

Biomass Feedstocks Innovation Programme: Phase 2

An SBRI Competition: **4887/02/2021(2)**

Competition Guidance Notes



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1. Competition Context & Overview

This Competition is funded by the BEIS Net Zero Innovation Portfolio. The aim of this portfolio is to reduce the UK's greenhouse gas emissions and the cost of decarbonisation by accelerating the commercialisation of innovative mitigation technologies and processes into the mid-2020s and 2030s.

The UK has a strong track-record of decarbonisation, with emissions up to 2019 having fallen by 44% since 1990¹. The challenge is now to build on this, accelerating our path to net zero and addressing the most difficult sectors of the economy to decarbonise. Our goal is to achieve this while growing the UK economy and embarking on a Green Industrial Revolution, which creates jobs, tackles climate change and results in a cleaner and more sustainable future².

Biomass and bioenergy will play a key role in helping to achieve net zero and achieving it in a cost-effective manner. This conclusion is supported by a wide range of analysis³ and the Climate Change Committee (CCC) have taken a clear stance on the importance of biomass to net zero. In their Sixth Carbon Budget advice, the CCC concluded that “sustainable bioenergy is essential for reaching net zero.”

Currently the UK's biomass supply is comprised of a variety of domestic and imported sources, ranging from landfill gas, to waste and wood⁴. The CCC conclude that an increased supply of primary energy from biomass will be required to meet net zero and note that “domestic bioenergy comprises the large majority of our supply estimates.” It is therefore clear that a significant scale up of domestic biomass supply is required. This is clearly illustrated by CCC assumptions on the area of energy crops in the UK, which rises from around 10,000 hectares in 2020 to 720,000 hectares in 2050. To meet this anticipated future demand, a transformative change in biomass production in the UK is required. This will help support our transition to net zero and provide economic benefits across the UK.

The Competition funding will be awarded using the Small Business Research Initiative (SBRI) approach. SBRI is a well-established pre-commercial procurement process that enables the development of innovative products and services in response to specific challenges faced by government departments and public sector bodies. Successful applicants receive finance to develop their innovative ideas, generating new business opportunities and routes to market and retaining the Intellectual Property associated with their idea. SBRI is aimed at organisations working on research and development (R&D) of an innovative process, material, device, product, or service prior to commercialisation.

¹ <https://www.gov.uk/government/statistics/final-uk-greenhouse-gas-emissions-national-statistics-1990-to-2019>

² <https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution>

³ See, for example, <https://es.catapult.org.uk/reports/innovating-to-net-zero/> and <https://www.nature.com/articles/nenergy201724>

⁴ <https://www.gov.uk/government/statistics/digest-of-uk-energy-statistics-dukes-2020>

1.1 Programme Overview

The Biomass Feedstocks Innovation (BFI) Programme is designed to support the development of innovations that address current barriers to increasing the biomass supply in the UK. The Programme provides funding for projects, split between two phases:

- **SBRI Phase 1 – Project Development Funding (awarded £4m of funding and announced in August 2021⁵):** 25 contracts awarded, with up to £200k per project allocated to fund project development over 6 months. All projects in Phase 1 are scheduled to complete, at the latest, by 28 February 2022.
- **SBRI Phase 2 – Demonstration Funding available only to projects funded under Phase 1 (£25.75m across two Lots):** up to £4 million available per contract for Lot 1 (innovation projects) and up to £5 million available for 1 contract for Lot 2 (multi-site demonstrator platform). All projects in Phase 2 must complete by 31 March 2025.

The BFI Phase 2 competition is open to applications between 20 December 2021 and 14 February 2022. A detailed breakdown of timescales for the competition is available in section 3 - Competition Timetable, Application and Assessment Process of this guidance document.

Phase 2 of the competition will be separated into two Lots (consistent with Phase 1):

- Lot 1 – innovation projects
- Lot 2 – multi-site demonstrator platform

Only projects funded under Phase 1 can apply for Phase 2 of the Biomass Feedstocks Innovation Programme.

For Phase 2, only applications submitted using the online form will be accepted. BEIS advises that all applicants start their online application as early as possible.

1.2 Programme Objectives

The overarching aim of the programme is to drive innovation that will promote increased production of biomass feedstocks in the UK, helping to scale up supply to the levels that are required for net zero. This programme complements the ongoing work on the Biomass Strategy and the recently released 'Biomass Policy Statement'⁶.

The specific objectives for the Programme (encompassing both Phase 1 and Phase 2) are to:

- 1) **Identify and investigate the technical feasibility of biomass feedstock Technology Readiness Level (TRL) 4-7 technologies**, these technologies should address some of

⁵ <https://www.gov.uk/government/publications/apply-for-the-biomass-feedstocks-innovation-programme/biomass-feedstocks-innovation-programme-successful-projects>

⁶ <https://www.gov.uk/government/publications/biomass-policy-statement-a-strategic-view-on-the-role-of-sustainable-biomass-for-net-zero>

the barriers to feedstock production, aiming to help scale up the supply of sustainable UK biomass in the coming years.

- 2) **Demonstrate the technical feasibility of biomass feedstock innovations in a real-world, or suitably robust environment**, these technologies should address some of the barriers to feedstock production, with the demonstrations aiming to show how the innovation would make a positive material contribution to UK biomass feedstock supply in the coming years, through measured improvements using metrics such as yield, efficiency and cost reductions.
- 3) **Demonstrate the commercial feasibility of biomass feedstock innovations**, through ensuring technologies reach TRL 8, ready for commercialisation
- 4) **Demonstrate that the biomass feedstock innovations can technically work together, across UK geographies**, through the multi-site demonstrator platform.

1.3 Programme Scope

1.3.1 Project boundaries

There should be a clear, linear continuation of a Phase 2 project from Phase 1. A single project application must be submitted by the project lead. As this is a closed competition, the project lead must be a successful applicant from Phase 1 of the Biomass Feedstocks Innovation Programme.

The Phase 2 project must be based on the project development work completed in Phase 1; this is an eligibility criterion. Projects' scopes will have evolved based on findings within Phase 1; however, introducing entirely new innovations is not permitted within the competition. The scope of the demonstration project can reflect greater ambition, in comparison to the scope originally proposed in Phase 1, but the project's core objectives must be recognisable, showing a continuation from Phase 1.

As per Phase 1: the programme is focused on innovations in feedstock production, therefore the boundary at a project level encompasses all those activities associated with the feedstock production process, prior to the point that the feedstock leaves the site of production. This boundary will typically be represented by the farm gate, or forest road; however, we will accept innovations from novel production locations (where the feedstock type being produced is consistent with the scope below). In such instances, bidders must demonstrate that production at these locations is consistent with the scale up required to contribute to biomass helping to reduce UK greenhouse gas emissions.

Any project solely based on activities beyond the farm gate or forest road will be out of scope. Included within the boundary will be activities such as breeding, planting, cultivating, and harvesting, as well as on site storage and pre-processing (still within the farm gate or forest road).

We will also accept entries from projects that seek to modify feedstocks in such a way as to make them more attractive to end use markets, but again this must be within the farm gate/forest road boundary.

The Phase 2 activities procured in this Competition must be conducted largely in the UK (and the majority, over 50%, of the eligible activity (resources and goods) must be incurred in the UK).

1.3.2 Feedstock scope

There should be a clear, linear continuation of a project from Phase 1, consistent with the detail set out in the '1.3.1 Project boundaries section'.

Biomass feedstocks within scope:

- second generation energy crops (i.e. non-food, lignocellulosic crops)
- conventional (long-rotation) and short rotation forestry
- short rotation coppice (e.g. willow, poplar)
- algae (macro- and micro-), assessment of these will be based on the same general principles outlined in this Competition Scope section
- semi-wild crops
- industrial hemp

Traditional food and fodder crops (such as maize) and waste feedstocks (such as animal manures) are out of scope.

1.3.3 Technology scope

There should be a clear, linear continuation of a project from Phase 1, consistent with the detail set out in the '1.3.1 Project boundaries section'.

The following categories are within scope:

- Mechanical, for example harvest machinery.
- Geospatial, for example drone technology.
- Infrastructure, for example storage.
- Biological, for example breeding, genetic selection.
- Agronomy and silviculture, for example harvest practice.
- Chemical, for example torrefaction.
- Scientific data synthesis, where this is specifically related to practices likely to assist successful feedstock production

Purely social science related projects, such as farm advisory services, are out of scope.

1.3.4 Technology Readiness Level and Commercialisation

Technology Readiness Levels (TRL) provide a metric against which to assess the maturity of a technology. In this programme, we will accept bids for projects where the TRL is at least 4 and below 8, i.e., 4-7 inclusive. Annex 1 provides a description of TRLs. The multi-site demonstrator will also only accept innovations within this range for demonstration. Regardless of the TRL status, all innovation projects must demonstrate a route to market.

One of the key principles of the SBRI is that the agreement is a pre-commercial exercise. For Phase 2 projects, this means that the demonstration has to be pre-commercialisation i.e. for the specific innovation that BEIS is funding, the supplier cannot enter into commercial relationships related to the innovation during the funding period. To do so would require early termination or reduction in scope / value of the project. The commercialisation plan produced in Phase 1 and updated/iterated in Phase 2 is designed to move the innovation projects to deployment, following the end of Phase 2.

If, as a result of a successful demonstration of the innovation technology (for which BEIS funded the input costs), there are products that could be sold on the open market, the SBRI agreement would need to be terminated early in order to allow participants to create commercial relationships with buyers for any products arising from the demonstration of the technology. Alternatively, products that are generated as a result of the demonstration of the innovation can be either stored or donated free of charge. Where products could be generated, applicants should indicate how the products will be used as part of their response to the 'Project delivery' criterion.

1.3.5 Multiple innovations in a project

A demonstration project may consist of more than one innovation; however, the innovations demonstrated must be related to each other, be grounded in the project development work completed in Phase 1 and represent an integrated approach to addressing biomass supply challenges.

Innovations that are wholly unrelated must not be packaged together. **New innovations, which are not based on the Phase 1 project development work, are not eligible.**

1.3.6 Participation in multiple projects

As this is a closed Phase 2 competition, the project lead must be a successful applicant from Phase 1 of the Biomass Feedstocks Innovation Programme. As such, no organisation can act as a project lead for more than one bid. Applications will be assessed in the order in which they are submitted, and only the first submitted bid would be considered eligible were two or more bids with the same project lead submitted.

Where multiple projects with the same participants are submitted, the project lead must provide BEIS with assurance that their project team would be able to successfully deliver their project. The commitment and availability of key sub-contractors must be set out – under assessment criterion "Project Team".

If different bids with similar participants are submitted, and the work to be carried out is similar under each bid, only the first bid submitted (as determined by date and time received) will be eligible for funding. Multiple bids cannot apply for funding for the same piece of work.

1.3.7 Applicants and project team make-up

BEIS will contract with a single organisation only (the project lead). This should be the same organisation as for Phase 1. All other participants in the project are considered sub-contractors by BEIS.

The project team can evolve from that of Phase 1. Members of the project team can be:

- Private sector companies: both SMEs and large enterprises can apply as sole applicants or set up a sub-contract relationship with other private sector companies, or set up a sub-contract relationship with academic, research or public sector organisations.
- Academic, research, public⁷, third sector or community organisations can also apply as the sole applicant, or set up a sub-contract relationship with other private sector, academic, research, public, third sector or community organisations.
- Individuals not attached to an organisation cannot apply to lead. BEIS will contract with an organisation, not a private individual.

