



TENDER SPECIFICATION: PROVISION OF WASTE HEAT RECOVERY SYSTEM UTILISING AN ORGANIC RANKINE CYCLE SYSTEM

TENDER REFERENCE: SGGI_18/19_001

DATE: 27th July 2018

DEADLINE FOR TENDER SUBMISSIONS: 5 p.m on Friday 28th September 2018 (GMT)

This project is part financed by the European Growth Programme 2014 – 2020



European Union
European Regional
Development Fund

CONTENTS:

SECTION 1 – OUR REQUIREMENTS

1 – The Invitation to Tender	Page 3
2 – Background	Page 3
3 – Specification of requirements	Page 5
4 – Partners	Page 6
5 – Delivery timetable	Page 7
6 – Glass Furnace details	Page 8
7 – Our safety rules	Page 19
8 – Contract term	Page 20
9 – Outputs required	Page 20
10 – Scope	Page 21
11 – Contract Management requirements	Page 23
12 – Payment arrangements	Page 23

SECTION 2 – TENDERING PROCESS

13 – General information	Page 25
14 – Procurement timetable	Page 26
15 – Submission of tender	Page 26
16 – Annex A: Standard Details Questionnaire	Page 27
17 – Annex B: Pre-Qualification Questionnaire	Page 27
18 – Annex C: Award Questionnaire	Page 28
19 – Annex D: Fixed price Quotation	Page 28
20 – Annex E: Form of Tender	Page 28
21 – Tender Evaluation	Page 29
22 – Queries & Clarifications	Page 30
23 – Tender Return	Page 31

SECTION 3 – TENDER DOCUMENTS

Annex A – Standard Details Questionnaire	Page 33
Annex B – Pre-Qualification Questionnaire	Page 36
Annex C – Award Questionnaire	Page 45
Annex D – Pricing Model	Page 57
Annex E – Form of Tender	Page 58
Annex F – Warranty Bond	Page 60
Annex G – Submission checklist	Page 61
Annex H – Contract	Page 62
Annex I – Pro Source User Guide	Page 63
Annex J – System Tester draft brief	Page 80
Annex K – Knowledge Transfer Agent draft brief	Page 82
Annex L – Electricity and Greenhouse Gas calculation	Page 86

SECTION 1: OUR REQUIREMENTS



This project is part financed by the European Growth Programme 2014 – 2020



European Union
European Regional
Development Fund

1. **INTRODUCTION**

This Invitation to Tender (ITT) document is being issued by Saint-Gobain Glass Industry UK Ltd (SGGI UK) who will be the Contracting Authority for this work.

- 1.1 SGGI UK is a private company (company number 2442570) whose registered offices are Saint-Gobain House, Binley Business Park, Coventry, CV3 2TT.
- 1.2 SGGI UK is not a contracting authority for the purposes of Directive 2014/24/EU or the Public Contracts Regulations 2015. However, as a recipient of ERDF funding SGGI UK is required to comply with the National Procurement Requirements set out in relevant guidance. SGGI UK will therefore ensure that this opportunity is procured in accordance with the guidance and General Treaty Principles of equality, non-discrimination and transparency.
- 1.3 The Tender return requirements are located at Section 17 and provide details on the documents to be completed and information to be provided.
- 1.4 This ITT asks Tenderers to submit their Tenders in accordance with the instructions set out in the remainder of this ITT. It sets out the overall timetable and process for the procurement to Tenderers and provides Tenderers with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).

This ITT also sets out the Award Criteria and the Tender Evaluation Model that will be used to evaluate the Tenders, and explains the administrative arrangements for the receipt of Tenders.

2. **BACKGROUND**

- 2.1 Saint-Gobain Glass Industry UK Ltd (SGGI UK) manufactures environmentally friendly glass for a range of applications. SGGI UK is part of the Saint-Gobain Group, and the vision of the business is to be the reference for innovation and service in the glass market, achieved by putting the customer at the heart of everything it does to offer unrivalled products and services.
- 2.2 SGGI UK offers a range of float, coated and laminated products. These include the PLANITHERM® range, the COOL-LITE® range for commercial glazing, the STADIP® range for interior comfort and security and a wide range of interior glass products such as MIRALITE PURE® and TIMELESS®. The Saint-Gobain Glass range of products is designed for a wide variety of domestic and commercial applications.
- 2.3 As one of the UK's largest glass manufacturers, we at Saint-Gobain Glass UK place environmental concerns, the needs of the local community and our workforce firmly at the top of our agenda.
- 2.4 Saint-Gobain Glass was the first glass manufacturer in the UK to successfully achieve the prestigious BES6001 accreditation achieving a 'Very Good' standard for its responsible sourcing of materials and also the first and only glass manufacturer to have subjected its products to a full Life Cycle Assessment (LCA). Along with successfully achieving the ISO50001 energy management accreditation, Saint-Gobain Glass is a company that remains focused on achieving its vision of Sustainable Habitat. Based in Eggborough, Selby District, Saint-Gobain Glass is also proud of securing the prestigious 'Glass Company of the Year 2015 accolade' at the G15 awards ceremony.
- 2.5 We have developed a framework for sustainability which has identified nine priorities that fit within a three pillar framework of sustainable development. Our approach is shaped by

the expectations placed upon us by different stakeholder groups in relation to the sustainable development issues that face our businesses at global and local levels.



- 2.6 The three priorities in the Environmental Challenges Pillar are: (i) Developing products that reduce energy consumption and help protect or improve our environment; (ii) Designing, manufacturing and distributing products with respect to their environmental impacts; and, (iii) Maintaining an active commitment to help meet major global environmental challenges.
- 2.7 The SGGI UK float glass plant at Eggborough is one of the largest in the UK and as a heat intensive industry, the production of glass consumes large amounts of natural gas and grid electricity, in particular to heat the furnace to temperatures of around 1,600 degrees Celsius. As part of our drive to meet these priorities we have identified a project to reduce energy consumption.
- 2.8 The float glass plant uses 45MW of thermal energy into the furnace and around 80,000 NM³/hour of waste gas goes up through the chimney at around 400 to 500 degrees Centigrade. It is this waste heat that we are looking to recover energy from.
- 2.9 We want to install a waste heat recovery system utilising ORC technology to enable us to recover the highest possible proportion of waste heat and convert it into power. The power will then be fed into the plant to reduce the amount of grid energy that is required and to reduce Greenhouse Gas (GHGs) emissions as a result. Our initial modelling suggests that the ORC system could reduce our annual grid electricity requirement by 12.5 GWh and cut associated Greenhouse Gas (GHGs) emissions by nearly a third (28-34%).
- 2.10 In addition to its efficiency benefits, ORC has further advantages over other technologies including excellent performance at part load and in non-continuous operation; operability at lower temperatures and pressures compared to conventional steam applications; compact design and low maintenance requirements.

2.11 We are seeking support for this project from the Yorkshire & Humber European Regional Development Fund Operational Programme 2014 – 2020, under Investment Priority 4a – promoting the production and distribution of energy derived from renewable sources.

3. SPECIFICATION OF REQUIREMENTS

- 3.1 Saint-Gobain Glass Industry UK Ltd (SGGI UK) wishes to procure a single contractor to supply and install an Organic Rankine Cycle heat recovery system to the float glass plant at its facility in Eggborough.
- 3.2 The supplier will be responsible for designing the system and ordering the component parts that make up a working ORC system (including the ORC generator, heat exchangers, control and monitoring system, thermal oil loop and expansion tank, weather protection, support piping and ground works). As this will involve manufacture of specialist equipment, it is expected that the process will take up to 15 months from the order being made to completion. Throughout this period, the SGGI UK project management team will maintain close and regular contact with the selected supplier to ensure that production is on track.
- 3.3 The supplier will need to provide a warranty period which will start on the date of the provisional acceptance of the equipment and will last for 24 months. During this period they will correct any faults that occur on the ORC system as detailed in the Contract. The end of the Warranty period shall take place at the expiry of the stipulated period as long as the Equipment fulfils the technical and functional requirements and that any anomalies and/or reserves have been remedied.
- 3.4 It will obviously be necessary to link the system into the rest of the glass manufacture system, including electricity connections and connections to the furnace and pollution control systems. The system will also need testing to ensure safe operation before it can begin to run as an integral part of the production process.
- 3.5 Based upon 8,760 operating hours per year, the new system is expected to generate carbon free electricity of 12.5 GWh annually, with 4,390 tonnes of associated CO₂e emissions.
- 3.6 Please note that SGGI UK will work closely with key industry bodies and academic experts throughout the installation of the ORC system, including:
- 3.7 **British Glass** - industry body for the sector and a key vehicle for cross-industry collaboration and joint working with the UK Government (including on GHG reduction) and dissemination across the industry. We have already liaised with the Senior Technical Advisor at British Glass who has confirmed their support for collaboration in this project.
- 3.8 **The University of Bradford** – who have strong expertise in the fields of chemical and process engineering (Process Systems Engineering and Computer Aided Process Engineering) and minimisation of energy consumption and environmental impact (with modelling and optimisation of complex process engineering and energy systems a particular interest).
- 3.9 **Imperial College London** – as the lead in the Engineering and Physical Sciences Research Council's (EPSRC) High Performance Heat-Power-Cooling project which focuses on ORC applications in industry and involves four other UK universities and more than 20 companies. SGGI UK is already an ongoing collaborator within this network, which will run until 2020.

