

BOOSTING ACCESS FOR SMES TO ENERGY EFFICIENCY COMPETITION

Application

**Please read the Competition Guidance Notes carefully before completing this form, and 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.**

**Completed forms should be sent to** [**BASEE@ricardo.com**](mailto:BASEE@ricardo.com) **by 17:00 on Wednesday 8 May 2019.**

This application has the following sections:

1. Summary Information
2. Eligibility criteria
3. Proposal details
4. Declarations
5. Summary information

|  |  |
| --- | --- |
| Summary information | (not assessed) |
| Project Title |  |
| Project summary |  |
| List of Annexes / Appendices |  |

|  |  |
| --- | --- |
| Company Details: |  |
| Registered Company Name |  |
| Registered Company Address |  |
| Company Registration Number |  |
| VAT Registration Number |  |
| Company Website |  |

|  |  |
| --- | --- |
| Contact Details: |  |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Email |  |

1. Eligibility Criteria

To be eligible to apply to Phase 1 of the BASEE competition, projects must comply with the following minimum requirements:

|  |  |  |
| --- | --- | --- |
| Eligibility Questions | Yes/No | Evidence |
| Is the project within the scope of the competition (as set out in Chapter 4)? |  |  |
| Is the project at a pre-commercial stage of development in the UK (models that are commercial overseas but not in the UK would be considered)? |  |  |
| Is the project located in the UK? |  |  |
| Is the project led by a single organisation (bids from consortia with a single lead partner are acceptable) |  |  |
| Does the application clearly describe activities for both Phase 1 and Phase 2? |  |  |
| Does the application clearly indicate the cost savings provided to BEIS in line with SBRI requirements (as set out in Chapter 4.7)? |  |  |
| Is the requested funding below the maximum limit of £100k for Phase 1 activities? |  |  |
| Is the requested funding below the maximum limit of £1million for Phase 2 activities? |  |  |

1. Proposal details
2. **Technical approach and innovation**

|  |  |
| --- | --- |
| Worth 25% of the total marks | Word limit – 10,000 |
| 1.1 Briefly but clearly describe the project and how it addresses the objectives of this programme. Identify which category of project your application falls into. |  |
| 1.2 Clearly identify the challenges the project will address. Describe the approach to addressing the challenges and how the project will lead to an increase in energy efficiency across SME companies. |  |
| 1.3 Clearly identify which type of EE investment your project will target (see Section 4.5 of the Guidance document for the relevant categories). |  |
| 1.4 Provide evidence that the project you have chosen is credible in the market place. |  |
| 1.5 Describe how your project, and the commercialised offering that will follow on from Phase 2, will protect SMEs from fraudulent activity within the SME energy efficiency market. |  |
| 1.6 Describe what is innovative about the project. Clearly explain the added value of the project compared to other existing activities in the area. |  |
| 1.7 Describe its distinctiveness compared to alternative approaches, including those developed by other organisations, and how it addresses a market need. |  |

1. **Market potential and marketing plan**

|  |  |
| --- | --- |
| Worth 20% of the total marks | Word limit – 5,000 |
| 2.1 Clearly describe the target market for the concept including the number of potential customers and anticipated energy efficiency improvement arising. This should include an indication of the sectors and energy efficiency measures you intend to focus on (where appropriate). |  |
| 2.2 Provide evidence of market research to prove demand or interest in the project from the target market. |  |
| 2.3 Describe the planned approach to scaling up the concept within and/or across sectors once Phase 2 has proven the commercial case. Include estimates of costs such as customer acquisition, products and services, and marketing. |  |
| 2.4 Describe how the project deliverables from Phase 2 will contribute to the commercial advancement and scalability of the concept. |  | |
| 2.5 Describe what steps and activities will follow on from the project to achieve commercialisation, including potential financing options, (products and services), installation and customer acquisition. |  |
| 2.6 Describe what level of scale up and deployment targets will be achieved over the 5 years following the competition of the project. |  |
| 2.7 Where applicable, the proposal should demonstrate how the product will achieve credibility in the market place through product proving and accreditation. |  |