To note, if an individual sub-contractor costs are more than 20% of the total project costs, BEIS requires: (1) a high-level breakdown of the sub-contractor costs in the application's Finance Form, under the 'Project Delivery' assessment criterion (guidance provided in the Finance Form), and (2) that the sub-contractor completes all the BEIS declarations, which the project lead should submit on their behalf.

1.3.8 Multi-site demonstrator platform (Lot 2)

A single multi-site demonstrator project will act as a platform on which to test and demonstrate Phase 2, Lot 1 innovations in multiple locations during Phase 2.

The aims of a demonstrator project will include the following:

- Where relevant, trialling Phase 2, Lot 1 innovations in different locations to control for variability in factors that may impact their success, for example soil type or climate.
- Where possible, trialling different Phase 2, Lot 1 innovations in conjunction, to determine whether they have a greater cumulative impact when operating together, as opposed to when instigated in isolation; for example, this could include Phase 2, Lot 1 planting and harvesting equipment tested on different varieties of crops.
- Acting as a showcase for the programme, disseminating key learnings, engaging the UK biomass sector and wider value chain, demonstrating the value of the technologies on display, and overall promoting increased production of biomass feedstocks in the UK.

The process of applying for managing the multi-site demonstrator has some differences from applying to undertake an innovation demonstration project in Phase 2. Where these differences occur, they will be clarified below. Where no differences are noted, bidders should assume that the process remains the same.

⁷ Under SBRI competition rules, Non-Departmental Public Bodies and Arms Length Bodies are eligible to bid for funding as the project lead, but Government Agencies are not.

Only project leads in Lot 2 of Phase 1 are eligible to apply to Lot 2 of Phase 2.

Please note that the purpose of the demonstrator is to act as a platform for Phase 2, Lot 1 innovations to be trialled. It is not envisaged that the demonstrator project will undertake extensive innovation activity itself, rather it is to act as a basis on which to achieve the aims set out above.

1.3.9 Interaction between Lot 1 and Lot 2 projects

Each project application for Lot 1 (innovation projects), should be a standalone piece, encompassing all that is required to sufficiently demonstrate an innovation (Lot 1).

BEIS will be strongly encouraging all successful Phase 2, Lot 1 suppliers to engage with the successful Phase 2 multi-site demonstrator platform.

The Lot 2 projects should encompass all that is required to demonstrate an innovation (Lot 1, Phase 2) in the Lot 2 demonstrator.

1.3.10 Competition timescale and uncertainties

The Phase 2 projects must finish by 31 March 2025.

We recognise that some aspects of biomass production take place on longer time horizons than three years and that this may have implications for certain proposed innovation projects and multi-site demonstrator platforms. In this instance, we would still encourage applications, but bidders should detail in their proposals what is feasible within the time available and what benefits can be realised in that time, while noting the follow-on steps that may be required beyond the three year demonstration phase. However, it is important to recognise that in such instances, bids will only be judged, and the assessment criteria are based on, innovation developments achievable within the three-year demonstration phase (i.e. up to 31 March 2025).

Through the SBRI procurement route BEIS is procuring research and innovation services from the supplier. As such, projects should clearly state their intended work for the demonstration phase of the programme. The principles of an SBRI procurement route involves both funder (BEIS) and the applicant, sharing the risks and benefits of the project. In return for provision of funding and non-financial support during demonstration activities, BEIS requires the project team to fund any additional costs that arise during the project.

Discrete contingency or unallocated funding provision in a project is not eligible, due to the SBRI contract being one where BEIS funds pre-commercial deliverables and research services.

1.3.11 Support for SMEs

This Programme will also offer Acceleration Support to successful applicants where the project lead organisation meets the definition of Small & Medium Enterprise (SME). Projects whose lead organisation is a university will not be eligible to receive this support. The support is highly

recommended for SME SBRI awardees to help develop their business. This Acceleration Support is 100% funded by BEIS. This support will focus on helping the supplier to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market.

All SME-led proposals that are awarded funding from Phase 2 of the Programme and wish to receive Acceleration Support will need to participate in an Acceleration Support Planning meeting. This planning session will be conducted by The Carbon Trust who have been appointed to deliver Acceleration Support Services on behalf of BEIS. Following the planning meeting an acceleration plan will be created. These plans will be bespoke and based on company needs identified. Further details about this support are provided in Annex 2 and additional information will be provided to successful projects following notification of award.

1.4 Eligibility criteria

To be eligible for funding, proposed Phase 2 projects must meet all the following eligibility criteria, which will apply across the programme.

1.4.1 Lot 1

Eligibility Criteria	Eligibility Question	YES	NO
1) Scope - This Competition supports the development of innovative approaches to sustainable biomass feedstocks supply, with specific requirements for technology, feedstock type and innovation location (i.e. within the farm-gate/forest road boundary). The technology must be feasible. Further details can be found in the Competition Guidance Notes.	Is your technology / system within scope? Does it fit within the required boundary? Is it based on an allowed feedstock type/technology? Has Phase 1 shown that your innovation is feasible for demonstration in Phase 2?		
2) The project must have received Phase 1, Lot 1 funding and not have been cancelled by BEIS.	Were you successful in receiving Phase 1, Lot 1 funding?		
3) The project must submit a Final Phase 1 report to BEIS	Will you submit your Final Phase 1 report to BEIS by midday 28 February 2022 (or 31 January 2022, for those who have not		

	requested the Phase 1 optional extension)		
4) Innovation and technology readiness - This programme supports the demonstration of technologies that are not yet commercially viable, from Technology Readiness Levels (TRLs) 4 to 7 (inclusive) at the start of the projects. (Further information on TRLs can be found in Annex 1 of the Competition Guidance Notes).	Will your technology / system be at TRL 4–7 at the start of the Phase 2 project?		
5) Programme scope Contracts will be awarded to secure pre-commercial demonstration. There should be a clear, linear continuation of a project from Phase 1.	Does your proposal use the project development work undertaken in Phase 1 of the programme, covering: an assessment of the proposed innovation; a project plan for Phase 2; and a commercialisation plan? Is there a clear, linear continuation of a project from Phase 1 (inclusive of any changes within the project during Phase 1 that BEIS approved)?		
6) Project Status - BEIS is unable to fund retrospective work on projects completed prior to written notification of an award. BEIS cannot fund outstanding Phase 1 project work under Phase 2 funding.	Can you confirm that your application does not seek retrospective funding for work already carried out on this project, or to be carried out prior to written notification of an award?		
7) Additionality - Projects can only be funded if innovation would not be taken forwards (or would be	Can you confirm that this project would not be taken forward (or would progress at a much slower rate)		

taken forwards at a much slower rate) without public sector funding.	without public sector funding?		
8) Project lead - a single project application must be submitted by the project lead. As this is a closed competition, the project lead must be a successful applicant from Phase 1 of the Biomass Feedstocks Innovation Programme.	Can you confirm that the project lead for this application meets the competition requirements i.e. the project lead must be the successful applicant from Phase 1 for this project?		
9) Project lead - The project lead must be a UK registered company, academic, research, public ⁸ , third sector or community organisation	Can you confirm that the project lead still meets the eligible organisation requirements?		
10) Budget - For Phase 2, Lot 1, a maximum contract award of £4 million per project is available. A full list of eligible project costs is set out in Annex 3 of the Competition Guidance Notes. Please note, under SBRI the project lead is not permitted to include profit in the eligible project costs.	Can you confirm that the requested project funding for Phase 2, Lot 1, is under £4 million and is for eligible costs only?		
11) Match funding - BEIS will fund 100% of eligible project costs. Match Funding or contributions in kind are not eligible as part of the project funding.	Can you confirm BEIS will fund 100% of project costs and no match funding or contributions in kind are part of the project funding?		
12) Project location - the Phase 2 activities procured in this Competition must be conducted largely in the UK (and the majority, over 50%, of the eligible activity (resources and goods) must be incurred in the UK).	Can you confirm that the Phase 2 activities will be conducted largely in the UK (and the majority, over 50%, of the eligible activity will be incurred in the UK)?		

<p>13) Timescales - Phase 2: Projects must complete by 31 March 2025</p>	<p>Please confirm that eligible project activities will complete by 31 March 2025 and your bid does not include costs that will be incurred beyond 31 March 2025.</p>		
<p>14) Risk-Benefit sharing - The sharing of <i>risks and benefits</i> is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS (as detailed in the T&Cs). Project outputs are also expected to be shared publicly.</p>	<p>Have you accounted for risk-benefit sharing in the cost of your application?</p>		
<p>15) Delivering multiple projects</p> <p>If project team member(s) are part of multiple successful bids in the programme, then the project lead must ensure that sub-contractors are able to deliver on them and they must not have applied for funding for the same piece of work more than once.</p>	<p>a) If you or your project team are part of multiple successful bids, would you be able to successfully deliver all projects, if necessary?</p>		
	<p>b) If you or your project team are part of multiple bids, have you applied for funding for the same piece of work more than once?</p>		
<p>16) Terms and conditions</p> <p>The applicant must agree to the BEIS Terms and Conditions as included in the tender pack and found alongside this application form. There are two minor changes from those applicable to the Phase 1 Terms and Conditions,</p>	<p>c) Please confirm acceptance of the BEIS Terms and Conditions.</p>		

these are highlighted in the tender guidance notes.			
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1.4.2 Lot 2

Eligibility Criteria	Eligibility Question	YES	NO
1) Scope - This Competition supports the development of innovative approaches to sustainable biomass feedstocks supply, with specific requirements for technology, feedstock type and innovation location (i.e. within the farm-gate/forest road boundary). Further details can be found in the Competition Guidance Notes.	Is your multi-site demonstrator platform within scope? Does it fit within the required boundary? Is it based on allowed feedstock type/technology? Will your multi-site demonstrator allow for testing of innovations within the technology scope? Has Phase 1 shown that your multi-site demonstrator approach is feasible?		
2) The project must have received Phase 1, Lot 2 funding and not have been cancelled by BEIS.	Were you successful in receiving Phase 1, Lot 2 funding?		
3) The project must submit a Final Phase 1 report to BEIS	Will you submit your Final Phase 1 report to BEIS by midday 28 February 2022 (or 31 January 2022, for those who have not requested the Phase 1 optional extension)		
4) Innovation and technology readiness - This programme supports the demonstration of technologies that are not yet commercially viable, from Technology Readiness Levels (TRLs) 4 to 7 (inclusive) at the start of the projects. (Further information on TRLs can be found in Annex 1 of the Competition Guidance Notes).	Will your multi-site demonstrator allow for testing of a range of Phase 2, Lot 1 innovations at TRL 4–7?		