4. PARTNERS

- 4.1 **We will appoint two suppliers in separate procurement exercises, and will require the firm appointed to supply and install the ORC system to work closely with these suppliers.**

ORC system testing

- 4.1.1 We will appoint an independent firm to test the ORC system and provide recommendations on how it can be optimised to SGGI UK and the ORC system provider. This independent firm is referred to as the System Tester throughout the remainder of this Invitation to Tender (ITT) for clarity. The firm appointed to supply and install the ORC system is called the Main Contractor in the ITT.
- 4.1.2 The ORC system is a major investment for our business and we want to ensure that it operates to the highest possible level. For clarity, the responsibility for ensuring that the ORC system works as stated in their tender response lies purely with the Main Contractor. The fact that we will appoint a System Tester does not absolve the Main Contractor of the responsibility to meet their obligations.
- 4.1.3 The System Tester will work closely with the Main Contractor in order to deliver to an optimal solution and track any practical problems incurred in the process.
- 4.1.4 The Tester's work will include installing sensors to record the process variables with high fidelity and granularity. These sensors will allow extensive monitoring of the waste heat recovery system during operation, and any discrepancies between the design phase and the monitoring phase to be understood and addressed.
- 4.1.5 The System Tester will conduct detailed analysis on the system's performance after the installation, and will explore control improvements at part load and in response to price signals and plant demand variability. Optimisation and refinement work will also take into account wider requirements such as pollution control, risk management and health and safety.
- 4.1.6 If possible the System Tester will aim to enable the ORC system to exceed the manufacturer's specification (e.g. for flow rates and temperatures in the heat exchangers, turbine performance maps) and stretch the performance and results gained through application of cutting-edge expertise.
- 4.1.7 The optimisation and refinement process will last 4 months from installation onwards and involve collaboration between the engineering team at SGGI UK and the Main Contractor. The learning from the process will be applied in other SGGI UK plants and its traction as a proof of concept demonstrator will be central to dissemination and knowledge transfer activity to promote wider uptake by industry.
- 4.1.8 The System Tester will also involve a key contribution to the Knowledge Transfer Programme including making presentations to SMEs at workshops.

Knowledge transfer agent

- 4.1.9 We will appoint a firm to help us share the knowledge gained from the ORC installation and operation with small and medium-sized enterprises (SMEs) in Leeds City region (LCR). This firm is referred to as the Knowledge Transfer Agent throughout the remainder of the ITT for clarity.
- 4.1.10 Our analysis suggests that there are around 425 heat intensive small and medium sized businesses (with at least 10 employees) within LCR. In line with national research we believe that a high proportion of these businesses are likely to have unfulfilled potential to save heat, energy and greenhouse gas emissions by introducing waste heat recovery and energy efficiency technologies.
- 4.1.11 The Knowledge Transfer Programme will unlock this potential by addressing market failure based barriers to action in particular around information and awareness of what is possible and the practicalities of making progress, as well as around positive externalities related to innovation.
- 4.1.12 The Knowledge Transfer Agent will design, organise and run the Knowledge Transfer Programme. The Programme will deliver at least 12 hours of eligible support to each of a minimum of 24 SMEs within LCR. The Programme will be run once for one group of approximately 10-12 SMEs in October 2020 and again with a different group of 12 SMEs in May 2021.
- 4.1.13 This timing will allow the first run of the Knowledge Transfer Programme to tie into the commissioning phase of the ORC system. The second run of the Programme will then be able to bring further lessons from optimisation into play.

5. DELIVERY TIMETABLE

- 5.1 A timetable setting out our expectations of the procurement and project delivery timescales is provided below:

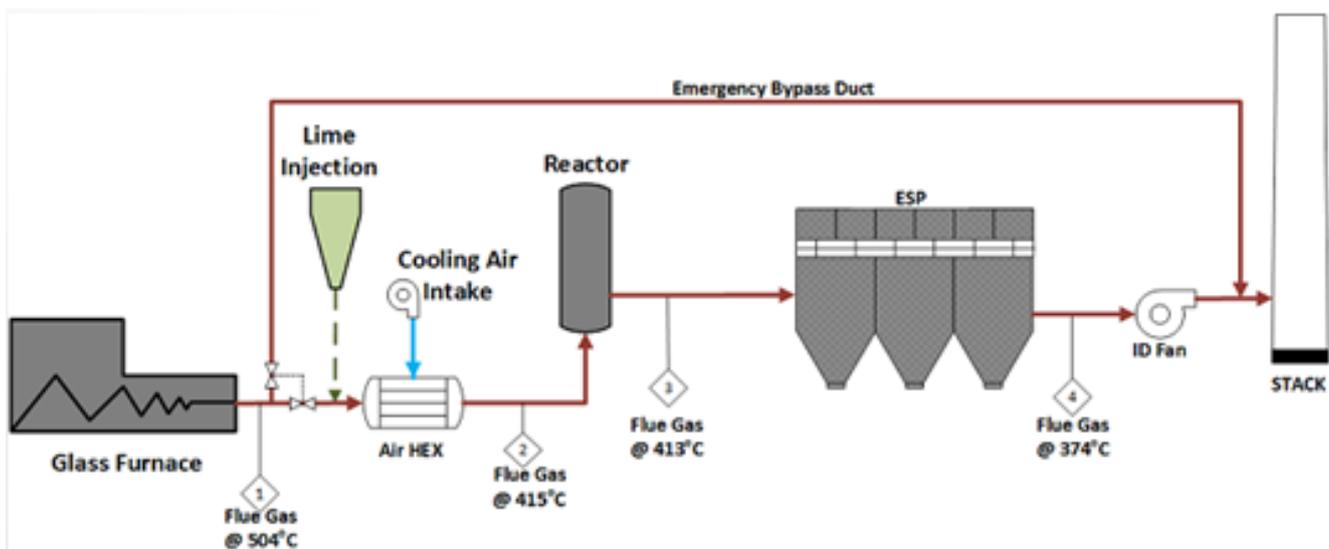
Workstream	Milestone	Date achieved
Procurement	Invitation to Tender (ITT) released	27.07.2018
	Deadline to register interest in ITT	17.09.2018
	Deadline for receipt of clarification questions	17.09.2018
	Responses to all clarification questions issued	21.09.2018
	Deadline for submission of tender responses	28.09.2018
	Evaluation of tender submissions completed	19.10.2018
	Unsuccessful bidders notified and provided with feedback	23.10.2018
	Successful bidder notified and issued with contract letter	23.10.2018
	Contract signed by both parties subject to European funding	31.10.2018
	Contract starts subject to European funding approval	31.10.2018

Workstream	Milestone	Date achieved
ORC system supply and installation	Main Contractor confirms any modifications to system design	30.11.2018
	Order placed for all components of ORC system	01.12.2018
	System Tester appointed	31.03.2020
	Knowledge Transfer Agent appointed	31.03.2020
	ORC system delivered to Eggborough facility	31.03.2020
	ORC system installed	31.08.2020
	ORC system operational	31.08.2020
	System testing and optimisation	18.12.2020
	ORC system fully optimised and operational	18.12.2020
	Evidence gathered to validate Greenhouse Gas emissions reduction output	01.06.2021

5.2 Please note that the project will only proceed if SGGI UK is awarded European funding. We expect to receive confirmation of funding in August 2018.

6. GLASS FURNACE DETAILS

6.1 SGGI UK wants the ORC system to be installed on our float glass manufacturing line and the images below provide a brief overview of the line.



Volume flow rate from Furnace : 80,000 Nm³/h
 Mass flow rate from Furnace : 26.4 kg/s
 Thermal Power recoverable before ESP : 2,877 kW
 Thermal Power recoverable after ESP : 5,128 kW*
 Total available thermal power : 8,005 kW

The Batch Plant (receive, store, weigh, mix & deliver):



Receiving Raw Materials in the Batch Plant:





Weighing:



Mixing:



Delivery to furnace:

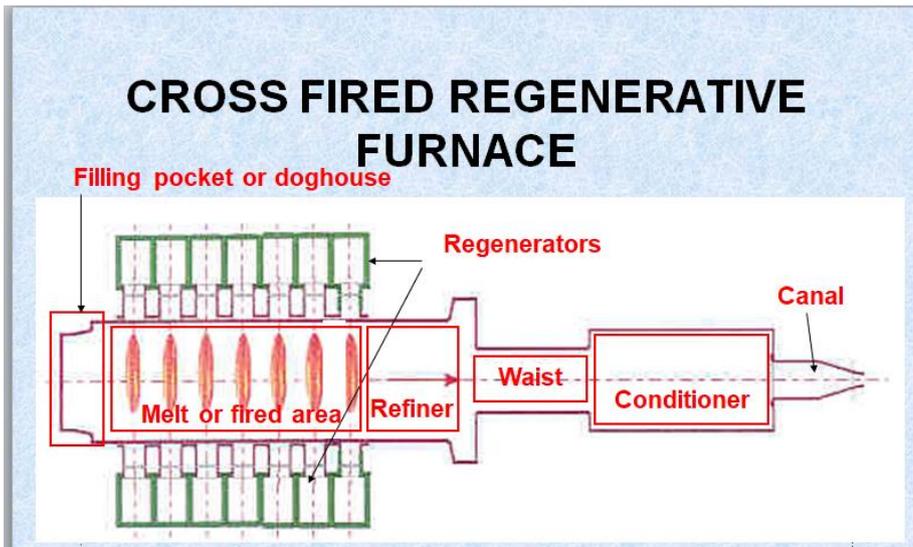


Furnace:



- 6.2 Our Furnace melts all raw materials, removes all trapped gases and delivers homogenous molten glass of the required quality and at a steady temperature to the float bath. Our furnace has the following features:
- 6.2.1 350 m² of glass melting area;
 - 6.2.2 7 ports;
 - 6.2.3 Holds ~1500t of molten glass;
 - 6.2.4 Pull rate of 650t per day;
 - 6.2.5 Is fired by natural gas (and electric boost);
 - 6.2.6 Max glass temperature ~1400°C;
 - 6.2.7 Max furnace temperature ~1600°C; and,
 - 6.2.8 Has an expected Lifetime of 20 years.

