purpose of the tool.
* A screening report detailing the key conclusions, risks and recommendations for the

Phase 1 well subset.

* An estimate of screening time per well to inform the scoping of any follow-on phases of the project.
* Output data in a suitable format to facilitate a GIS-linked database of well risk and

data availability.

# Ownership and Publication

All products delivered through this contract will be wholly owned by the OGA. On this basis, the Contractor is expected to keep and provide a full audit trail of data and information sources used or referenced as part of this project. This will enable any subsequent publication to be carried out under the appropriate licence as determined by the OGA.

# Quality Assurance

Once the contract has been awarded, there will be an initial project kick-off meeting at which a schedule for regular progress and review meetings will be agreed between the OGA and the Contractor. The Contractor and OGA will also agree an appropriate process for peer review of interim and final results.

# Timetable

* Project kick off meeting Week of 3rd January 2022
* Interim review: review proposed screening End January 2022

methodology and test legacy wells in

scope for screening

* Interim review of results Mid-February 2022
* Completion of Methodology & Screening End February 2022
* Phase 1 Study Complete Mid-March 2022

# Challenges

The main challenge to this contract will be delivering within the short timeframe available and thus a clear, well-resourced project plan will need to be demonstrated as part of the tender submission.

# Working Arrangements

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. An OGA project manager will be assigned to the project and will be the central point of contact. Regular progress meetings will be required to ensure that the project is on track, particularly in light of the short duration of this initial scope.

# Skills and experience

The OGA would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team members experience and capabilities.

Contractors should propose named members of the project team and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the OGA reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The OGA recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the OGA so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The budget for this project is £50,000 including VAT.

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids which will be assessed.

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments is as follows:

* Completion of methodology & screening tool (by end February) - 80% payment.
* Delivery of final approved report (by mid March 2022) - 20% payment

Please advise in your tender response if this affects your usual payment processes.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Authority aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 10 pages, excluding declarations and CVs. Tenders will be evaluated by at least two OGA staff and approved by the Head of Procurement & IT and a Director.

The OGA will select the bidder that scores highest against the criteria and weighting listed below:

**Conflict of interest:** pass/fail. See page 5 of the ITT for further information

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 01 | Demonstrates clear understanding of the requirements of the project and has full range of relevant and experienced technical expertise to deliver all requirements | 30% |
| 02 | Demonstration of relevant expertise in screening well integrity for loss of containment of CO2 | 30% |
| 03 | Demonstrates clear ability to deliver project requirements in line with timeline | 20% |
| 04 | Cost | 20% |
|  | | 100% |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. With the exception of the Cost criterion, should any tender score 1 in any of the criteria, it will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

The Cost criterion will be evaluated using a ranking approach as follows:

Lowest priced bid receives 5 marks

2nd lowest priced bid receives 4 marks

3rd lowest priced bid receives 3 marks

4th lowest priced bid receives 2 marks

5th lowest priced bid receives 1 mark

All other bids receive 0 marks

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above. Complete the price schedule attached at Annex A, specifying the daily rates (ex-VAT) you will charge for each level of your staff.

**Bid Clarification**

The OGA reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

The OGA may invite all suppliers for bid clarification if they feel there is a requirement.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

**Section 3**

**Further Information on Tender Procedure**

Invitation to Tender for Carbon Storage Well Integrity Risk Screening Project

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B. [Data security](#_Data_security)

C. [Non-Collusion](#_Non-Collusion)

# Definitions

Please note that references to the "Authority" throughout these documents mean The Chief Executive of the Oil & Gas Authority acting through his/her representatives in the OGA.

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Authority. You should be aware of the Authority’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Authority. 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 Authority in response to such a request, unless the Authority 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 Authority’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 Authority (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Authority 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 Authority or contracts with its suppliers fall to be disclosed the Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

# Data security

The successful tenderer must comply with the Data Protection Act (DPA) 1998 and any information collected, processed and transferred on behalf of the OGA, and in particular personal information, must be held and transferred securely**. Contractors must provide assurances of compliance with the DPA and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to the OGA**. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of the OGA is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors’ submissions include:

* procedures for storing both physical and system data;
* data back-up procedures;
* procedures for the destruction of physical and system data;
* how data is protected;
* data encryption software used;
* use of laptops and electronic removable media;
* details of person/s responsible for data security;
* policies for unauthorised staff access or misuse of confidential/personal data;
* policies for staff awareness and training of DPA;
* physical security of premises.
* How research respondents will be made aware of all potential uses of their data.

# 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 OGA. Section 4 contains a "Statement of non-collusion" (declaration 1); 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 Authority will disqualify your tender from being considered and may constitute a criminal offence.

**Section 4**

**Declarations to be submitted by the Tenderer**

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# Declaration 1: Statement of non-collusion

To: The Oil & Gas Authority

1. We recognise that the essence of competitive tendering is that the Authority will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

1. communicate to any person other than the Authority the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
2. enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

# Declaration 2: Form of Tender

To: The Oil & Gas Authority

1. Having considered the invitation to tender and all accompanying documents

(including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.

3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.

4. We agree that this tender shall remain open to be accepted by the Authority for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of the Authority from our holding company or ultimate holding company, as determined by the Authority in their discretion.

6. We understand that the Authority is not bound to accept the lowest or any tender it may receive.

7. We certify that this is a bona fide tender.

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Email address

………………………………………………………………………….

Telephone Number

………………………………………………………………………….

Date

# Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this research
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
* Current or past employment with relevant organisations
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
* Gifts or entertainment received from relevant organisations
* Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
* Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

# Declaration 4: Questions for tenderers

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
| 1. the offence of bribery, where the offence relates to active corruption; |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| 1. fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: |  |
| 1. the offence of cheating the Revenue; |  |
| 1. the offence of conspiracy to defraud; |  |
| 1. fraud or theft within the meaning of the [Theft Act 1968](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671); |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| 1. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| 1. any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**Annex A: Pricing Schedule**

**Part A – Staff/project team charges**

|  |  |
| --- | --- |
| Set up Costs – please specify |  |
|  |
| Expenses |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Grade/level of staff** | **Daily rate**  **(ex VAT)** | **No. days offered over course of contract** | **Tasks to be undertaken on this project** | **Total price offered per staff member** |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
| **Sub-total** | | |  | **£** |

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **No. of items** | **Price per item**  **(ex VAT)** | **Total price per offered** |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
| **Sub-total** | | | **£** |

**Part C – Full price offered**

|  |  |
| --- | --- |
| **Sub-total (Part A + Part B)** | **£** |
| **VAT** | **£** |
| **TOTAL (Sub-total + VAT)** | **£** |