<p>5) Programme scope Contracts will be awarded to secure pre-commercial demonstration. There should be a clear, linear continuation of the project from Phase 1.</p>	<p>Does your proposal use the project development work undertaken in Phase 1 of the programme? Is there a clear, linear continuation of the project from Phase 1?</p>		
<p>6) Project Status - BEIS is unable to fund retrospective work on projects completed prior to written notification of an award. BEIS cannot fund outstanding Phase 1 project work under Phase 2 funding.</p>	<p>Can you confirm that your application does not seek retrospective funding for work already carried out on this project, or to be carried out prior to written notification of an award?</p>		
<p>7) Additionality - Projects can only be funded if innovation would not be taken forwards (or would be taken forwards at a much slower rate) without public sector funding.</p>	<p>Can you confirm that this project would not be taken forward (or would progress at a much slower rate) without public sector funding?</p>		
<p>8) Project lead - a single project application must be submitted by the project lead. As this is a closed competition, the project lead must be a successful applicant from Phase 1 of the Biomass Feedstocks Innovation Programme.</p>	<p>Can you confirm that the project lead for this application meets the competition requirements i.e. the project lead must be the successful applicant from Phase 1 for this project?</p>		
<p>9) Project lead - The project lead must be a UK registered company, academic, research, public⁹, third sector or community organisation</p>	<p>Can you confirm that the project lead still meets the eligible organisation requirements?</p>		
<p>10) Budget - For Phase 2, a maximum contract award of £5 million for a single Lot 2 project is available. A full list of eligible</p>	<p>Can you confirm that the requested project funding for Phase 2, Lot 2 is under £5 million and is for eligible costs only?</p>		

⁹ Under SBRI competition rules, Non-Departmental Public Bodies and Arms Length Bodies are eligible to bid for funding as the project co-ordinator, but Government Agencies are not.

project costs is set out in Annex 3 of the Competition Guidance Notes. Please note, under SBRI the project lead is not permitted to include profit in the eligible project costs.			
11) Match funding - BEIS will fund 100% of eligible project costs. Match Funding or contributions in kind are not eligible as part of the project funding.	Can you confirm BEIS will fund 100% of project costs and no match funding or contributions in kind are part of the project funding?		
12) Project location - the Phase 2 activities procured in this Competition must be conducted largely in the UK (and the majority, over 50%, of the eligible project costs must be incurred in the UK).	Can you confirm that the Phase 2 activities will be conducted largely in the UK (and the majority, over 50%, of the eligible activity (resources and goods) will be incurred in the UK)?		
13) Timescales - Phase 2: Projects must complete by 31 March 2025	Please confirm that eligible project activities will complete by 31 March 2025 and your bid does not include costs that will be incurred beyond 31 March 2025.		
14) Risk-Benefit sharing - The sharing of <i>risks and benefits</i> is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS (as detailed in the T&Cs). Project outputs are also expected to be shared publicly.	Have you accounted for risk-benefit sharing in the cost of your application?		
15) Delivering multiple projects If project team member(s) are part of multiple successful bids in the programme, then the project lead	d) If you or your project team are part of multiple successful bids, would you be able to successfully deliver all projects, if necessary?		

must ensure that sub-contractors are able to deliver on them and they must not have applied for funding for the same piece of work more than once.	e) If you or your project team are part of multiple bids, have you applied for funding for the same piece of work more than once?		
16) Terms and conditions The applicant must agree to the BEIS Terms and Conditions as included in the tender pack and found alongside this application form. There are two minor changes from those applicable to the Phase 1 Terms and Conditions, these are highlighted in the tender guidance notes.	f) Please confirm acceptance of the BEIS Terms and Conditions.		

2. Deliverables

It should be noted that SBRI contracts require that project outputs are shared publicly – therefore non-commercial information developed by this programme will need to be shared.

2.1 Lot 1: Phase 2 Innovation projects

Phase 2, Lot 1 projects will be required to deliver:

- a) Application and demonstration of the proposed innovation in a real-world, or suitably robust, environment with ongoing monitoring and evaluation; this should include scope for iterations and ongoing quality assurance.
 - i. projects should plan to provide BEIS with regular updates and progress reports (no less than quarterly). Updates should include, as appropriate, technical and financial updates, trial results, impact of work done, output costs and efficiencies, impact on biomass feedstock production volumes, and any other information relevant to the stage of the programme
 - ii. projects should identify how widely across the UK the innovation could be adopted, and any perceived geographic, climatic or other limitations to potential adoption.
- b) Reporting on progress against the commercialisation plan developed in Phase 1, including:
 - i. how the commercialisation plan has been updated and developed throughout Phase 2, including consideration of delivery, installation, commissioning and support functions (where appropriate); consideration of initial demand and marketing (including forecast costs of implementing the innovation).
 - ii. how the wider market is and will continue to be engaged i.e. route to market plan; potential partners
 - iii. consideration of how the innovation could be refined to align with market/client requirements
 - iv. impacts from changes in the wider BioEconomy landscape
 - v. how the innovation is and will continue to be promoted to maximise impact
- c) An evidence-based final project report for BEIS detailing:
 - i. the design and development of the innovation
 - ii. demonstration and results; projects should identify at least one quantitative key performance metric that is used throughout Phase 2 demonstration, such as mass of biomass produced (dry tonnes), efficiencies achieved against a baseline, cost reductions and potential profitability. These should be framed within relevant economic parameters.
 - iii. consideration of how, and to what extent, the innovation contributes to increasing sustainable UK biomass supply. This should be quantified using the same key performance metric identified above.
 - iv. key successes; these should include consideration of the wider environmental benefits or trade-offs (including air, soil, water, land use impacts).
 - v. persistent barriers; these should include consideration of the wider environmental impacts and trade-offs (including air, soil, water, land use impacts).
 - vi. specifically, the impact of the innovation on Greenhouse Gas emissions. Depending on your innovation this could include sequestration of CO₂ through

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- biomass produced, changes in perennial biomass and soil carbon in both the short term and over the crop life cycle, potential Greenhouse Gas emission savings through the application of your solution, and actual emissions incurred through implementation of your solution both during the demonstration duration and with commercial scale-up, looking ahead to 2030.
- vii. lessons learned.
 - viii. next steps.
- d) Make available on request from BEIS, in an agreed format, Excel Spreadsheets or CSV files containing all testing data collected during the demonstration phase, with metadata that describes clearly each of the data fields collected, including units.
 - e) We may ask for fully accessible copies of any models used and if requested, these must be provided. This includes any models developed to validate/analyse test results; documentation should be provided explaining the working of the model and the algorithms underpinning the model. These must be consistent with BEIS model QA guidance¹⁰. Additionally, appropriate explanations of the analysis undertaken, the raw data used and any substantive assumptions made should be provided.
 - f) A version of the Phase 2 final project report that can be made publicly available

2.2 Lot 2: Phase 2 Multi-site demonstrator platform

The Phase 2 multi-site demonstrator platform must deliver the following:

- a) Application and demonstration of a range of Phase 2, Lot 1 innovations in a range of appropriate UK environments, with a suite of consistent, quantitative, ongoing monitoring and evaluation metrics; this should include scope for iterations and ongoing quality assurance.
 - i. The team should plan to provide BEIS with regular updates and progress reports
- b) A showcase of BEIS funded Phase 2, Lot 1 innovations and a public platform for the Biomass Feedstocks Innovation programme.
 - i. This will include effective dissemination and knowledge sharing, with regular updates and progress reports provided to BEIS.
- c) An evidence-based final project report for BEIS detailing:
 - i. Demonstration and results; this should include quantitative key performance metrics that the platform has used for ongoing monitoring and evaluation throughout Phase 2; where applicable iterations and ongoing quality assurance should be detailed. These should be framed within relevant economic parameters.
 - ii. Comparisons, including discussion and analyses, of a range of Phase 2, Lot 1 innovations trialled in different UK locations.
 - iii. Benefits of any synergies between Phase 2, Lot 1 innovations identified
 - iv. Key successes; these should include consideration of the wider environmental benefits or trade-offs (including air, soil, water, land use impacts).
 - v. Persistent barriers; these should include consideration of the wider environmental impacts and trade-offs (including air, soil, water, land use impacts).
 - vi. Specifically, the impact of the platform on Greenhouse Gas emissions, including the emissions incurred through implementation of your platform during the demonstration duration.
 - vii. Knowledge dissemination and engagement activities completed, including assessment of the impact on the UK BioEconomy.

¹⁰ <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>

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- viii. Lessons learned
 - ix. Next steps (including the legacy of the multi-site demonstrator platform)
 - x. Consideration of how the platform overall contributes to increasing sustainable UK biomass supply.
- d) Excel Spreadsheets or CSV files containing all testing data collected during the demonstration phase, with metadata that describes clearly each of the data fields collected, including units.
 - e) We may ask for fully accessible copies of any models used and if requested, these must be provided. This includes any models developed to validate/analyse test results; documentation should be provided explaining the working of the model and the algorithms underpinning the model. These must be consistent with BEIS model QA guidance¹¹. Additionally, appropriate explanations of the analysis undertaken, the raw data used and any substantive assumptions made should be provided.
 - f) A version of the Phase 2 final project report that can be made publicly available.

2.3 Reporting and monitoring

2.3.1 One-off reporting deadlines

Across both Lots, the following reporting milestones will take place (exact dates will be confirmed during Phase 2):

- **By November 2024**, a draft report detailing the findings from Phase 2 submitted to BEIS.
- A final report must be provided by **February 2025**, this should address feedback provided from BEIS on the previously submitted draft report.
- If the applicant wishes for BEIS to publish an amended version of this final report with commercially sensitive information removed, this will need to be provided by **February 2025**.
- During the Phase 2 programme participants will be expected to attend at least three dissemination events with other Phase 2 participants to discuss project findings. These are envisioned to occur at the start of Phase 2, at the mid-point and following submission of the final reports at the end of the programme.

2.3.2 Regular reporting

2.3.2.1 Monthly monitoring

BEIS will appoint one monitoring officer to work with each project in Phase 2. Monitoring Officers will speak monthly with Project teams during Phase 2. Project teams are required to work constructively with Monitoring Officers, responding in a timely manner to questions they

¹¹ <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>

might have about the progress the project is making, technical queries, and providing written information about project progress, should this be required by the monitoring officer.

2.3.2.2 Quarterly reports

A progress report will be submitted each quarter from each project. The report will follow a template (similar to that used in Phase 1).

We expect this report to cover, as a minimum:

- progress against the project delivery plan, updates to the commercialisation plan, progress towards project milestones
- upcoming work over the next quarter
- financial information (including budget spend so far and budget forecast)
- an updated risk register (including flagging where risk ratings have changed, or new risks/issues have emerged)
- any key lessons learned during delivery
- progress against relevant performance metrics e.g., KPIs (where applicable) and the benefits management plan

2.3.2.3 Stage gates

Stage gate reviews will be held every six months after project commencement to assess the project's deliverables, progress, costs, risks, and spend against the project plan – these will be meetings between the BEIS programme team, the Monitoring Officer and the project. The discussions will be based on the quarterly report and a presentation from the project. These stage gate meetings will be used as an opportunity to discuss project highlights and updates, as well as any challenges facing projects, including if any remedial work is required, or in certain circumstances, if projects are deemed by BEIS to be undeliverable and so need to be considered for contract termination. Criteria for each project will be determined at the outset of Phase 2, as there are likely to be distinct differences in scope and timescale for each project.

2.3.2.4 Site visits

COVID-19 permitting, Monitoring Officers and the BEIS programme team will visit projects on site annually during Phase 2. Project teams are required to work constructively with Monitoring Officers to facilitate these site visits.

2.3.2.5 Key Performance Indicators (KPIs)

BEIS requires all projects within the Net Zero Innovation Portfolio (NZIP; the portfolio that includes the Biomass Feedstocks Innovation programme) to report on key performance indicators (KPIs) to provide a consistent approach to reporting evidence and to track and measure key outputs, outcomes and impacts. BEIS will supply successful projects with a reporting template to complete at set intervals, including at the start of the project, annually during project delivery, at project closure and for up to three years after project closure. At the project start, your Monitoring Officer will provide further details about these KPIs.