6.3 The images below provide further details of our process:



Feeding

- Batch charged at one end
- Reciprocating spade feeder
- Temperature of batch $>38^{\circ}\text{C}$

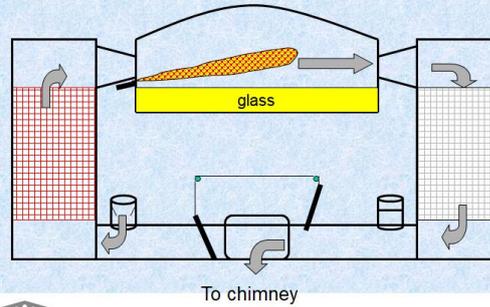


REGENERATORS



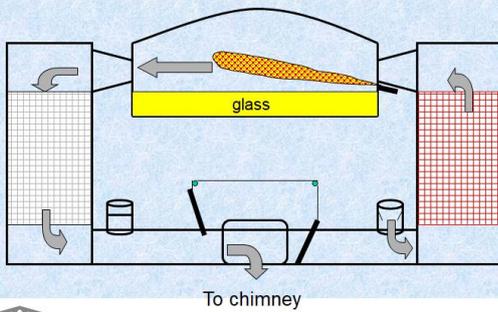
SAINT-GOBAIN
GLASS UK

REVERSAL SYSTEM



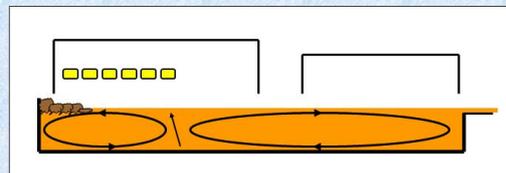
SAINT-GOBAIN
GLASS UK

AFTER 20 MINUTES THE SYSTEM REVERSES



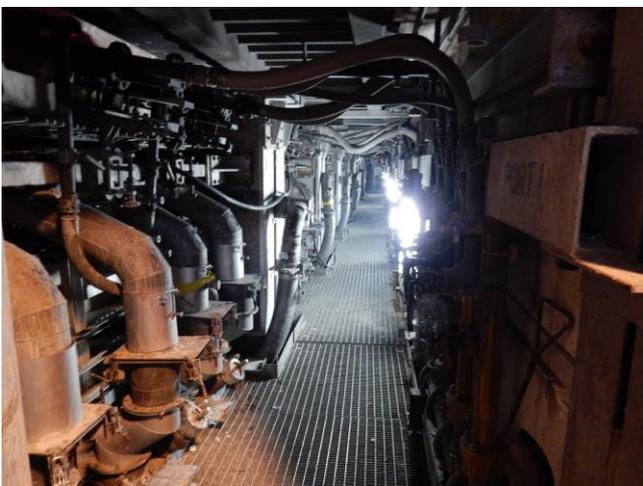
SAINT-GOBAIN
GLASS UK

Glass flows



- Essential for stability
- Driven by temperature
- Ensure good mixing

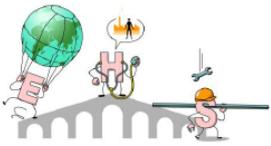
SAINT-GOBAIN
GLASS UK



6.4 We have created a site video so that suppliers can get a feel for our Eggborough site, the video is accessible at [this link](#).

7. SAINT GOBAIN SAFETY RULES

7.1 Please review our site safety rules below.

 <p>SAINT GOBAIN GLASS EGGBOROUGH EHS GUIDE FOR VISITORS AND CONTRACTORS</p>  <p><i>Nothing is so important that it cannot be done safely</i> If in doubt, STOP and ASK...!</p>	<p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>Personal Protective Equipment (PPE) is mandatory in all vehicle loading and warehouse areas.</p> <p>You should, where possible provide your own PPE ensuring this is in good condition.</p> <p>Where appropriate, we may be able to provide any additional PPE identified through your Risk Assessment</p> <p>Basic PPE Requirements</p> <ul style="list-style-type: none"> ✓ Safety Helmet ✓ Safety Glasses ✓ Hi-visibility Vest ✓ Gloves, stepping off designated walkways ✓ Safety Footwear 	<p>HEALTH HAZARDS</p> <p>If you are bringing any substances on site you must have the COSHH assessment for that substance and control measures must be part of the risk assessment.</p> <p>When manual handling, always ensure that you use the correct techniques.</p> <p>No Pacemakers or Expectant mothers allowed in specified areas Please inform your guide.</p> <p>SAFETY HAZARDS</p> <p>Always hold the handrail when walking up and down stairs.</p> <p>There are HGVs operating on site. Ensure that you use the designated walkways / routes.</p> <p>Smoking is only permitted within the designated smoking area. Your host will show you where the smoking area is located.</p> <p>Only walk in designated walkways. DO NOT cut corners; Always walk. DO NOT run at any time whilst on the premises.</p> <p>There are certain areas of the site which are restricted and may not be entered without permission or an escort – remain vigilant of hazards.</p> <p>The site operates a No Jewellery policy in operational area. Items should be taped if unable to be removed, and suitable gloves worn at all times</p> <p>There are fork lift trucks operating within our Cullet yard, Warehouse and Operational areas. Take care when moving within these areas.</p>	<p>ENVIRONMENTAL CONSIDERATIONS</p> <ul style="list-style-type: none"> ✓ Switch off energy consuming equipment when not in use. ✓ Seek permission to dispose of waste in the correct site waste streams. ✓ Under no circumstance shall any liquid waste, such as paints, solvents or oils, be allowed to soak into the ground or be poured down drains. ✓ Containers must be kept sealed when not in use and in the correct storage area or cupboard. ✓ Ensure you are aware of the spill procedure if using any liquid substance. All spills must be reported to site management.  <p>Note: Paints, solvents and chemicals can be "hazardous waste" and should be disposed of in line with current legislation and site requirements.</p>
<p>ALL SITE VISITORS</p> <p>For your own safety, when on our premises you must:</p> <ul style="list-style-type: none"> ✓ Park in the correct manner (see Reverse Parking Policy). ✓ Inform the Gatehouse in regards to whom you are here to visit. ✓ Complete the sign in procedure and follow the Induction presentation. ✓ Display the issued visitor's badge at all times when on site. ✓ Remain with your host unless you are given the hosts approval ✓ Adhere to the guidelines given on this sheet. ✓ Observe all safety signs. ✓ Know the Fire Evacuation Procedure. ✓ Upon your departure from site, please sign-out and return your visitors badge.  <p>Do not take risks with your health, safety or the environment.</p>	<p>CONTRACTORS</p> <p>You will be given an induction where all site rules and procedures will be explained to you.</p> <p>Your risk assessment and any method statements provided will be reviewed and if agreed your host / Task Acceptor will be issued either a 'SELF' or full 'Permit to Work' (PTW) certificate, this you will work under as a 'User'; observing its conditions.</p> <p>You may also be issued additional "PTW" documents for specific hazardous situations which may be identified in the risk assessment(s) and method statement(s) you have provided.</p> <p>Permits to Work may cover the following;</p> <ul style="list-style-type: none"> ✓ Hot Work ✓ Working At Height ✓ Live Electrical Working ✓ LOTO ✓ Confined Spaces Entry <p>You will be shown the working area and introduced to any relevant personnel.</p> <p>Saint-Gobain tools and equipment may not be used without permission</p>	<p>REVERSE PARKING POLICY</p> <p>STAFF & VISITORS REVERSE PARKING ONLY</p> <p>This policy applies to ALL PARKING on site inc. employees, visitors and contractors.</p> <p>The only exception to this policy is where reverse parking is not possible due to layout e.g. bays angled in a way not compatible with reversing</p>  <p>FIRE EVACUATION PROCEDURE</p> <ul style="list-style-type: none"> ✓ Your host will inform you of the fire assembly point on your arrival. ✓ If the fire alarm sounds proceed through the closest emergency exit and make your way to the nearest fire assembly point. ✓ Please make your host aware of any potential health issues that may affect your ability to vacate the premises in an emergency procedure. 	<p>SUBSTANCE & ALCOHOL MISUSE POLICY</p> <p>If your manner or physical condition is of concern, you will be asked to leave the premises in the safest possible manner. As a contractor, you will be subject to the same requirements as employees.</p> <p>FIRST AID</p> <p>If you require first aid on site inform your host or another member of staff and they will contact a first aider to assist you.</p> <p>INCIDENT & ACCIDENT REPORTING</p> <p>Please report any EHS incidents/accidents to your host. This includes anything that you feel may be unsafe or a hazard to you or somebody else.</p> 

8. CONTRACT TERM

8.1 It is anticipated that the project will be partly financed with European Regional Development Funding.

8.2 It is anticipated that the contract will commence in October 2018 and will be completed no later than January 2021 as detailed in the Delivery Timetable. SGGI UK reserves the right to vary and/or extend the contract term by no more than 12 months.