1. **Project plan (Deliverability)**

|  |  |
| --- | --- |
| Worth 20% of the total marks | Word limit – 4,000 |
| 3.1 Outline the project milestones and deliverables. This should include a detailed delivery plan with associated timelines (including a Gantt chart) which identifies various activities and milestones and invoice values. |  |
| 3.2 Describe why the identified project plan is structured as it is and any key dependencies within it. |  |
| 3.3 Please provide a description of your project management approach, explaining how you will deliver the project to the identified timescales. |  |
| 3.4 Please provide a management diagram summarising the commercial structure you are proposing and the roles of partners. |  |
| 3.5 Please describe the current development status of the project e.g.in relation to consortium formation, procurement needs and procedures, technical development) and show how the project plan will advance it to commercialisation. |  |
| 3.6 Are there any external factors that may influence your ability to deliver the project within the timescales outlined in the competition guidance document? |  |
| 3.7 Key risks and dependencies along with a proposed mitigation plan are to be presented in the table provided below along with plans for ongoing risk management. |  |

**Risks**

This table can be presented outside of this box section and in landscape orientation if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref | Risk description | Likelihood (H/M/L) | Impact (H/M/L) | Mitigation |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Skills and expertise**

|  |  |
| --- | --- |
| Worth 10% of the total marks | Word limit – 5,000 |
| 4.1 Demonstrate the team is able to deliver the project. Give examples of previous projects in this and related topic areas. |  |
| 4.2 Explain how the project team has the appropriate skills and experience to deliver the project with clearly defined roles and responsibilities and time committed to the project. You should present evidence of the skills and experience of the team working on the project in the form of short single-paragraph biographies of key team members. |  |
| 4.3 Demonstrate the necessary stakeholder and supply chain relationships appropriate for the delivery of this project. |  |

1. **Costs**

|  |  |
| --- | --- |
| Worth 25% of the total marks | Word limit – 4,000 |
| 5.1 Please complete the Phase 1 costing table below detailing all relevant project costs for each of the cost categories. Use the 4,000 word limit to justify why the costs are appropriate (e.g. why a certain level of staff/expertise is required for a given task, why specific purchases are required etc).  Please link the costs to the tasks in your project plan.  If the BASEE project is part of a larger project, delivering elements that are not in-scope for this competition, where feasible please provide an overview of costs for the larger project, clearly identifying activities which are in-scope along with the ineligible costs related to the out-of-scope activities to provide assurance, as far as possible, to BEIS that only the BASEE-related costs will be claimed. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Labour costs | \*Grade/level of staff | Daily rate (ex VAT) | No. days | Total price per staff member |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Labour costs sub total |  |  |  | **£** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment / Material costs: | Item | No. of items | Price per item (ex VAT) | Total price |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Equipment / material sub costs |  |  |  | **£** |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Travel & Subsistence | Journey required and reason | No. journeys | Cost per journey | Total price |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| T&S sub total |  |  |  | **£** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other costs | Detail | No. | Cost per item | Total price |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other costs sub total |  |  |  | **£** |

**SBRI cost savings:**

|  |  |  |
| --- | --- | --- |
| **Total price for exclusive development contract\*** | **Total price for SBRI project (= Total Cost for Phase 1)** | **Cost saving (A-B)** |
|  |  |  |

**\*** Exclusive development means that the public purchaser reserves all the results and benefits of the development (including Intellectual Property Rights or IPRs) exclusively for its own use.

1. Declarations

### Declaration 1: Statement of non-collusion

To: The Department for Business, Energy and Industrial Strategy

1. We recognise that the essence of competitive tendering is that the Department 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 Department 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 Department for Business, Energy and Industrial Strategy

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 Department 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 Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.

6. We understand that the Department 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)

………………………………………………………………………….

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 consortium, 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 BEIS 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 Department 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. |  |

### Declaration 5: The General Data Protection Regulation Assurance Questionnaire for Contractors

Please complete the GDPR assurance questionnaire spreadsheet on the [Competition page](https://www.service.gov.uk/government/publications/boosting-access-for-smes-to-energy-efficiency-basee-competition) and return with the application.