2.3.2.6 Benefits Management Plan

At the project start, BEIS will provide successful projects with a template and structure for projects to develop a benefits management plan. This will be reported against on a quarterly basis and will include aspects such as social value commitments i.e., measurable improvements from change incurred by the project, examples of relevant benefits include: supporting the rural economy, creating / maintaining jobs, community impact, regional benefits, promoting UK green industry.

3. Competition Timetable, Application and Assessment Process

The Competition funding will be awarded using the Small Business Research Initiative (SBRI) approach. SBRI is a well-established pre-commercial procurement process that enables the development of innovative products and services in response to specific challenges faced by government departments and public sector bodies. Successful applicants receive finance to develop their innovative ideas, generating new business opportunities and routes to market and retaining the Intellectual Property associated with their idea.

3.1 Competition Timetable

The key dates for the Phase 2 Competition, applicable across both Lots, are:

Stage	Description	Timescale
Publication	Publication of call documentation All Phase 1 project leads will be sent a password to access the online application form.	20 December 2021
Application	Clarification questions deadline	Midday 17 January 2022
	BEIS will publish anonymised responses to clarification questions.	31 January 2022
	Bid submission deadline (only applications submitted using the online form will be accepted)	Midday 14 February 2022
Assessment	Bid evaluation, moderation and bidder eligibility checks	Mid-February to early March 2022
Contract Award	Written notification of outcome with feedback to all applicants	Mid-March 2022
	Commercial due diligence	Mid-March – Late-March 2022
	Contract award	Late-March – April 2022
Contract end	End of Phase 2 funding	31 March 2025

3.2 Application, Assessment and Award

The competition application process will be undertaken in three stages: application, assessment and contract award. This process applies to both Lots.

3.2.1 Stage 1: Application

Bidders should complete and submit the online application form, providing supporting information where stated. The online application form is password protected and each Phase 1 project lead will be sent a password to access the online application form.

Only applications submitted using the online form will be accepted. Email applications will not be accepted. BEIS advises that all applicants start their online application as early as possible. Any applications or supporting documentation received after the application deadline will not be considered.

Only projects in Phase 1 can apply for Phase 2 and projects cannot change Lots between Phase 1 and Phase 2.

The notes below explain the details of the application process and a subsequent section provides guidance on the Assessment Criteria against which the application will be judged.

- **Link to online application form:** Current Phase 1 applicants will be sent a password to allow them access to the online application form. The online application form for:
 - **Lot 1** can be found using this link
(<https://www.smartsurvey.co.uk/s/BiomassFeedstocksPh2-Lot1/>)
 - **Lot 2** can be found using this link
(<https://www.smartsurvey.co.uk/s/BiomassFeedstocksPh2-Lot2/>)
- **Questions about the Competition:** If you have any questions on the competition process after reading these guidance notes, please submit any queries to bioenergy@beis.gov.uk. Do not ask your Phase 1 Monitoring Officers, they cannot provide any advice on Phase 2 applications.

All questions should be submitted by the deadline stated in section 3.1. Questions submitted after this date may not be answered. BEIS will provide anonymised online replies to any questions which, in our judgement, are of material significance to all applicants by the deadline stated in section 3.1. The intention is to release these answers in batches, as we receive the questions.

- All bidders should take the 'Question and Answer' replies into consideration when preparing their own bids and BEIS will evaluate bids on the assumption that they have done so.
- **Application Documents:** All application documents must be submitted via the **online application form**. Please ensure you provide sufficient time to complete the online application form ahead of the application submission deadline. Applicants will be able to save their form and continue from their last saved location. In the form there are

opportunities to upload relevant supporting documents. In some sections we specify the supporting information we would like to see uploaded.

- Please ensure that your bid is tailored to the specific assessment criteria associated with your Lot and that you use the correct online application form for Lot 1 or Lot 2.
- **Submission of Application:** The full application for the competition must be submitted online by the deadline stated in section 3.1. The online application form will be closed for submissions after this time.
- **Submission Content:** Each online application must include the following documents:
 - Completed online application form
 - Completed signed declaration forms 1 to 6 (further details can be found in section 5.7)
 - Supporting documents, within the specified page limits for each assessment criterion (e.g., illustrations / figures / graphs / charts / schematics / tables / calculations). The specified page limits are noted within the 'Assessment Criteria' section.
 - 1 page CVs (15 maximum) for key team members (including key sub-contractors).
 - Letters of support, or other evidence demonstrating a strong commitment, from any critical sub-contractors necessary for the successful completion of the project, if applicable.
 - Completed project delivery plan for Phase 2 (Gantt chart)
 - Completed Risk Assessment table
 - Completed Finance Form.
- You should endeavour to answer all the questions in the application form in full, some questions will be 'required fields' in the form and you will not be able to proceed to the next section until these questions are complete. Incomplete applications and any containing incorrect information may be rejected. However, BEIS may, at its discretion, request clarification before making a final decision.
- **Submission Costs:** You are not entitled to claim from BEIS any costs or expenses that you may incur in preparing your bid, whether or not your proposal is successful.
- **Subcontracting Arrangements:** BEIS will contract solely with the project lead. However, BEIS recognises the need for projects to involve multiple organisations and therefore welcomes bids that include a project lead who then sub-contracts aspects of the project work to separate entities. In such instances, we would expect bids to detail the nature of such relationships, including the role, skills and expertise of the sub-contractors and their anticipated costs. BEIS may at its discretion ask for evidence of the working arrangements between the project lead and any sub-contractors to ensure that BEIS Terms and Conditions are reflected in any agreement with sub-contractors.

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- BEIS recognises that arrangements in relation to sub-contractors may (within limits) be subject to future change. Bidders should therefore respond considering the arrangements as currently envisaged and are reminded that any future proposed changes in relation to sub-contractors must be submitted in writing to BEIS for approval, as per the BEIS Standard Terms and Conditions.
 - **Multiple Bids:** No applicant can act as project lead for more than one bid. Applicants may be part of multiple bids, for unique projects delivering different innovations. BEIS reserves the right to assess the capability of the team to deliver multiple projects and whether the different projects are unique at the eligibility stage.
 - **Tender Validity:** Phase 2 proposals shall be valid for 120 calendar days from the bid submission deadline stated in section 3.1.

3.2.2 Stage 2: Assessment

Applications will initially be judged against the Eligibility Criteria. Applications which fail the Eligibility Criteria will not be assessed further, so it is essential that your project meets these criteria before you submit your application. This includes an assessment of the Declarations, which will be subject to a pass/fail score.

The eligible projects will then be assessed against the Assessment Criteria (described below) to determine an overall ranking list that will be used to allocate the funding for the Competition. To be eligible to receive funding, a project must be allocated a minimum score of 2 under each criterion and a total average score of 60% against all the assessment criteria.

If two or more projects score identically, and we are unable to take forward all these projects given our budget restraints then:

- Lot 1 – those projects scoring highest in Criterion 3 (Biomass supply benefits) will be taken forward.
- Lot 2 – those projects scoring highest in Criterion 2 (Demonstrator approach) will be taken forward.

For Lot 1: if two or more projects have overall identical scores, identical scores in Criterion 3 and we are unable to take forward all these projects given our budget restraints, we would take forward none of these projects.

For Lot 2: if two or more projects have overall identical scores and identical scores in Criterion 2, we would then take forward the project scoring highest in Criterion 1 (Demonstrator rationale). In the event of identical scores on Criterion 2 and Criterion 1, the project applications will be reviewed by the Senior Responsible Officer of the programme, to make a final decision on funding allocation, based on the need to have a broad portfolio.

BEIS reserves the right to take a broad portfolio approach to the Biomass Feedstocks Innovation programme, to avoid a Phase 2 programme that is heavily weighted to a single

biomass feedstock type. If required, BEIS will look to fund the highest ranked innovation project(s) pertaining to a feedstock type to retain a portfolio of biomass feedstock types.

After the assessment stage, all applicants will receive a short summary of key feedback regarding their applications irrespective of whether they are successful or not. BEIS aims to have provided all feedback to applicants by the deadline stated in section 3.1.

BEIS's decision on project funding is final.

3.2.3 Stage 3: Contract Award

The proposed contract award timing is outlined in section 3.1:

Contract terms: For Phase 2, the contracts will be based on the BEIS Pre-Commercial Procurement Contract Terms and Conditions, which accompany this Guidance. No variation to these terms and conditions will be accepted.

Prior to the issue of the Phase 2 contracts, there will be an opportunity for the successful project teams to put queries to BEIS. These should relate to the project activities rather than the programme. BEIS officials will also discuss and finalise the formal Phase 2 project milestones with the project team before issuing the contract. BEIS may involve an external technical adviser in these discussions and in subsequent monitoring of the project.

Please note, the BEIS Pre-Commercial Procurement Contract Terms and Conditions have been amended from Phase 1 of the Biomass Feedstocks Innovation Programme Competition as follows (shown in red italic bold). Amended clauses are:

18. Indemnities and Insurance, after paragraph (6), the following wording has changed (see bold italics in terms and conditions document): *Except in relation to death or personal injury as referred to in Condition 18(1), and subject to Conditions 18(5) and 31(16) the amount of liability under this clause shall be limited to a sum of twice the contract value for the **Phase 2 – Project Demonstration**.*

27. Intellectual Property Rights", after paragraph (5), the following wording has changed (see bold italics in terms and conditions document): *Under clauses 27(3), 27(4) and 27(5) the Authority shall only grant sub-licences to third parties if, after five years from the **end** date of this Contract, the Arising Intellectual Property has not been commercially exploited by the Contractor, or the Contractor has established a monopoly position.*

4. Assessment Criteria

The eligible projects for Phase 2 will be assessed against the criteria below to determine an overall ranking list, which will be used to allocate the funding for the Competition.

These guidance notes are designed to inform you about the types of information you should provide to BEIS for your proposal to be assessed. The individual questions listed under the headings below do not constitute assessment sub-criteria, but are an indication of the kind of factors that will be considered in assessing each aspect of a proposal.

We provide guidance on appropriate lengths for responses expected in applications for Phase 2 funding.

Responses should be based on the work completed during Phase 1, progressing the project's understanding of their innovation. BEIS expects responses to be detailed and where possible (and indicated) the responses should be quantitative.

All applicants should assume assessors have no prior knowledge of the project's Phase 1 work or bid.

All material required to assess an application to Phase 2 must be included in this application. The application must be a standalone submission.

Bids will only be judged on assessment criteria responses based on innovation developments achievable within the three-year demonstration phase (i.e. up to 31 March 2025).

4.1 Lot 1 – assessment criteria

1. Technology feasibility

Weighting - 20%

This criterion will assess the feasibility of the proposed demonstration project, giving confidence to the assessors that your demonstration proposal has sound technical merit. This should be based on the work completed during Phase 1, progressing the project's understanding of the innovation.

Applicants should provide the following information:

- Description of the technology development status with explicit reference to the Technology Readiness Level (TRL) of the innovation.
- Description of the innovation, with explanation of technical, mechanical or scientific evidence to demonstrate its robustness, merit, and scalability. This should include reference to remaining technical uncertainties outstanding from Phase 1 and how the proposed Phase 2 project will help overcome these.
- Description of the ability of the innovation to operate within a UK context.
- An assessment of the direct¹² environmental benefits and trade-offs of the proposed innovation during the programme and in the short-term i.e. within 5 years of the programme end. Where there are significant risks identified, mitigation actions must be described. Where relevant, the metrics should include quantification of the predicted:
 - Green House Gas (GHG) emissions (both GHG emissions saved by the product compared to the current market solution and the GHGs released in producing / applying the innovation)
 - Environmental impacts (including air, water and soil)
 - Biodiversity impacts

Please limit your response to 2500 words.