9. OUTPUTS REQUIRED

- 9.1 **It is vital that ORC system achieves the following minimum outputs** as our business case for internal and external funding are predicated on them being achieved:
- 9.1.1 Reduce our annual grid electricity requirement by 12.5 GWh. This calculation is based upon 8,760 operating hours per year.
- 9.1.2 Reduce annual Greenhouse Gas emissions by 4,390 tonnes.
- 9.2 The achievement of the forecast reduction of Greenhouse gas emissions by 4,390 tonnes is a contractual condition in SGGI UK's agreement with the European Fund. The responsibility for ensuring that the ORC system generates the GHG savings lies with the Main Contractor.
- 9.3 An extract from the 'Output Indicator Definitions Guidance for European Regional Development Fund' is provided below:
- 9.4 *"The output is based on measuring Carbon dioxide equivalent (CO_{2e}) as this covers a wide range of GHG that have an impact on climate change. Tonnes of CO_{2e} should be measured using:*
- 9.4.1 *Department for Environment, Food and Rural Affairs (DEFRA) [GHG Conversion Factors for Company Reporting](#) if looking at a detailed fuel mix;*
- 9.4.2 *[DECC & HMT Supplementary Appraisal guidance](#) (September 2014) on the Valuation of Energy use and greenhouse gas (GHG) emissions and supporting tables if looking at generating electricity.*
- 9.4.3 *The estimate is based on the amount of CO_{2e} saved in a given year, either one year following project completion or the calendar year after project completion."*
- 9.5 SGGI UK has modelled the forecast GHG saving using the [GHG Conversion Factors for Company Reporting](#) guide (version 1.0, 2017) which specifies a conversion factor of 0.35156 Kg CO_{2e} per kWh for UK electricity, which is the appropriate measure as the GHG savings at the plant will be realised through reduction in grid electricity usage.
- 9.6 Our analysis shows the estimated energy savings during a typical year of operation will be in the region of 12.5 GWh per year. Multiplying this figure by the conversion factor of 0.35156, it is estimated that total GHG reductions will be 4,390t CO_{2e}. Our calculation is based on the advice of the relevant UK Government experts and accessed via the local European Funding team.
- 9.7 Our forecast saving of 4,390 tonnes represents a 29% reduction in emissions in a typical year of operation. The equivalent savings for the first year of operation will be higher still at 5,200 tonnes of CO_{2e}. This is because that operation will precede furnace replacement which itself will reduce inefficiencies and energy use (meaning there is subsequently slightly less scope for energy use reduction).
- 9.8 However, because this higher first year savings figure will not be the norm, we have used the slightly lower figure of 4,390t CO_{2e} as the output target. We have also assumed factors like the percentage of cullet used in the process remain constant (a lower percentage than used currently would increase GHG savings). Hence the output figure cited is based on a fairly conservative estimate within the overall energy and emissions savings range of 28-34%.

- 9.9 The following information must be provided to evidence the achievement of the Greenhouse Gas output. The statement below is again taken from the ‘Output Indicator Definitions Guidance for European Regional Development Fund’ document:
- 9.9.1 *“When installing renewable or energy efficiency measures, the manufacturer specification for the technology or product should be used to evidence the KWh’s generated by the technology. Included in this should be a reference to an independent verification that supports the claim of the manufacturer.”*
- 9.9.2 For clarity, the Main Contractor will be expected to provide a specification for their ORC system that sets out the reduction in electricity that the system will deliver. The System Tester will complete the independent verification that is required to demonstrate how the system performs in practice.
- 9.10 In addition to providing the services set out in Section 3 the Main Contractor will be required to provide regular updates and progress reports to the Project Manager or nominated officer regarding progress of the project.

10. SCOPE

- 10.1 As detailed above, SGGI UK seeks a firm to supply and install an ORC system at their Eggborough facility. The ORC system must deliver the following minimum performance:
- 10.1.1 Reduce our annual grid electricity requirement by 12.5 GWh.
- 10.1.2 Reduce annual Greenhouse Gas emissions by 4,390 tonnes.
- 10.2 The supplier (Main Contractor) will need to work closely with two other firms that SGGI UK will appoint – a System Tester and a Knowledge Transfer Agent.
- 10.3 For the purpose of pricing we recommend that you plan for the following resources being required for liaising with the System Tester:

Task	Timing	Estimate of resources required
Provide technical specification for ORC System to System Tester.	System Tester appointed in March 2020	No resource requirements
Meet staff from SGGI UK and System Tester regularly and provide progress updates during the system installation.	April to August 2020	Weekly meetings during period
Meet staff from SGGI UK and System Tester regularly and provide progress updates during the system testing and optimisation.	August to December 2020	Weekly meetings during period
Complete modifications recommended by System Tester to optimise ORC system.		Please use your previous experience & judgement

- 10.4 For more information please see the draft brief for the System Tester contract at Annex J. This brief is draft and is likely to be amended before it is issued. Please treat the brief in the strictest commercial confidence.

10.5 For the purpose of pricing we recommend that you plan for the following resources being required for liaising with the Knowledge Transfer Agent:

Task	Timing	Estimate of resources required
Develop presentation on ORC system aimed at making SMEs aware of the system's functionality and benefits.	Complete by May 2020	1.5 days
Deliver the presentation at workshops organised by the Knowledge Transfer Agent.	4 workshops occur between October 2020 and August 2021	2 days
Guide SMEs around the ORC system at site visits organised by the Knowledge Transfer Agent.	2 site visits occur between October 2020 and August 2021	1.5 days

10.6 For more information please see the draft brief for the Knowledge Transfer contract at Annex K. This brief is draft and is likely to be amended before it is issued. Please treat the brief in the strictest commercial confidence.

10.7 The Main Contractor will meet the milestones detailed in the Delivery Timetable in Section 3.12.

10.8 Tenderers are asked to carefully read Section 2 Tendering Process and then complete Section 3 Tender Documents.

11. **CONTRACT MANAGEMENT REQUIREMENTS**

11.1 The project team at SGGI UK will be led by Michael Dickinson, Engineering Manager who will be responsible for the co-ordination and liaison of all activities and work requirements in relation to the Project.

11.2 The Main Contractor will be expected to appoint an overall Project Director who will liaise with Michael Dickinson and take responsibility for the successful supply and installation of the ORC system. The Main Contractor must also nominate a Project Manager who will oversee the day-to-day delivery of the project.

11.3 Once appointed the Main Contractor will be expected to update their method statement into a Delivery Plan by 31st November 2018. The Delivery Plan will set out the agreed approach and project management documents and processes. As a minimum the Plan will include:

11.3.1 Project Gantt chart setting out key tasks, milestones and dependencies;

11.3.2 A risk register setting out key risks and mitigating actions;

11.3.3 Quality management arrangements with details of how the supplier will ensure that the ORC is supplied and installed in line with Saint Gobain's expectations; and,

11.3.4 Payment milestones with details of sign-off that will be sought from Michael Dickinson before the supplier moves to the next key task in the Gantt chart.

11.3.5 Signed Non-Disclosure Agreement (NDA).

- 11.4 Once the order for the ORC system is placed the appointed supplier will be expected to provide a monthly written progress report to Michael Dickinson outlining progress in manufacturing the plant.
- 11.5 Once the ORC system has arrived at Saint Gobain's Eggborough plant it is expected that the Main Contractor's installation team will work on site. A weekly contract meeting will be held with Michael Dickinson and his team and this must be attended by the Main Contractor's Project Manager and any relevant staff. The Project Manager will present a report at each weekly meeting covering the following areas as a bare minimum: Progress against the Gantt chart; an update on a project issues log with any technical issues flagged; and, an update on the management of the risk register.
- 11.6 Please see the separate document on Pro Source titled 'Saint Gobain ORC system contract' for details of the terms and conditions that the successful supplier will need to adhere to. The Contract provides further details of SGGI UK's requirements so it is important that you review it in detail.
- 11.7 Please note that SGGI UK may wish to install an SCR De Nox System on the furnace which would need to be built during re-build or could be built at the same time as the ORC system.

12. **PAYMENT ARRANGEMENTS**

- 12.1 Once the successful supplier has signed the contract and provided a form of Bank Guarantee (Warranty Bond) they will have until 31st November 2018 to review their approach and confirm any proposed modifications. The successful supplier will produce a Payment Milestone Plan which will be reviewed by Michael Dickinson.
- 12.2 Once the Payment Milestone Plan has been agreed Saint Gobain will raise a Purchase Order for the work.
- 12.3 Payment will be made upon the satisfactory delivery of the requirements and on production of an invoice outlining the nature of the services and quoting a relevant purchase order.

Invoices should be emailed to saint-gobain-glass-UK.G08@0099scanning.com and David Redford, Purchasing Manager should be copied into the email. Our payment terms are 60 days from the end of the month.

SECTION 2: TENDERING PROCESS



This project is part financed by the European Growth Programme 2014 – 2020



European Union
European Regional
Development Fund

13. GENERAL INFORMATION

How you prepare and present your tender proposal can be a crucial factor in securing a contract. The following points may help you to understand what can turn a tender into a winning tender:

- 13.1 Read all the instructions and information included within the Invitation to Tender. Respond in the required format and please do not alter the format of any of the documents in Section 3.
- 13.2 Please provide as full a response to the requirements as possible. Please do not supply any supporting information that hasn't been requested – they will not be reviewed as part of the tender evaluation process.
- 13.3 Any word limits specified must not be exceeded. We will only read up to the relevant word limit specified for each question and shall discount any additional text. An integral part of the assessment will be bidders' demonstrated ability to answer the questions openly, concisely and persuasively.
- 13.4 The Tender must be clear, concise and complete. We reserve the right to mark a Tenderer down or exclude them from the procurement if its Tender contains any ambiguities, caveats or lacks clarity.
- 13.5 The Tenderer must upload a duly executed Form of Tender (please see Annex E). Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. Where the Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract.
- 13.6 In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.
- 13.7 While the information contained in this ITT is believed to be correct at the time of issue, neither SGGI UK nor its advisors accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of SGGI UK.
- 13.8 Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of SGGI UK to enter into a contractual arrangement.
- 13.9 The following documents will be included in the contract issued to the selected supplier:
 - 13.9.1 SGGI ORC system Contract;
 - 13.9.2 SGGI UK's specification;
 - 13.9.3 The Tenderer's Pricing Model; and
 - 13.9.4 The Tenderer's response to Annex A, B and C.

14. PROCUREMENT TIMETABLE

14.1 The procurement timetable below outlines the key stages and deadlines:

Workstream	Milestone	Date achieved
Procurement	Invitation to Tender (ITT) released	27.07.2018
	Deadline to register interest in ITT	17.09.2018
	Deadline for receipt of clarification questions	17.09.2018
	Responses to all clarification questions issued	21.09.2018
	Deadline for submission of tender responses	28.09.2018
	Evaluation of tender submissions completed	19.10.2018
	Unsuccessful bidders notified and provided with feedback	23.10.2018
	Successful bidder notified and issued with contract letter	23.10.2018
	Contract signed by both parties subject to European funding	31.10.2018
	Contract starts subject to European funding approval	31.10.2018

15. SUBMISSION OF TENDER

15.1 You must complete and return all the tender documentation listed below as your tender submission:

15.1.1 Annex A - Standard Details questionnaire;

15.1.2 Annex B – Pre-Qualification Questionnaire;

15.1.3 Annex C – Award Questionnaire;

15.1.4 Annex D – Pricing Model;

15.1.5 Annex E – Form of tender; and,

15.1.6 Annex F – Warranty Bond.

15.2 You must also supply the supporting documents detailed in Annex G ‘Submission checklist.’

15.3 These documents must be submitted within Saint Gobain’s Pro Source system. Access to the Pro Source system can be gained by emailing purchasing.sgguk@saint-gobain.com and supplying the following information:

15.3.1 Company name, address and Companies Registration Number (CRN); and,

15.3.2 Your contact name and details including email.

15.4 You will then be sent a link to Pro Source along with a username and temporary password. Once you have logged in you can pose questions up to the deadline and upload your tender.

15.5 A user guide for Pro Source is provided at Annex I.

15.6 Tenders in hard copy, email or fax will not be accepted. Tenders must be uploaded before the deadline to Pro Source by 5 p.m (GMT) on the 28th September 2018. You are

advised to allow sufficient time for uploading your documents in case of any technical difficulties.

- 15.7 Late tenders will be rejected; it is your responsibility to ensure that your tender is received on time.
- 15.8 SGGI UK will keep all tenders received securely, and open them once the tender deadline has expired. All tenders submitted will be opened at the same time by two authorised staff members.

16. **ANNEX A STANDARD DETAILS QUESTIONNAIRE**

- 16.1 Annex A seeks information about your company.
- 16.2 We require that all Tenderers identify whether they will supply and install the ORC system using purely in-house staff, or whether key components of the service will be sub-contracted or delivered through a consortium or partnership.
- 16.3 If you intend to form a partnership or consortium in order to deliver this contract, you must identify the lead organisation, or a legal entity to take responsibility for the tender and the eventual contractual arrangements.
- 16.4 For the purposes of this ITT, the following terms apply: Consortium “*groups of companies that come together specifically for the purpose of bidding to deliver this contract and intend to establish a special purpose vehicle as the prime contracting party with the Authority.*” Partnership: “*groups of companies come together specifically for the purpose of bidding to deliver this contract but envisage that one of their number will be the Service Provider, the remaining members of that group will be sub-contractors to the Service Provider.*”
- 16.5 If applying on behalf of a partnership or consortium, you must list the names and addresses of all the member organisations of the partnership/consortium in your submission. You may be asked for additional information about the partnership or consortium at a later stage in the tender process.
- 16.6 Annex A will be used to gain an understanding of the company tendering to provide the ORC system. It is not a pass/fail section but please note that SGGI UK reserves the right to reject tenders where Annex A is incomplete.

17. **ANNEX B PRE-QUALIFICATION QUESTIONNAIRE**

- 17.1 Annex B will be used to check whether each tender received appears suitable, and will therefore be subject to an evaluation of the Annex C response.
- 17.2 We are looking for evidence of your organisation’s ability to meet our basic requirements and for us to understand as much as possible about your organisation and how you operate.
- 17.3 Annex B commences by asking for financial information to verify that your company meets our minimum financial threshold requirement. Please provide one of the forms of evidence listed.

- 17.4 Information on insurance levels is sought but you do not need to provide evidence of insurance at this stage. The preferred supplier will be asked to evidence appropriate insurance cover during the contracting process.
- 17.5 Annex B contains a number of questions to test your company's Professional and Business Standing. There follows a series of questions testing the Grounds for Exclusion.
- 17.6 Annex B concludes with a question on your company's track record. We will only take tenders forward to the evaluation of Annex C where tenderers confirm that they have completed at least 2 installations of Organic Rankine Cycle heat recovery systems in the past 3 years.

18. ANNEX C AWARD QUESTIONNAIRE

- 18.1 Annex C contains the quality questions that form 60% of the overall scoring system.
- 18.2 The Method Statement is your response to SGGI UK's specification, and should set out **how you will meet all of the requirements set out in the Specification**. Your Method Statement will form part of the contract between SGGI UK and the successful tendered.
- 18.3 The purpose of the Method Statement is to allow us to evaluate your understanding of our requirements and the quality of your proposals for meeting them. To help us evaluate your Method Statement, we ask you to respond to the questions in Annex C 'Award Questionnaire'.

19. ANNEX D FIXED PRICE QUOTATION

- 19.1 Annex D seeks your fixed-price quotation for the supply and delivery of the ORC system in line with our specification.
- 19.2 Please note that SGGI UK will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the SGGI UK. Please also note that SGGI UK is awaiting confirmation of whether its application for funding from the European Regional Development Fund has been successful. Without this funding the project cannot proceed.

20. ANNEX E FORM OF TENDER

- 20.1 Annex E seeks your signed confirmation that you will deliver our requirements as detailed in your response to Annexes A, B, C and D. Please follow the instructions about the extra information needed if you are bidding as a partnership or consortium.
- 20.2 By submitting a Tender, Tenderers are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment. If the terms of the Contract render the proposals in the Tenderer's response unworkable, the Tenderer should submit a clarification through Pro Source and SGGI will consider whether any amendments to the Contract are required.
- 20.3 Any amendments shall be published through Pro Source and shall apply to all Tenderers. Where both the amendment and the original drafting are acceptable and workable, SGGI

UK shall publish the amendment as an alternative to the original drafting. Tenderers should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by SGGI through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

21. TENDER EVALUATION

- 21.1 We will evaluate the tenders on the basis of the most economically advantageous tender (a balance of quality and price). We are not bound to accept the cheapest, or any tender, and will award contracts on the basis of the most economically advantageous tender.
- 21.2 A Tender Evaluation Panel made up of SGGI UK staff will carry out the evaluation of tenders as follows:
- 21.2.1 Evaluation of Tender: Stage 1 – Review for completeness: each tender will be reviewed to ensure that all supporting documents have been supplied and all mandatory questions have been answered, including that the Form of Tender has been signed. SGGI UK reserves the right to reject incomplete tenders at this stage.
- 21.2.2 Evaluation of Tender: Stage 2 – Pass/Fail Criteria: each Panel member will review Annex B of each tender and review the financial information, standard questions and case studies. Bidders successful at Stage 2 will proceed to Stage 3 evaluation of their bids. Bidders unsuccessful at Stage 2 will be notified.
- 21.2.3 Evaluation of Tender: Stage 3 – Award Questions and Quotation: each member of the Tender Evaluation Panel will review and score the Award Questions (Annex C). Their individual scores will be placed into a spreadsheet and an average score will be calculated. The analysis of the Pricing Models (Annex D) will be completed by SGGI UK’s Finance Team. They will enter the price offered in each Tender will be entered into a spreadsheet to enable analysis and scoring.
- 21.3 We will appoint based on the most economically advantageous tender evaluated against the following criteria.

Weighted Criteria	
Price	40%
Quality	60%
<i>‘Quality’ is broken down into the following sub-criteria:</i>	
Project timetable	5%
Delivery approach	30%
Health & Safety management	15%
Project team	10%
Risk register	10%
Case studies	15%
Energy saving	15%

21.4 The Award Questions will be scored using the following scale:

Rating	Notes
0, Unacceptable	Nil or inadequate response which fails to demonstrate an ability to meet the requirement.
1, Poor	Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled;
2, Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas;
3, Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled;
4, Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how it will be met in full.

21.5 A team of suitably qualified and experienced appraisers will assess the responses to the Quality Questions and each question will be scored from 0 to 4 as indicated in the table above. The team will then arrive at an overall consensus score for each supplier's tender.

21.6 The relevant weighting will then be applied to the consensus score.

21.7 The bidder which has submitted the lowest fixed fee will be awarded a score of 100% of the weighting available for this question. All other tenders will receive scores expressed as an inverse proportion of the lowest fixed fee.

21.8 The formula used will be: $(\text{Lowest Fixed Fee} / \text{Tender Fixed Fee}) \times 100 = \text{Score}$. The weighting will then be applied to provide the weighted Tender Score. All mathematical results will be rounded to 2 decimal places.

21.9 The analysis of fixed fees will be undertaken by SGGI UK's Finance Team.

22. QUERIES AND CLARIFICATIONS

All queries in connection with this tender should be sent to purchasing.sgguk@saint-gobain.com

22.1 As part of our commitment to the TFEU principles, all queries will be shared with all those tenderers who express and register their interest in this opportunity. To register your interest in bidding for this tender you should send an email to the Project Manager confirming your intention to bid for this tender opportunity.