Applicants who wish to support their response with figures or extracts from their Phase 1 reports (e.g., illustrations / diagrams / graphs / charts / schematics / tables) may attach these using the 'choose file' option below the text box (max. 20MB allowance provided and max. 8 pages). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

¹² Applicants do not need to provide evidence on the environmental implications of their innovation resulting in increased feedstock supply. The environmental benefits and trade-offs of scaled up domestic feedstocks are outside the scope of this competition.

Figures or extracts that have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

2. Commercialisation of the innovation

Weighting - 10%

This criterion assesses, equally, the applicant's current understanding of the commercial landscape for their innovation (based on their work during Phase 1), and their current commercialisation plan for the innovation at the end of the programme. Responses should include:

- Understanding of the scale of the wider market (UK and international), how this has been established and how it will be engaged.
- How their current commercialisation plan for the innovation has been informed by knowledge gained during Phase 1 and how updates to the commercialisation plan during Phase 2 will be informed by knowledge gained during the demonstration phase.
- A clear, realistic commercialisation plan to achieve commercialisation of the innovation after the end of Phase 2 (note, this is expected to evolve during Phase 2). Where relevant this could cover: (1) how the innovation will be promoted, including engagement with potential buyers; (b) how the innovation could be distributed in order to maximise its impact; (c) interactions with suitable partners and future plans; (d) plans for trialling delivery, installation, commissioning and support functions (where applicable); (e) summary of financial growth plan for 5 years from the end of Phase 2 (including sales, CAPEX, OPEX, profitability);
- Dependencies – describe what your plan depends upon, and any assumptions made.

Please limit your response to 1500 words.

Applicants who wish to support their response with figures or extracts from their Phase 1 reports (e.g., illustrations / diagrams / graphs / charts / schematics / tables) may attach these using the 'choose file' option below the text box (max. 20MB allowance provided and max. 2 pages). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts that have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

3. Biomass supply benefits

Weighting - 30%

The applicant should describe, based on the work during Phase 1 and using quantifiable metrics, the potential of the innovation to help realise the overarching aim of the programme, namely helping to increase sustainable biomass feedstock supply in the UK.

The applicant must outline how wider deployment of the innovation will positively impact on relevant (i.e. within the capacity of the innovation to control) factors that influence the production of UK domestic feedstocks.

Bidders should provide information that covers the following:

- Clearly stated aims and objectives for the innovation demonstration project.
- Significance of the innovation within the UK feedstock production process, the market, and the innovation's importance to the supply challenge.
- Identification of at least one quantitative key performance metric that could be used throughout Phase 2 demonstration to assess how the innovation will help to increase sustainable biomass feedstock supply in the UK. This could be: mass of biomass produced (dry tonnes), efficiencies achieved against a baseline, cost reductions and potential profitability. These choices should be justified.
- Their understanding (including quantifiable metric(s)) of the positive impacts their innovation would have on UK biomass feedstocks compared to if the innovation did not go ahead. This could include: yield and yield improvements (in dry tonnes) anticipated in a certain timeframe; cost reductions and potential profitability; other quantification of efficiencies achieved against a baseline through the innovation etc. These estimates should be consistent with assumptions and forecasts in the commercialisation plan.

Bidders should also consider:

- The potential of the project to integrate with separate innovations (these do not have to be part of the Biomass Feedstocks Innovation Programme) that target different parts of the production process and deliver greater cumulative benefits than when just seen in isolation.
- Whether the innovation might directly and positively interact with other aspects of the biomass supply chain, beyond the boundary (i.e. farm gate/forestry road) of the programme.
- Where gaps in understanding remain following the Phase 1 work, these should be identified with detail provided as to what work needs to be carried out during Phase 2 to fill these gaps.

Please limit your response to 2500 words.

Applicants who wish to support their response with figures or extracts from their Phase 1 reports (e.g., illustrations / diagrams / graphs / charts / schematics / tables) may attach these using the 'choose file' option below the text box (max. 20MB allowance provided and max. 8 pages). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts that have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

4. Social value

Weighting - 5%

The applicant should demonstrate social value by:

- describing progress against commitments made during Phase 1
- describing how their organisation being a recipient of Phase 2 funding for their project would (a) deliver jobs for UK citizens, (b) support regional and rural economies and (c) bolster the UK's reputation as a pioneer in green technologies. The applicant should provide estimates of the numbers and types of jobs that the Phase 2 project would create, relative to the current baseline.
- providing quantitative or qualitative estimates of any other ways that the Phase 2 project would add value to society and bolster the UK's reputation as a pioneer in green technologies. This should include how the organisation will build on social value delivered in Phase 1.
- describing (a) how the project will share learnings with the sector; (b) the scale and scope of proposed dissemination and knowledge transfer activities.

Social value activities after the end of Phase 2 (i.e. 31 March 2025), should not be included.

Please limit your response to 1000 words.

5. Project Team

Weighting - 15%

Describe the skills you have and assure BEIS that the project team has the required capacity and expertise (**both for technical and project management**) needed to deliver the Phase 2 project.

The applicant should:

- Describe the skills in the team and assure BEIS that the team has the expertise needed to deliver the project.
- Demonstrate the capacity to deliver **technical and project management** aspects of the Project.
- Identify any key changes to the team from Phase 1 i.e. how the project team has evolved given Phase 1 learnings (within the constraints set out in the Competition Guidance Notes).
- Identify the key team members and their roles on the project (**maximum 15 one-page CVs can be provided as supporting information**)
- Detail sub-contractors clearly and their availability for the duration of project. This includes: (a) detailing any skill gaps that will be addressed by sub-contractors; (b) list the sub-contractors identified and describe the level of engagement carried out with each sub-contractor during Phase 1; (c) provide evidence of a strong commitment of any critical sub-contractors necessary for the successful completion of the project, e.g., letter(s) of support.

Please limit your response to 1500 words.

Applicants should support their response by appending CVs and letters of support etc. using the 'choose file' option below the text box (max. 20MB allowance provided in total and no max. pages for letters of support). Note that there is a maximum of 15, one-page CVs allowed. Applicants must clearly label the documents in the attachments and reference the documents and page numbers in their response within the text box to ensure they are assessed.

Any further text submitted (beyond CVs and letters of support) within the attachment will not be assessed.

6. Project Delivery

Weighting - 20%

This criterion will assess the proposed project plan for Phase 2. This will be assessed by looking at a range of factors, including the:

- Completeness and quality of the proposed project delivery plan and timelines (including a Gantt chart). The delivery plan should clearly list the work packages proposed, the key deliverables, deliverable dependencies, overall project milestones, timescales and provide rationale for the critical path for delivery of the project.
- Where products could be generated as a result of the demonstration of the innovation, applicants should indicate the how the products will be used.
- Completeness and quality of the proposed costings (in the Finance Form) – these must only be eligible costs, must represent fair market value for the work, be justifiable in terms of the project plan and sufficient to yield the deliverables sought.
- The applicant should describe why the proposal represents good value for money for BEIS. The answer should explain the following: (a) how the availability of public funding makes a material difference to the actuality and pace of moving the solution towards commercialisation; (b) how BEIS's funding would allow it to undertake the project differently or more quickly and why this would be beneficial to the UK; (c) how the project has accounted for a price reduction, compared to the price of the project applicable in the case of exclusive development, where BEIS would retain exclusive rights to IPR and other project results.
- Appropriateness, credibility, and realism of the project milestones and deliverables, including project management and who is responsible for the project milestones.
- Quality of the risk assessment, mitigation, contingency planning, including factors outside of the project's control (these should be detailed in a risk assessment table).
- Overall approach to project design, research, quality assurance and data quality.
- Framework for oversight and governance of the project
- Regular reporting plans – noting the BEIS requirements for monthly monitoring meetings, a quarterly report, and bi-annual stage-gate reviews.

Note that in their risk assessment, bidders must explicitly include a description of how the risk of catching and transferring COVID-19 between, to, or from members of the project team will be minimised and controlled.

Please limit your response to 2500 words.

Applicants must support their response by uploading a project delivery plan (Gantt chart), Finance Form and risk assessment table. An example risk assessment table is provided alongside these documents. Please use the Finance Form provided alongside these documents. The Finance Form has guidance embedded for each section.

These required attachments and any additional uploads can be made using the 'choose file' option below the text box. The additional uploads, such as figures and flow diagrams can be maximum of 8 pages – this is additional to the required attachments (max 20MB total allowance provided). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts which have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

4.2 Lot 2 – assessment criteria

1. Demonstrator rationale

Weighting - 20%

This criterion assesses the rationale and vision for your multi-site demonstrator platform. This should be based on the work completed during Phase 1, progressing the project's rationale.

Applicants should provide the following information:

- The aims and objectives for the multi-site demonstrator platform.
- How the multi-site demonstrator platform will help support the aims of the programme as a whole, including:
 - How the design and locations of the multi-site demonstrator platform will improve our understanding of the Phase 2, Lot 1 innovations in different environments i.e. climates, soil types etc.
 - How the design of the multi-site demonstrator platform will improve our understanding of innovation performance in boosting UK feedstock supply.
 - How the multi-site demonstrator platform will promote the programme and showcase innovation activity.
 - Any unique additional value in the overall vision for your multi-site demonstrator platform, aligned to the overall aims of the programme
- An assessment of the direct¹³ environmental benefits and trade-offs associated with running the multi-site demonstrator platform during the programme. Where there are significant risks identified, mitigation actions must be described. Where relevant and noting the assumptions/dependencies made, the metrics should include quantification of the predicted:
 - Green House Gas (GHG) emissions of running the demonstrator platform
 - Environmental impacts (including air, water and soil) associated with running the demonstrator platform
 - Biodiversity impacts of running the demonstrator platform
 - Where gaps in understanding remain following the Phase 1 work (due to uncertainties), these should be identified with reference to how these gaps will be addressed in Phase 2 (further detail on monitoring and

¹³ The wider environmental benefits and trade-offs of scaled up domestic feedstock production are outside the scope of this competition.

assessment approach may be provided under Criterion 2), both for the demonstrator as a whole and the Phase 2, Lot 1 innovations.

Please limit your response to 2500 words.

Applicants who wish to support their response with figures or extracts from their Phase 1 reports (e.g., illustrations / diagrams / graphs / charts / schematics / tables) may attach these using the 'choose file' option below the text box (max. 20MB allowance provided and max. 8 pages). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts that have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

2. Demonstrator approach

Weighting - 30%

This criterion assesses your approach to running the multi-site demonstrator platform. This will give confidence to the assessors that your proposal is coherent, feasible and based on robust design principles and that it will deliver benefits to the programme as a whole. This should be based on the work completed during Phase 1, progressing the project's understanding of running their demonstrator.