22.2 The deadline for any clarification questions is 5 p.m on 17th September 2018. We will respond to all reasonable clarifications as soon as possible through publishing the Tenderers' questions and our response to them on the Pro Source system.

22.3 We reserve the right to refuse to respond to any clarification questions if they are deemed to be seeking to gain commercial advantage/confidential information/unfair advantage against the other bidders. Additionally we may reject any offer submitted as a result of such infringement.

- 22.4 In order to ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within, or associated with, Saint Gobain. Failure to comply may result in disqualification from the process.

23. TENDER RETURN

- 23.1 **The completed Tender and associated documents must be uploaded to the Pro Source system by 5 p.m on the 28th September 2018 (GMT).**
- 23.2 Please name your return using the following convention: 'Company name_date.' Only electronic copies of tender submissions will be accepted. No hard copy tender submissions are permitted.
- 23.3 Submitted tenders will be opened after the closing date by the Project Manager. Tenders received after the closing date will not be accepted and will be opened and returned to the tenderer marked "Late Tender – Not accepted".
- 23.4 The following documents must be uploaded through Pro Source in order for your response to be deemed compliant:
- 23.4.1 Annex A – Standard Details Questionnaire
 - 23.4.2 Annex B – Pre-Qualification Questionnaire
 - 23.4.3 Annex C – Award Questionnaire
 - 23.4.4 Annex D – Pricing Model
 - 23.4.5 Annex E – Form of Tender
 - 23.4.6 Annex F – Warranty Bond
- 23.5 You must also provide the following supporting documents through Pro Source:
- 23.5.1 A copy of your organisation's Health and Safety Policy.
 - 23.5.2 A copy of your organisation's Quality Management Registration Certificates.
 - 23.5.3 One form of evidence of your company's annual turnover.
 - 23.5.4 A spreadsheet detailing the annual electricity savings that your ORC system will deliver.
 - 23.5.5 A one-page CV for each team member that will be involved in delivering the ORC system.
 - 23.5.6 A Gantt Chart based on the project timetable in Annex C – Award Question, Question 1.1.

SECTION 3: TENDER DOCUMENTS



This project is part financed by the European Growth Programme 2014 – 2020



European Union
European Regional
Development Fund

ANNEX A - STANDARD DETAILS QUESTIONNAIRE

Please complete the standard details questionnaire which will be scored. If the question does not apply, please write N/A. All of the questions in Annex A are for information only. The

Section 1 BASIC DETAILS OF YOUR ORGANISATION			
1.1	Name of the organisation:		
1.2	Contact name:		
1.3	Job Title:		
1.4	Company address and post code:		
1.5	Telephone number:		
1.6	E-Mail address:		
1.7	Website address:		
1.8	Company Registration number		
1.9	Date of Incorporation or Registration:		
1.10	Registered address if different from the above		
1.14	VAT Registration number:		
1.15	Is your organisation:	i) A public limited company	Yes / No
		ii) A limited company	Yes / No
		iii) A partnership	Yes / No
		iv) other (please specify)	
1.16	Name of (ultimate) parent company (if applicable):		
1.17	Companies House Registration number of parent company (if applicable):		
1.18	How many staff does your organisation employ?		
1.19	Please provide details of any of any trade or professional body of which you are a member.		

Section 2 NATURE OF ORGANISATION		
2.1	Please provide a brief description of your business structure and main business activities. You may choose to provide a family tree” to illustrate the structure.	
2.2	Your company is bidding to supply and install the ORC system without needing the services of other companies?	Yes/No
2.3	Consortia and Partnerships	
2.3a	This organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	Yes/No
2.3b	The Potential Provider is a consortium	Yes/No
<p>If you have ticked Yes to either Question 2.3a or 2.3b you must:</p> <ul style="list-style-type: none"> i) Identify the lead organisation, or legal entity that will take responsibility for the tender; ii) Name the other companies involved and outline which activities they will deliver; iii) Detail the proposed contractual arrangements between the lead organisation and the partners; iv) Outline what checks you make on the competence of your subcontractors, and the instructions you provide for them before starting on site? 		

Section 3 DECLARATIONS OF INTEREST

3.1 Please identify if any of your staff personnel has been employed by Saint Gobain or related to any member of staff employed by Saint Gobain? If so, please provide further details?

--	--

Section 4 SIGNED DECLARATION

I declare that to the best of my knowledge the answers submitted in this document (and any supporting information) are correct. I understand that the information will be used in the evaluation process to assess my suitability to provide the services described.

Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.

FORM COMPLETED BY:

4.1	Name:	
4.2	Position:	
4.3	Date:	
4.4	Tel number:	
4.5	Signature:	

ANNEX B – PRE-QUALIFICATION QUESTIONNAIRE

Please complete the questions below which will be used to determine your company's suitability for delivering our requirements.

Section 1 FINANCIAL INFORMATION	
1.1	Please provide one of the following set out below to evidence that your annual turnover exceeded £1,000,000 for the 2 most recent financial years. <i>You need to provide one of the documents listed at Points 1.1a, 1.1b, 1.1c or 1.1d that demonstrate an annual turnover of £1,000,000 for the 2 most recent financial years to achieve a 'Pass' on Question 1.1. If you do not provide one of the documents listed at Points 1.1a, 1.1b, 1.1c or 1.1d or the documents do not show turnover of at least £1,000,000 for the 2 most recent financial years then a 'Fail' will be awarded and your tender submission will be rejected.</i>
1.1a	A copy of your audited accounts for the most recent two years Yes/No
1.1b	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading Yes/No
1.1c	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position Yes/No
1.1d	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status). Yes/No
1.2	Has your organisation met the terms of its banking facilities/loan agreements in the past 2 years? <i>Answering 'Yes' constitutes a 'Pass'. Answering 'No' constitutes a 'Fail' unless the details requested in 1.2b are provided and are satisfactory in SGGI UK's opinion.</i> Yes/No
1.2b	If 'No' what were the reasons, and what has been done to put things right? <i>If you cannot provide a full explanation of why your organisation did not meet its banking facilities/loan agreements then your tender submission will be rejected. You will also need to set out why your organisation is suitable for this contract despite the fact that you have not met the terms of banking facilities/loan agreements in the past 2 years.</i>
1.3	Has your organisation met all its obligations to pay its creditors and staff during the past 2 years? <i>Answering 'Yes' constitutes a 'Pass'. Answering 'No' constitutes a 'Fail' unless the details requested in 1.3b are provided and are satisfactory in SGGI UK's opinion.</i> Yes/No
1.3b	If 'No' what were the reasons, and what has been done to put things right? <i>If you cannot provide a full explanation of why your organisation did not meet all its obligations to pay its creditors and staff during the past 2 years then your tender submission will be rejected. You will also need to set out why your organisation is suitable for this contract despite the fact that you have not met all its obligations to pay its creditors and staff during the past 2 years.</i>

--	--

Section 2 INSURANCE

We require the following insurance levels:

- Employer's Liability: £10,000,000
- Public Liability: £5,000,000
- Professional Indemnity: £2,000,000

Please provide details of your insurance cover below and confirm that you will increase your cover if necessary before signing a contract if you are appointed to deliver this contract.

Please provide details of your current insurance cover:		Value
2.1	Employer's Liability:	£
2.2	Public Liability:	£
2.3	Professional Indemnity:	£
2.4	We will increase our insurance cover to the minimum levels required if necessary? <i>Answering 'Yes' constitutes a 'Pass'. Answering 'No' to this question will lead to a 'Fail' and your tender submission will be rejected.</i>	Yes/No
2.5	Are there any outstanding claims against you with a value of £50,000 or more?	Yes/No
	If yes, please provide details. <i>If you cannot provide a full and satisfactory explanation of any outstanding claims with a value of £50,000 or more then your tender submission will be rejected. You will also need to set out why your organisation is suitable for this contract despite the fact that you have outstanding claims against you with a value of £50,000 or more.</i>	

Section 3 MINIMUM DELIVERY EXPECTATIONS

We need to understand whether your company can meet our minimum delivery expectations.

3.1	If we place an order for the ORC system on the 01.12.2018 when will you deliver the system to our Eggborough site? <i>Our minimum requirement is that the system will be delivered to our site by 31.03.2020. If you provide a date of 31.03.2020 or earlier, this will constitute a 'Pass'. If you provide a date later than by 31.03.2020 then your tender submission will be rejected.</i>	Delivery date: xx/xx/20xx
3.2	If the ORC system is delivered to our site by 31.03.2020 when do you forecast that it will be fully	Operational date: xx/xx/20xx

	operational? <i>Our minimum requirement is that the ORC system is operational from the 31.08.2020 onwards. Further testing and optimising will run through to 18.12.2020 but we do expect that the system will function from 31.08.2020 onwards. If you provide a date of 31.08.2020 or earlier this will constitute a 'Pass'. If you provide a date later than of 31.08.2020 then your tender submission will be rejected.</i>	
3.3a	Based on the information in our tender what annual reduction in Gigawatt hours do you forecast that the ORC system you supply and install will deliver? <i>Our minimum requirement is that the system will deliver an annual reduction of 12.5 GWh. If you provide a forecast of 12.5 GWh or more this will constitute a 'Pass.' If you provide a forecast of less than 12.5GWh then then this be marked as a 'Fail' and your tender submission will be rejected.</i>	Annual forecast reduction in electricity consumption: xx.x GWh
3.3b	Please provide a spreadsheet detailing how you have calculated the forecast annual electricity saving. Please base the spreadsheet on Year 1 running from 01 June 2021 to 31 May 2022 and assume that the Cold Repair works have been completed. Please run the spreadsheet for a 5 year period with Year 5 being 01 June 2025 to 31 May 2026. <i>If you do not provide a spreadsheet showing how you arrived at an annual reduction of 12.5 GWh or more in Year 1 then then this be marked as a 'Fail' and your tender submission will be rejected. To achieve a 'Pass' you must upload a spreadsheet showing how you calculated a saving of 12.5 GWh or more in Year 1. Note that this calculation must use an availability figure which cannot exceed the guarantee below.</i>	Yes/No (please see Section 1, 6.1 for the furnace's operational details)
3.3c	Please state your guaranteed availability which will be used in any contract should you be the successful bidder. This figure should include both planned and potential un-planned outages. <i>If the percentage figure you provide takes your overall annual reduction below 12.5 GWh this will constitute a fail and your tender will be rejected.</i>	xx.x%

Section 4 POLICIES		
4.1	Does your organisation have a Health and Safety at work policy? Please supply your Policy. <i>Answering 'Yes' and providing your Policy constitutes a 'Pass'. If you answer 'No' and/or do not upload your Policy then you will be awarded a 'Fail' and your tender submission will be rejected.</i>	Yes / No (and upload your Health & Safety Policy)
4.2	Is your company accredited to OHSAS 18001? <i>This question is for information only.</i>	Yes/No
4.3	If not, are you working towards it? <i>This question is for information only.</i>	Yes/No
4.4	If Yes when have you planned accreditation? <i>This question is for information only.</i>	Date

4.5	Please confirm that you have read our Site Safety Rules and will comply with them if you are appointed as the Contractor. <i>Answering 'Yes' constitutes a 'Pass'. If you answer 'No' then you will be awarded a 'Fail' and your tender submission will be rejected.</i>	Yes/No (please see Section 1, 7 for our Site Safety Rules)
4.6	Does your organisation have an Environmental Policy? <i>This question is for information only.</i>	Yes / No
4.7	Does your organisation adhere to the Equality Act 2010 and does your policy reflect this? <i>This question is for information only.</i>	Yes / No
4.8	Does your organisation hold a recognised Quality Management Certification for example BS/EN/ISO 9000 or equivalent? Please supply your Registration certificates.	Yes / No (and upload your relevant Registration certificates)
	Date of Registration:	
	Registration Number:	
	Details of Registration:	(e.g. ISO9001)
4.9	If you do not hold Quality Assurance Registration but have a Quality Management System in place based on a national or international Standard please provide details below. <i>If you have not provided a full explanation of how your Quality Management System meets national or international standards then your tender submission will be rejected. You will also need to set out why your organisation is suitable for this contract despite the fact that you do not a Quality Assurance Registration.</i>	

Section 5 PROFESSIONAL AND BUSINESS STANDING

Do any of the following apply to your company, or to any Directors? *If you answer 'No' to Points 5.1 to 5.7 then you be awarded a 'Pass.' If you answer 'Yes' to any questions it is likely that your tender submission will be marked a 'Fail' but please provide a full explanation at 5.8 and SGGI UK staff will determine whether your tender submission can still proceed. You will need to set out why your organisation is suitable for this contract despite the fact that your organisation's Professional and Business Standing does not meet our requirements.*

5.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
5.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No

5.3	Has committed an act of grave misconduct, in the course, of business	Yes / No
5.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
5.5	Has not fulfilled obligations related to payment of taxes	Yes / No
5.6	Is guilty of serious misrepresentation in supplying information	Yes / No
5.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
5.8	If the answer to any of Points 5.1 to 5.7 is 'Yes' please give brief details below, including what has been done to put things right. <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected. You will need to set out why your organisation is suitable for this contract despite the fact that have answered No to any of Points 5.1 to 5.7.</i>	

Section 6 GROUNDS FOR EXCLUSION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit this self-declaration. *If you answer 'No' to the Points in 6.1 then you be awarded a 'Pass.' If you answer 'Yes' to any of the Points in 6.1 it is likely that your tender submission will be marked a 'Fail' but please provide a full explanation at 6.1b and SGGI UK staff will determine whether your tender submission can still proceed. You will need to set out why your organisation is suitable for this contract despite the fact that your organisation's Professional and Business Standing does not meet our requirements.*

6.1	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the web page .	
	Participation in a criminal organisation.	Yes/No
	Corruption.	Yes/No
	Fraud.	Yes/No
	Terrorist offences or offences linked to terrorist activities	Yes/No
	Money laundering or terrorist financing	Yes/No
	Child labour and other forms of trafficking in human beings	Yes/No
6.1b	If you have answered yes to any of the prompts above please provide further details including the date of any convictions; the reasons for conviction; and, the identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected. You will need to set out why your organisation is suitable for this contract despite the fact that have answered No to any of Points 6.1.</i>	

6.1c	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected. You will need to set out why your organisation is suitable for this contract despite the fact that have answered No to any of Points 6.1.</i>	
6.2	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes/No
6.2a	If you have answered 'Yes' to question 6.2, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected. You will need to set out why your organisation is suitable for this contract despite the fact that have answered No to Point 6.2. Answering 'No' constitutes a 'Pass.'</i>	

Section 7 ADDITIONAL GROUNDS FOR EXCLUSION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit this self-declaration. *If you answer 'No' to each of the prompts in 7.1 you will be awarded a 'Pass.'* *If you answer 'Yes' to any questions it is likely that your tender submission will be awarded a 'Fail' and your tender submission will be rejected. If you answer 'Yes' to any prompts in 7.1 then please provide a full explanation at 7.1a and explain why your organisation is suitable for this contract despite the fact that your organisation's Professional and Business Standing does not meet our requirements.*

7.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this web page , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
	Breach of environmental obligations?	Yes/No
	Breach of social obligations?	Yes/No

	Breach of labour law obligations	Yes/No
	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State	Yes/No
	Guilty of grave professional misconduct?	Yes/No
	Entered into agreements with other economic operators aimed at distorting competition?	Yes/No
	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes/No
	Been involved in the preparation of the procurement procedure?	Yes/No
	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes/No
7.1a	If you have answered Yes to any of the prompts in Question 7.1 above, the please explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected. You will need to set out why your organisation is suitable for this contract despite the fact that you have answered No to Point 7.1.</i>	
7.2	Please answer the following statements. <i>If you answer 'No' to each of the prompts in 7.2 you will be awarded a 'Pass.' If you answer 'Yes' to any questions it is likely that your tender submission will be awarded a 'Fail' and your tender submission will be rejected. Please provide a full explanation at 7.2a and SGGI UK staff will determine whether your tender submission can still proceed. Please explain why your organisation is suitable for this contract despite the fact that your organisation's Professional and Business Standing does not meet our requirements.</i>	
	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes/No
	The organisation has withheld such information.	Yes/No
	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes/No

	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes/No
7.2a	If you have answered Yes to any of the prompts in Question 7.2 above, the please explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected.</i>	

Section 8 ADDITIONAL GROUNDS FOR EXCLUSION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit this self-declaration. *If you answer 'No' to 8.1 and 8.2 you will be awarded a 'Pass'. If you answer 'Yes' to 8.1 or 8.2 if is likely that your tender submission will be awarded a 'Fail' and will be rejected. However, if you answer 'Yes' please provide a full explanation and detail why your organisation is suitable for this contract despite the fact that your organisation's Professional and Business Standing does not meet our requirements.*

8.1	Has your company ever compiled, used, sold or supplied a prohibited list as defined by Regulation 3 of the Employment Relations Act 1999 (Blacklists) Regulations 2010?	Yes/No
8.2	Has your company been found to have been in breach, by a competent authority, of Regulation 3 of the Employment Relations Act 1999 (Blacklists) Regulations 2010?	Yes/No
8.3	If you have answered Yes to any of the prompts in Question 8.1 and 8.2 above, the please explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) <i>If you do not provide a thorough and satisfactory explanation then your tender submission will be rejected.</i>	

‘Self-cleaning’

Any Supplier that answers ‘Yes’ to questions in this Sections 5,6,7, or 8 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action.

If such evidence is considered by Saint Gobain (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by Saint Gobain to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Section 8 REFERENCES			
Please provide written and signed references from 2 clients that you have supplied and installed ORC systems for in the past 3 years. <i>If you do not provide two references from the 2 organisations that you provide Case Studies about in Annex C, 1.6 this will be classed as a ‘Fail.’ In order to achieve a ‘Pass’ you must supply a written reference from the 2 organisations that you provide a Case Study for in Annex C, 1.6.</i>			
		Reference 1	Reference 2
8.1	Name of customer:		
8.2	Contact name and phone number:		
8.3	Contract dates:		
8.4	Contract value:		
8.5	Has a written reference from the client been submitted along with your tender?	Yes/No	Yes/No
8.6	Outline		