Applicants should, at a minimum, provide the following information:

- **Site locations** - a strategy for mobilising and monitoring the locations of the demonstrator platform, including:
 - setting up locations to ensure usability in the timeframe of Phase 2
 - where required, how other stakeholders have been and will continue to be engaged, to make the multi-site demonstrator platform operational
 - how the multi-site demonstrator platform will monitor the multi-sites, including key metrics identified.
 - where gaps in understanding remain following the Phase 1 work, these should be identified with detail provided as to what work needs to be carried out during Phase 2 to fill these gaps or the dependencies / assumptions.
- **Lot 1, Phase 2 interaction** - detailed plan for setting up and maintaining the platform over the programme duration, including:
 - the innovations or categories of Phase 2, Lot 1 innovations that could be brought into the multi-site demonstrator platform

- how the multi-site demonstrator platform will deal with the inherent uncertainty in the number and type of successful Lot 1 projects for Phase 2
 - how the Phase 2, Lot 1 innovations, which align with the multi-site demonstrator platform design, will be onboarded
 - how the multi-site demonstrator platform will work with the Phase 2, Lot 1 projects to demonstrate the innovations, including addressing any commercial concerns covering, actual and perceived conflicts of interest, IP protection and confidential information.
 - how the multi-site demonstrator platform will monitor the Phase 2, Lot 1 innovations, including key metrics, noting the duration of Phase 2.
- **Knowledge dissemination and engagement activities**, including:
 - The demonstrator's approach to sharing learnings with the biomass sector and value chain
 - The scale and scope of the demonstrator's approach to such activities
 - **Unique additional value proposed in the approach**, aligned to the overall aims of the programme.
 - **Phase 2 completion** - detail on how the multi-site demonstrator platform will plan for the end of Phase 2, covering: site locations; Lot 1 Phase 2 interactions, knowledge dissemination and engagement. This should include consideration of the legacy of the demonstrator post the programme.

Please limit your response to 3000 words.

Applicants who wish to support their response with figures or extracts from their Phase 1 reports (e.g., illustrations / diagrams / graphs / charts / schematics / tables) may attach these using the 'choose file' option below the text box (max. 20MB allowance provided and max. 10 pages). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts that have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

3. Social value

Weighting - 5%

The applicant should demonstrate social value by:

- describing progress against commitments made during Phase 1
- describing how their organisation being a recipient of Phase 2 funding for their project would (a) deliver jobs for UK citizens, (b) support regional and rural economies and (c) bolster the UK's reputation as a pioneer in green technologies. The applicant should provide estimates of the numbers and types of jobs that the Phase 2 project would create, relative to the current baseline.
- The applicant should provide quantitative or qualitative estimates of any other ways that the Phase 2 project would add value to society and bolster the UK's reputation as a pioneer in green technologies. This should include how the organisation will build on social value delivered in Phase 1.

Social value activities after the end of Phase 2 (i.e. 31 March 2025), should not be included.

Please limit your response to 1000 words.

4. Project team

Weighting - 15%

Describe the skills you have and assure BEIS that the project team has the required capacity and expertise (**both for technical and project management**) needed to deliver the Phase 2 project.

The applicant should:

- Describe the skills in the team and assure BEIS that the team has the expertise needed to deliver the project.
- Demonstrate the capacity to deliver **technical and project management** aspects of the Project.
- Identify any key changes to the team from Phase 1 i.e., how the project team has evolved given Phase 1 learnings (within the constraints set out in the Competition Guidance Notes).
- Identify the key team members and their roles on the project (**maximum 15 one-page CVs can be provided as supporting information**)
- Detail sub-contractors clearly and their availability for the duration of project. This includes: (a) detailing any skill gaps that will be addressed by sub-

contractors; (b) list the sub-contractors identified and describe the level of engagement carried out with each sub-contractor during Phase 1; (c) provide evidence of a strong commitment of any critical sub-contractors necessary for the successful completion of the project, e.g., letter of support.

Please limit your response to 1500 words.

Applicants should support their response by appending CVs and letters of support etc. using the 'choose file' option below the text box (max. 20MB allowance provided in total and no max. pages for letters of support). Note that there is a maximum of 15, one-page CVs allowed. Additionally, one table listing sub-contractors can be uploaded.

Applicants must clearly label the documents in the attachments and reference the documents and page numbers in their response within the text box to ensure they are assessed.

Any further text submitted within the attachment will not be assessed.

5. Project delivery

Weighting - 30%

This criterion will assess the proposed project plan for Phase 2. This will be assessed by looking at a range of factors, including the:

- Completeness and quality of the proposed project delivery plan and timelines (including a Gantt chart). The delivery plan should clearly list the work packages proposed, the key deliverables, deliverable dependencies, overall project milestones, timescales and provide rationale for the critical path for delivery of the project.
- Where products could be generated as a result of the demonstration of the innovation, applicants should indicate how the products will be used
- Completeness and quality of the proposed costings (in the Lot 2 Finance Form). This should be filled in with reference to section 5.2.2 of the tender guidance notes. These must only be eligible costs, must represent fair market value for the work, be justifiable in terms of the project plan and sufficient to yield the deliverables sought.
- The applicant should describe why the proposal represents good value for money for BEIS. The answer should explain the following: (a) how the availability of public funding makes a material difference to the actuality and pace of the project; (b) how BEIS's funding would allow it to undertake the project differently or more quickly and why this would be beneficial to the UK; (c)

how the project has accounted for a price reduction, compared to the price of the project applicable in the case of exclusive development, where BEIS would retain exclusive rights to IPR and other project results.

- Appropriateness, credibility, and realism of the project milestones and deliverables, including project management and who is responsible for the project milestones.
- Quality of the risk assessment, mitigation, contingency planning, including factors outside of the project's control (these should be detailed in a risk assessment table).
- Overall approach to project design, research, quality assurance and data quality.
- Framework for oversight and governance of the project
- Regular reporting plans – noting the BEIS requirements for monthly monitoring meetings, a quarterly report, and bi-annual stage-gate reviews.

Note that in their risk assessment, bidders must explicitly include a description of how the risk of catching and transferring COVID-19 between, to, or from members of the project team will be minimised and controlled.

Please limit your response to 3000 words.

Applicants must support their response by uploading a project delivery plan (Gantt chart), Finance Form and risk assessment table. An example risk assessment table is provided alongside these documents. Please use the Lot 2 Finance Form provided alongside these documents. The Finance Form has guidance embedded for each section.

These required attachments and any additional uploads can be made using the 'choose file' option below the text box. The additional uploads, such as figures and flow diagrams can be maximum of 8 pages – this is additional to the required attachments (max 20MB total allowance provided). Applicants must clearly label the figures in the attachment and reference the figures and page numbers in their response within the text box to ensure they are assessed.

Figures or extracts which have not been referenced in the text box will not be assessed.

Any further text submitted within the Referenced Figures single attachment will not be assessed.

4.3 Scoring Guidance

We will select projects that offer the best value for money based on assessment against the criteria outlined above. The projects will be scored against these criteria using the following scoring guidance set out below. **In order to be eligible for funding, a project must be allocated a minimum score of 2 under each criterion and a total average score of 60% against all the assessment criteria.**

BFI Phase 2 Scoring Guidance

Score	Description
0	No Evidence: Proposal contains significant shortcomings and does not meet the required standard.
1	Not Satisfactory: Proposal partially meets the required standard, with multiple moderate weaknesses or gaps. There is very little evidence that the question has been satisfactorily answered and major omissions are evident.
2	Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps. There is some evidence that the question has been satisfactorily answered and some omissions are evident. Much more clarification is needed.
3	Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further clarification is needed.
4	Good: Proposal meets the required standard, with moderate levels of assurance. The question has been well addressed with a good evidence base, with only minor omissions or lack of clarity.
5	Excellent: Proposal fully meets the required standard with high levels of assurance. There is clear evidence that the question has been completely addressed in all aspects, with question answered clearly, concisely with a strong evidence base.

5. Contract Size and Restrictions on Funding

5.1 Competition Budget and Availability

A maximum of £25.75m will be available for Phase 2. Up to £4 million is available per contract for Lot 1 (innovation projects) and up to £5 million is available for a single contract for Lot 2 (multi-site demonstrator platform).

The number of projects funded in Phase 2 depends on the number of the proposals received that score a minimum of 2 under each criterion and an overall score of 60% or above, or until funding runs out.

The funding for Phase 2 under this Programme is available until 31 March 2025. All project activities (should a bidder be successful), including reporting and payments, for Phase 2 will need to be completed by this date.

All costs should be provided excluding VAT, ~~though where VAT applies, bidders should specify the amount.~~ Total project costs, excluding VAT, should not exceed the maximum allowable budget per project.

Note: nothing in this funding call requires BEIS to award any applicant a contract of any particular amount or on any particular terms. **BEIS reserves the right not to award any contracts**, in particular if BEIS is not satisfied by the proposals received or if the funding assigned to the scheme is required for other, unforeseen, purposes. BEIS will not, under any circumstances, make any contribution to the costs of preparing proposals for entry into the competition and applicants accept the risk that they may not be awarded a contract.

5.2 Eligible Costs

5.2.1 Lot 1 and Lot 2 applicable

Applicants are instructed that the project costs quoted must reflect actual costs at a 'fair market value' and for this Competition, profit for the project lead must not be included. Assessors are required to judge each application in terms of value for money, i.e. does the proposed cost for effort and deliverables reflect a fair market price.

Eligible costs are those directly associated with the development, implementation, operation, monitoring and evaluation of the biomass innovation projects or the multi-site demonstrator platform.

To note, if an individual sub-contractor costs are more than 20% of the total project costs, BEIS requires a high-level breakdown of the sub-contractor costs in the application's Finance Form, under the 'Project Delivery' assessment criterion (guidance provided in the Finance Form).

Further details of eligible and ineligible costs are provided in Annex 3. Applicants must complete a Competition Finance Form (separate spreadsheet) to provide the necessary cost information for the assessment process; further itemisation of costs and methods of calculation may be requested to support the application.

Note that the project lead (the supplier) is not permitted to include profit in the eligible project costs.

BEIS will fund 100% of eligible project costs. Match Funding or contributions in kind are not eligible as part of the project funding.

5.2.2 Lot 2 only

For assessment purposes, we require Lot 2 bidders to present their project costs in two strands within the Lot 2 Finance Form:

- 1) **Core costs for the demonstrator platform, irrespective of which Lot 1's proceed to Phase 2.** This should entail all costs associated with the knowledge dissemination and engagement aspects of the demonstrator, as well as any fixed site costs plus other costs that are intrinsic to the specific Lot 2 bid i.e., all costs that are present irrespective of which Lot 1 projects proceed to Phase 2. The 'Core costs' should be detailed in 'tabs B to J' of the Lot 2 Finance Form. Applicants should base their assumptions on 6 (six) Lot 1 projects being successful and applicable for land based demonstration (please note this is an assumption – funding for Lot 1 Phase 2 will be awarded according to the process outlined in Section 3.2.2). Please note that we may end up with more, or less, of the Lot 1 Phase 2 projects being demonstrated at the winning Lot 2 demonstrator sites, but we are using 'six' to ensure a comparable assessment process.

Costs relevant to the 'core costs' may include (this list is not exhaustive):

- a) Project management and general personnel required to co-ordinate and demonstrate Lot 1, Phase 2 projects
 - b) Environmental and impact assessment for the overall demonstrator
 - c) Capital equipment such as laboratory equipment, and, field monitoring equipment
 - d) Knowledge dissemination activities e.g. marketing and event management
 - e) Costs of demonstrator sites
 - f) Sub-contractors required irrespective of which Lot 1 projects proceed
 - g) Site visits to locations that host several projects
 - h) Common consumables
- 2) **Physical demonstration costs (variable cost).** This should be the Lot 2's forecast costs for the physical demonstration of each Lot 1 project that the Lot 2 could support as

part of their platform (regardless of whether the Lot 1 project has engaged with the Lot 2).

BEIS requires a price per Lot 1 project for the physical demonstration of every Lot 1 project that the multi-site demonstrator platform could support.

These Lot 1 physical demonstration costs should be based on working assumptions at the point of bid submission. The costs should be detailed in 'tab K' of the Lot 2 Finance Form. If a Lot 2 applicant cannot support a particular Lot 1 project, or it is not suitable to do so, then the applicable Lot 1 project row should be left blank in 'tab K' of the Lot 2 Finance Form. Lines inserted under Lot 1 projects can be used to give greater granularity if required. Costs relevant to this section may include (this list is not exhaustive):

- a) Specialists such as agronomists, machine operators, analysts required at a project level
- b) Environmental and impact assessment unique to the project
- c) Site visits if location will be exclusive to the individual project
- d) Transportation of capital equipment
- e) Monitoring equipment exclusive to the individual project
- f) Project related consumables required for demonstration

We appreciate that the number of Lot 1 Phase 2 projects that will be supported by a multi-site demonstrator platform remains uncertain. There are uncertainties over which and how many Lot 1 projects will progress to Phase 2, alongside uncertainties around which Lot 1's any of the Lot 2 demonstrator platforms can support. We also note that not every Lot 1 innovation project is appropriate for demonstration through a multi-site demonstrator platform. At present, BEIS anticipates funding up to 10 Lot 1 innovation projects of which around 6 may be appropriate for multi-site demonstration.

We understand that Lot 2 bidders may not have been able to engage with all Lot 1 projects in Phase 1 of the programme. Where this is the case and a Lot 2 bidder believes their demonstrator could support such a Lot 1 innovation in Phase 2, then the physical demonstration costs can be based on estimates and public facing information released about the Lot 1 projects. This should be stated in the working assumptions in the Lot 2 Finance Form.

Please note that the final Lot 2's total contract value will not exceed the maximum funding available for Lot 2, of £5 million. Following written notification of the competition outcome to all applicants, BEIS will enter into discussions with the successful Lot 2 multi-site demonstrator platform to finalise (a) the Lot 1 physical demonstrations that will proceed and (b) the core costs required given the results of the Lot 1 bid assessment. Irrespective of the final number of Lot 1 Phase 2 projects being demonstrated at the Lot 2 demonstrator sites, the maximum possible value of the Lot 2 contract will be £5 million.

5.3 Project completion costs

Where the Biomass Feedstocks innovation or multi-site demonstrator platform includes physical assets, if it is not feasible to continue to operate/develop the equipment/platform, the chosen supplier will have responsibility for decommissioning demonstration equipment on project completion. When bidding, suppliers need to include provision for any decommissioning costs they will require, at fair market value, in the total estimated costs for the Phase 2 innovation project or multi-site demonstrator platform.

If any project decommissioning costs submitted as part of a successful application are: (1) incurred beyond the end of the programme (31 March 2025), or (2) no longer needed come the end of the programme, then BEIS will not fund these project decommissioning costs.

5.4 Risk-Benefit sharing

The sharing of risks and benefits is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS. Project outputs are also required to be shared widely and publicly and projects are not permitted to include profit or project contingency costs in the eligible project costs.

Applicants will need to demonstrate where cost savings are being provided compared to open market development contracts. Proposals will be assessed to determine whether the applicants have provided reasonable price reductions to reflect the risk-benefit sharing Intellectual Property Rights (IPR) conditions of the pre-commercial procurement contract for this competition. The sharing of risks and benefits is key to the pre-commercial procurement/SBRI approach and applicants will be expected to offer a price reduction compared to the price applicable in the case of open market development.

These cost savings form part of the eligibility conditions for Phase 2 of the Competition, i.e. projects that do not offer justified cost savings will not be eligible for funding.

5.5 Financial Information

Applicants are requested to provide a fixed price quotation for the work. A detailed cost breakdown is required to enable assessment of value for money. There is no possibility of extending this programme's financial support beyond 31 March 2025.

Financial information should include costs for Phase 2, detailing labour (including labour day rates), material costs, capital equipment costs, sub-contractor costs and any travel and subsistence requirements. Applicants are required to complete a detailed financial summary template (the Finance Form) as part of the application process. This financial form is specific to Phase 2 applications, sections of the Finance Form marked 'For grants only' should be left blank, as **this is not a grant, it is an SBRI contract**.

BEIS will not make payments in advance of need. For this Programme BEIS will make payments against evidence of approved deliverables and achievements based on the agreed milestone plan. Milestones should not be scheduled more frequently than monthly, and ideally on a quarterly basis. BEIS understands the difficulties which small businesses may face when financing this type of project. BEIS will explore cash flow issues with the applicant as part of developing the financial profile during the Contract Award process. BEIS will offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operates.

5.6 Financial viability checks

BEIS will undertake financial viability checks on all successful applicants (and reserve the right to do so for any key sub-contractors, at BEIS discretion). These will include looking at the latest independently audited accounts filed on the Companies House database.

Where a business is not required to file accounts with Companies House, other financial information may be requested to enable an appropriate financial viability review to be undertaken. We will be looking for evidence of your ability to resource the cashflow for the project appropriately, so the information we request will be focused on understanding how your business operates in this respect.

Before a successful project starts, BEIS will ask for evidence that funding mechanisms are in place to manage cash flow across the life of the project. This could include letters of credit or other such mechanisms.

5.7 General BEIS procurement conditions

There are six declaration forms which must be completed by each project lead, covering issues such as: conflict of interest, non-collusion, bribery, corruption and fraud, GDPR assurance and overall agreement to the terms of this pre-commercial procurement process. These declarations are supplied alongside these Guidance notes and must be signed and submitted by the project lead. To note, if an individual sub-contractor costs are more than 20% of the total project costs, BEIS requires that sub-contractor to complete all the BEIS declarations, which the project lead should submit on their behalf, as well.

Conflicts of interest: The BEIS Pre-Commercial Procurement Contract Terms and Conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State. For innovation, conflict of interest is defined as the presence of an interest or involvement of the contractor, or subcontractor that could affect the actual or perceived impartiality of selection of which projects are supported.

Where there may be a potential conflict of interest, it is suggested that the project lead designs working arrangements such that the selection process cannot be influenced (or perceived to be influenced) by the organisation that owns a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in bidding vs. other support to BEIS, and how these can be structured to ensure an impartial approach to the project is maintained.

This is managed in the procurement process as follows:

- During the bidding process, organisations may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.
- 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 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.
- When tenders are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information provided in the proposal and declaration, there remains a conflict of interest that may affect the impartiality of the selection process.

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

6. Notification and Publication of Results

6.1 Notification

Applicants will be informed by email whether their application has been successful, subject to compliance with the terms and conditions of the Conditional Contract Offer.

On or after issuing a SBRI contract, BEIS will publish the following information:

- Identity of the project lead and the sub-contractors
- Public facing project description, this should include summary information including aims and expected outcomes of the project and technology area
- Total award value.

You are not able to opt out of this project information being published. In addition, all funded projects must include reporting and dissemination milestones – agreed with BEIS – as part of their project deliverables.

Any organisation that wishes to publicise its project, at any stage, must contact the Competition Programme Manager or their Project Monitoring Officer at BEIS and obtain written permission before doing so.

6.2 Publication of results

SBRI involves a high degree of risk–benefit sharing. In return for provision of funding and non-financial support during demonstration activities, BEIS expects to be able to use and share the results and outputs of the demonstration activities with other government departments. In addition to the publication of final reports from each project, which is non-negotiable, BEIS may also wish to publicise the results of the programme, which may involve engagement with the media. Some organisations may not want their activities to be publicised and organisations will be given a chance to opt out of any involvement in media related activity, should they see this as being necessary.

Following completion of the funded projects, BEIS will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each project detailing technical approach, and key achievements. BEIS may also revisit projects at a later date and publish an evaluation report for the Programme as a whole.

BEIS, however, recognises the need to maintain confidentiality of commercially sensitive information. BEIS will consult applicants regarding the nature of information to be published, to protect commercially sensitive information.

7. Reporting, Knowledge Sharing, Evaluation and Intellectual Property Requirements

7.1 Reporting

To track project progress and ensure payments are made according to a schedule of milestones to be agreed with selected projects. This reporting will be in confidence to BEIS and its technical advisers and will not be published. Any changes to schedules or project plans will need to be discussed with BEIS and applicants should expect significant interaction with the team during the project.

The reporting requirements are set out in the 'Deliverables' section

7.2 Evaluation Requirements

Successful applicants will be expected to participate in an evaluation of the Programme during and after final contract payments, to assess the impact of the Programme, including value for money.

BEIS requires all projects within the Net Zero Innovation Portfolio (NZIP) to report on key performance indicators (KPIs) to provide a consistent approach to reporting evidence and to track and measure key outputs, outcomes and impacts. BEIS will supply successful applicants with a reporting template to complete at set intervals, including at the start of the project, annually during project delivery, at project closure and for up to three years after project closure. At the project start, your Monitoring Officer will provide further details about the calculation of these KPIs.

Beyond these KPIs, BEIS conducts independent evaluations of many of its programmes to assess their impact, including value for money. Successful applicants will be expected to participate in reasonable evaluation activities during and after final contract payments, including but not limited to, providing programme-specific KPIs, completing questionnaires or surveys, participating in interviews and workshops, communicating the learnings from the project, providing costs/sales data.

7.3 Knowledge sharing

Effective dissemination and knowledge sharing are key requirements in this Competition – and applicants will be assessed on the scope and scale of their proposed knowledge sharing activities.

Projects must agree to publish non-confidential project outcomes and learning points. Previous BEIS innovation programmes have been successful in maximising what information can be shared openly with the wider industry and community, while preserving confidential details (or competitive position) of its innovation projects.

7.4 Intellectual Property

Applicants are required to identify and record intellectual property generated from the project and to protect patentable knowledge in accordance with Condition 28 of the BEIS Terms and Conditions. If within five years of project closure applicants have not commercially exploited intellectual property generated from the work, then in line with the standard terms and conditions, BEIS may request ownership of such intellectual property. Applicants will also retain ownership over the physical assets generated from the project, subject to the BEIS Terms and Conditions (found alongside these Guidance notes).

Costs associated with securing intellectual property arising from or associated with this project are not eligible for reimbursement and cannot be included in the contract price.

BEIS requires a world-wide, irrevocable, royalty-free, non-exclusive licence, together with the right to grant sub-licences, to use or publish information, data, results, outcomes or conclusions which are created in performing the project, for its internal non-commercial purposes.

The proposed arrangements for intellectual property rights and exploitation are set out in the BEIS Pre-Commercial Procurement Contract Terms and Conditions for this competition, which are provided alongside these Guidance notes.

8. Feedback, Re-application and Right of Appeal

A short summary of key feedback regarding the applications will be provided to all applicants. This feedback will be based on the comments of technical assessors and moderation panel. No additional feedback will be provided.

The feedback from the assessors is intended to be constructive. Comments are not a checklist of points which must be answered or argued in an application submitted to any future competition, as the assessors may be different and it is solely the applicant's decision whether they act on the suggestions.

BEIS and the assessors' decision is final and there is no right of appeal and or re-application allowed.

9. Confidentiality, Freedom of Information and Data

Where any request is made to BEIS under the Freedom of Information Act 2000 (“FOIA”) for the release of information relating to any project or applicant, which would otherwise be reasonably regarded as confidential information, then BEIS will notify the relevant project co-ordinator of the request as soon as BEIS becomes aware of it. An applicant must acknowledge that any lists or schedules provided by it outlining information it deems confidential or commercially sensitive are of indicative value only and that BEIS may nevertheless be obliged to disclose information that the applicant considers confidential.

As part of the application process all applicants are asked to submit a public description of the project. This should be a public facing form of words that adequately describes the project but that does not disclose any information that may impact on Intellectual Property (IP), or is confidential or commercially sensitive. The titles of successful projects, names of project lead and sub-contractors, award value and the description of the project may be published once the award is confirmed as final.

All assessors used during the assessment of applications will be subject to a confidentiality agreement.

BEIS has its own code of conduct in that we do not share any confidential information. BEIS does not enter into specific Non-Disclosure Agreements (NDAs) with individual projects.

As such, material shared in any application or during Phase 2 will be treated as commercially sensitive and shared in confidence.

Further information regarding Data Processing, Personal Data and Data Subjects can be found in Annex 4.

10. Further Instructions to Bidders

The Department reserves the right to amend the enclosed Competition documents at any time prior to 31 January 2022. Any such amendment will be numbered, dated and issued on the website alongside these Guidance notes. Where amendments are significant, BEIS may, at its discretion extend the deadline for receipt of tenders.

BEIS 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 proposal is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that proposal may be rejected. By issuing this Competition document, the Department is not bound in any way and does not have to accept the lowest, or any, proposal and reserves the right to accept a portion of any proposal unless the tenderer expressly stipulates otherwise.

Annex 1: Technology Readiness Levels (TRLs) and Commercialisation

Technology Readiness Levels are an indication of the maturity stage of development of a technology on its way to being developed for an application or product. The table below defines TRLs 1 to 9.

Technology Readiness Levels (TRLs)	
Research and development	
TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
Applied research and development	
TRL 3 – Critical Function or Proof of Concept Established	Active research and development is initiated. This includes analytical and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative.
TRL 4 – Laboratory (or equivalent) Testing/Validation of Component(s)/Process(es)	Basic technological components are integrated to establish that the pieces will work together.
TRL 5 – Laboratory (or equivalent) Testing of Integrated/Semi-Integrated System	The basic technological components are integrated with reasonably realistic supporting elements so it can be tested in a simulated environment.

Demonstration	
TRL 6 – Prototype System Verified	Representative model or prototype system is tested in a relevant environment.
TRL 7 – Integrated Pilot System Demonstrated	Prototype near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment.
Pre-commercial deployment	
TRL 8 – System Incorporated in Commercial Design	Technology is proven to work - actual technology completed and qualified through test and demonstration.
TRL 9 – System Proven and Ready for Full Commercial Deployment	Actual application of technology is in its final form - technology proven through successful operations.

One of the key principles of the SBRI is that the agreement is a pre-commercial exercise. For Phase 2 projects, this means that the demonstration project has to be pre-commercialisation i.e. for the specific innovation that BEIS is funding, the supplier cannot enter into commercial relationships related to the innovation during the funding period. To do so would require early termination or reduction in scope / value of the project. The commercialisation plan produced in Phase 1 and updated/iterated in Phase 2 is designed to move the innovation projects to deployment, following the end of Phase 2.

Commercial Readiness Levels (CRLs)	
CRL 1 – Concept	Idea to exploit new technology or product or service concept. Explore market interest, commercial potential.
CRL 2 – Seed stage	Market research. Product or service R&D, component tests. Business planning. Product requirements (market tested). Initial product spec.
CRL 3a – Resource & Plan	Resource. Route to market plan. Refine product spec in line with market requirements. “Complete” development team.
CRL 3b – Validate market & build venture	Build. Re-validate requirements & refine specs. Understand viable volumes. Investigate partners.
CRL 3c – Route to market, supply chain	Test. Refine market positioning strategy. Approach partners. Outline initial volumes.
CRL 3d – Client trials & first sale	Execute. Trial all delivery, installation, commissioning & support functions. Achieve first sales. Complete marketing & sales hires / agreements for market entry / sales.
CRL 4a – Market entrance	First customer shipment
CRL 4b – Proven	First profitable quarter
CRL 4c – Growth	Minimum 18 months profitability

Annex 2: Acceleration Support

This annex provides information regarding support available for Small & Medium Enterprises (SMEs). The businesses that fall into the categories defined by Table 1 are classed as Small and Medium Enterprises (SMEs). A large business in this context means any enterprise which is not a SME.

Table 1 Categories for business size definitions

Company Category	Staff Headcount		Turnover		Balance Sheet Total
Medium	<250 people	AND	≤£45m	OR	≤£39m
Small	<50 people	AND	≤£9m	OR	≤£9m
Micro	<10 people	AND	≤£2m	OR	≤£2m

This scheme will offer acceleration support (with no associated cost to the project) to successful applicants where the project lead organisation meets the definition of Small & Medium Enterprise (SME). Projects whose lead organisation is a university will not be eligible to receive this support. The support is highly recommended for SME SBRI awardees to help develop their business. This Acceleration Support is 100% funded by BEIS. This support will focus on helping the supplier to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market.

The starting point for acceleration support is to consider the current stage of commercial preparation and identify (with the supplier) critical next steps, business strengths and gaps, benchmarked for the stage of the individual business across all key Acceleration Support focus areas:

- Market engagement and proposition
- Strategy and sales
- Team and board
- Funding and investment
- Product-service design, development and launch
- Business processes and controls

Specialist advisers will be assigned by BEIS to support the company in the development of the appropriate knowledge and skills. Three types of support will be available dependant on company need:

1. Tailored support, including coaching and specialist support across the six focus areas

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2. Group training and learning resources, including sector specific masterclasses and techno-market workshops
 3. Access to industry and finance networks, providing companies with investor engagement opportunities, pitch training sessions, facilitated market engagement and networking opportunities

All SME-led proposals that are awarded funding and wish to receive Acceleration Support will need to participate in an Acceleration Support Planning meeting. This planning session will be conducted by The Carbon Trust who have been appointed to deliver Acceleration Support Services on behalf of BEIS. Following the planning meeting an acceleration plan will be created outlining the task delivery plan. These plans will be bespoke and based on company needs identified.

BEIS have historically offered Acceleration Support to help grant recipients achieve maximum commercial impact from the grant. From the experience of the Energy Entrepreneur's Fund (EEF) scheme managed by BEIS, there is a clear distinction between projects that received Acceleration Support and those companies who were high-scoring applications but did not receive funding and Acceleration Support, through the EEF scheme.

It is highly recommended that SBRI recipients take up the offer of Acceleration Support Services and co-operate with both the Acceleration Planning Session and the Acceleration Manager, who will oversee the delivery of the acceleration support. However, unlike the EEF scheme, receiving the identified acceleration support is not a condition of the SBRI contract award.

Participants will also be asked to collaborate in monitoring and evaluation activities and to provide feedback on support provided through the programme.

Annex 3: Eligible and Ineligible Costs

Eligible Costs

Directly incurred costs

These are costs that are specific to the project that will be charged to the project as the amount spent, fully supported by an audit record justification of a claim. They comprise:

- Labour costs for all those contributing to the project, broken down by individual
- Material costs (including consumables specific to the project)
- Capital equipment costs
- Sub-contract costs
- Travel and subsistence.

To note:

- Projects in SBRI competitions must be fully funded by BEIS.
- The project lead (the supplier) is not permitted to include profit in the eligible project costs.
- If an individual sub-contractor costs are more than 20% of the total project costs, BEIS requires a high-level breakdown of the sub-contractor costs in the application's Finance Form, under the 'Project Delivery' assessment criterion (guidance provided in the Finance Form).
- With respect to Capital Equipment costs:
 - As a general rule, capital equipment include supplies or equipment that can be used repeatedly.
 - In the Finance Form (part of the application form), the applicant should submit the net price value of an item at the project start or the purchase price. For new equipment, this will be the price of the item minus VAT. For items the organisation already owns, this will be the item's approximate Net Present Value (NPV). This is the value of the item now.
 - The applicant will then need to estimate the residual value at the project end.
 - The Finance Form then asks for the estimated utilisation of the capital equipment on the project i.e. an estimate of the proportion of time that the equipment will be used on the project. If a piece of equipment was to be used 50% on the project, this would result in 50% of the depreciation becoming net cost to the project.
 - The Finance Form calculates the net cost to the project and it is this value that would be put against the relevant deliverable.

Indirect costs

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:

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- General office and basic laboratory consumables
 - Library services / learning resources
 - Secretarial
 - Finance, personnel and departmental services
 - Central and distributed computing
 - Overheads – as a guide, BEIS would not expect to pay more than 20%, unless fully justified.

Project completion costs

Where the Biomass Feedstocks innovation or multi-site demonstrator platform includes physical assets, if it is not feasible to continue to operate/develop the equipment/platform, the chosen supplier will have responsibility for decommissioning demonstration equipment on project completion. When bidding, suppliers need to include provision for any decommissioning costs they will require, at fair market value, in the total estimated costs for the Phase 2 innovation project or multi-site demonstrator platform.

If any project decommissioning costs submitted as part of a successful application are: (1) incurred beyond the end of the programme (31 March 2025), or (2) no longer needed come the end of the programme, then BEIS will not fund these project decommissioning costs.

Ineligible Costs

Under no circumstances can costs for the following items be claimed:

- Profit (i.e. project leads should not include profit for themselves within indirect costs or include it as a separate project cost)
- Discrete contingency or unallocated funding provision in a project is not eligible, due to the SBRI contract being one where BEIS funds pre-commercial deliverables and research services.
- Protection of IPR
- For activities of a political or exclusively religious nature
- In respect of costs reimbursed or to be reimbursed by funding from other public authorities or from the private sector
- In connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money)
- To cover interest payments (including service charge payments for finance leases)
- For the giving of gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual
- For entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- To pay statutory fines, criminal fines or penalties
- In respect of VAT that you are able to claim from HM Revenue and Customs.
- You are not entitled to claim from BEIS any costs or expenses that you may incur in preparing your bid, whether or not your proposal is successful.

Annex 4: Processing, Personal Data and Data Subjects

The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

The contact details of the Contractor's Data Protection Officer are:

[To be completed by the contractor upon contract award]

The Contractor shall comply with any further written instructions with respect to processing by the Authority.

Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract "Biomass Feedstock Innovation Programme"</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from registration of interest (deadline 31 March 2021) for the duration of the Contract. The Contract for Phase 1 will end on 31 March 2022.</p>

Nature and purposes of the processing	The nature of processing will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Type of Personal Data	Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Categories of Data Subject	Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data	The Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion. Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found below.

Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

We will process the following personal data:

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- Names and contact details of employees involved in preparing and submitting the bid; Names and contact details of employees proposed to be involved in delivery of the contract;
 - Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

Purpose

We are processing your personal data for the purposes of the tender exercise described within the remainder of this Invitation to Tender, or in the event of legal challenge to such tender exercise.

Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Retention

All tenders will be retained for a period of 6 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

Your Rights

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.

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- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
 - You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.
 - You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
 - You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.
 - You have the right to object to the processing of your personal data.

International Transfers

Your personal data will not be processed outside the European Union. While the UK exited the European Union on 31 December 2020, General Data Protection Regulations (GDPR) rules will still apply, and will continue to apply in the same manner as prior to this date for all competitions launched until at least the 30 April 2021 as per the European Union (Withdrawal Agreement) Act 2020.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 | casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contract Details

The data controller for your personal data is the Department for Business, Energy Industrial Strategy (BEIS).

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: dataprotection@beis.gov.uk.