METHOD STATEMENT

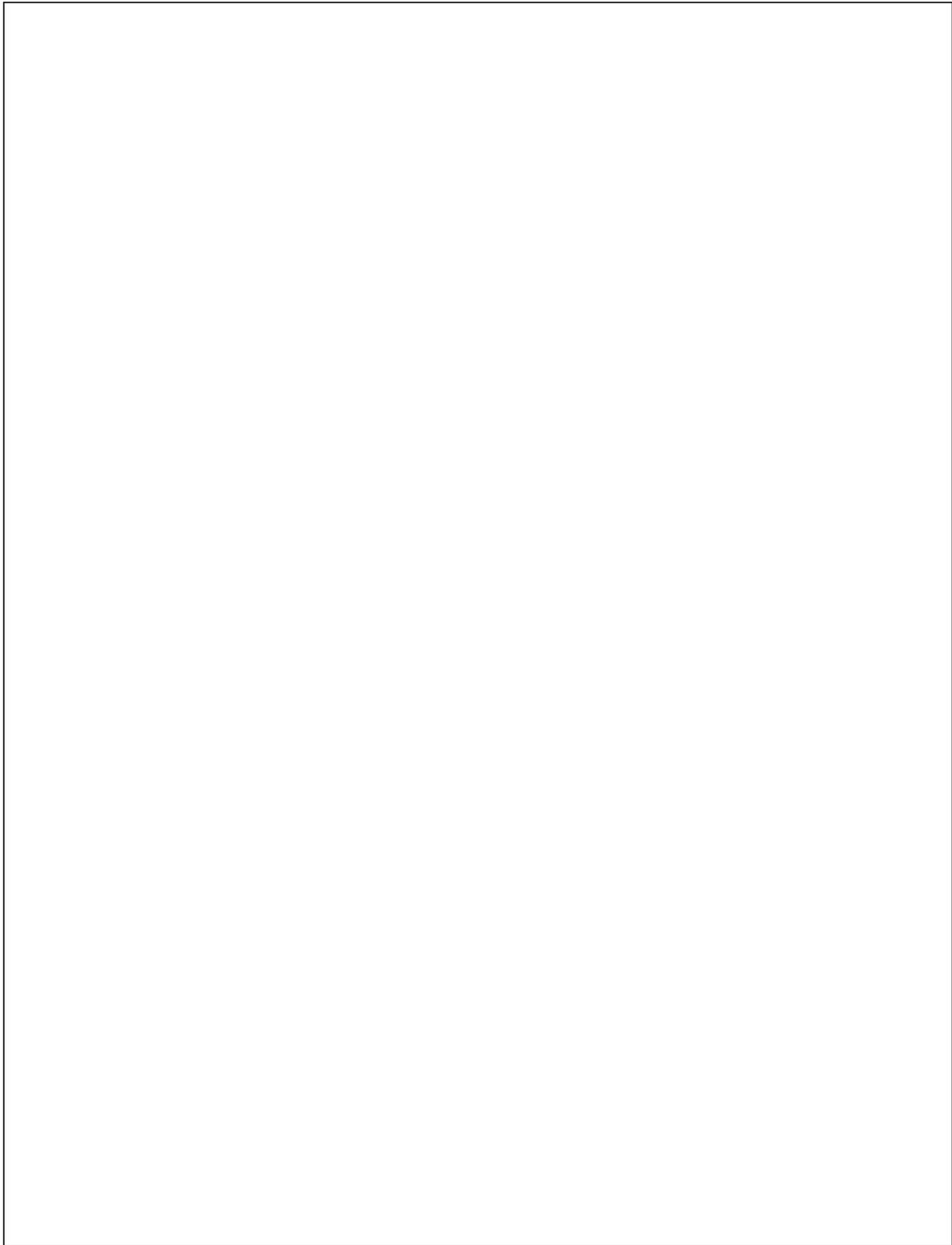
1.2 – Delivery approach (30% of overall quality mark)

Please provide details of how you will meet our requirements, ensuring your response, as a *minimum* covers the following prompts:

- Specification – how will you ensure that the ORC system meets our requirements, detailing and deviations from stated requirements (a performance specification will be developed for inclusion in any contract)?
- Communication – how will you keep the team at SGGI up-to-date throughout the process?
- Management – what project management capabilities will you bring to bear?
- Partnership – how will work alongside SGGI staff in the installation of the ORC system?
- Training – how you will ensure appropriate SGGI operator and engineer training on the ORC system?
- Support - Availability of post optimisation support for maintenance/technical advice

Please detail your proposed methodology, describing how you will ensure a successful outcome in line with the timetable we have provided.

The maximum word is count is 1,400.



METHOD STATEMENT

1.3 – Health & Safety (15% of overall quality mark)

Tenderers should provide:

- An outline of your Health and Safety procedures for design and site based work (3%);
- Details of any hazards that you encounter in completing the work (2%);
- Details of how you would manage these potential hazards (5%)
- Qualification for and how you will comply with CDM requirements and obligations, including performing both Principal Contractor and Principal Designer roles (4%); and,
- Details of how you would to inform us of any accidents or incidents (1%).

The maximum word is count is 1,300.

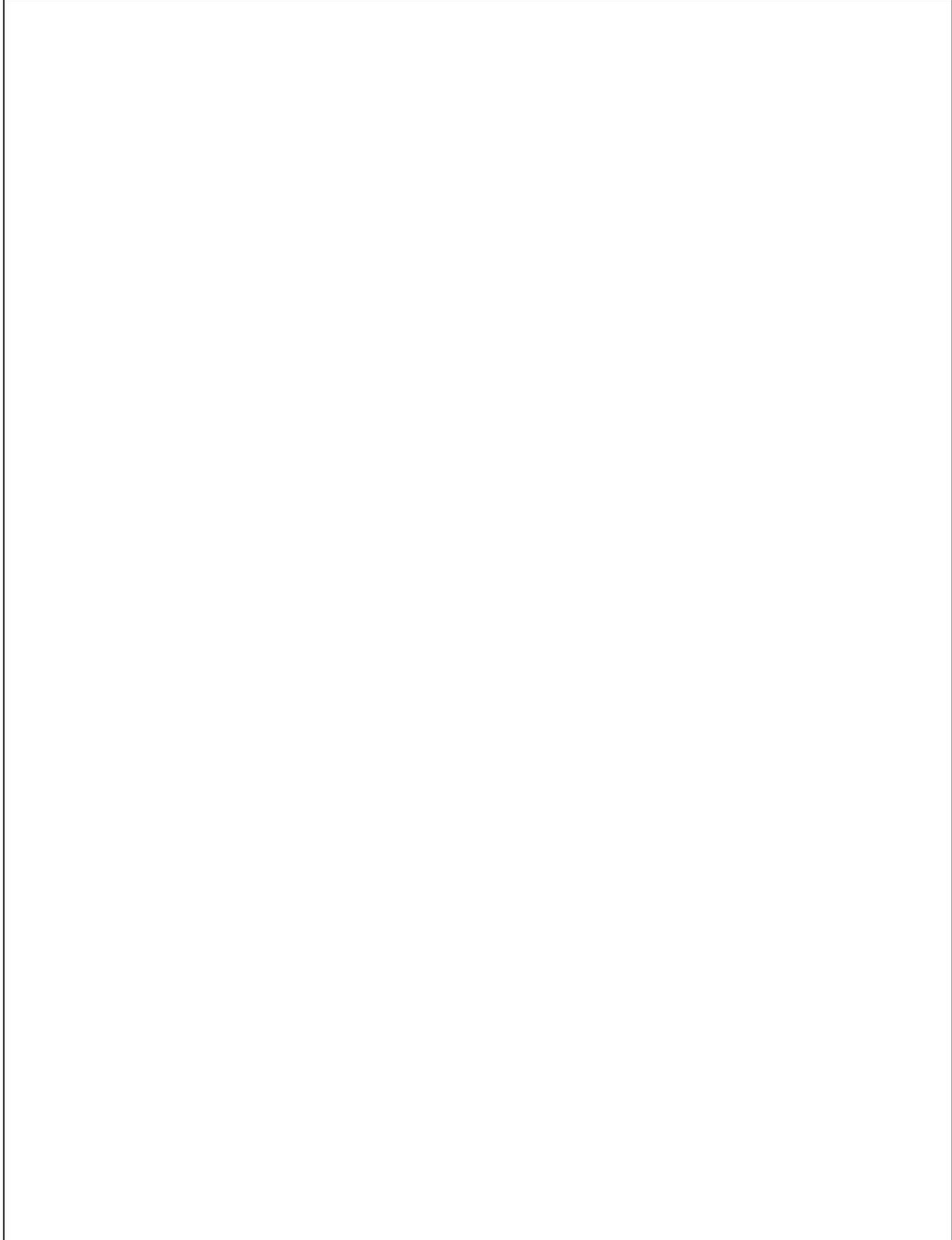
METHOD STATEMENT

1.4 – Project team (10% of overall quality mark)

Tenderers should provide details of the team that will work on the supply and installation of the ORC system. Please ensure that as a *minimum* you cover the following prompts:

- Identify who will act as overall Supervisor for the works;
- Detail the Health and Safety Training, Expertise and Qualifications that the overall Supervisor possesses;
- Outline how you plan to supervise the works; and,
- Identify the team members that will play a key role in delivering the works and provide a one-page CV for each key team member. Including, but not limited to the following (some roles may be the same person if/where appropriate). These CVs are additional to the word count for this section, but must be one A4 page and using no smaller than 8pt font:
 - Project Director
 - Project Manager
 - Project Engineers(s)
 - Project Planner
 - ORC Specialist
 - Site Manager
 - HSE Manager(s)

The maximum word is count is 1,000.



1.4b – Sub-contractors or partners

If you plan to deliver the contract using sub-contractors or partners then you must also provide as a minimum:

- The names and Company Registration Numbers of each company;
- The financial value in pounds sterling of the work that each company will complete;
- Details of each company's relevant experience; and,
- A brief profile of each key team member.

The maximum word is count is 2,000.

METHOD STATEMENT

1.6 – Case studies (15% of overall quality score)

Please provide 2 case studies demonstrating that you have proven expertise of supplying and installing ORC systems that deliver similar level of outputs as detailed in our specification. We are particularly interested in the timescales involved and how you ensured that the customers' needs were met at each stage of the process. **Please use the same case studies from the references identified in Section 8 of Annex B.**

The maximum word is count is 750 per case study.

Case study 1 (7.5% of overall quality score)

Case study 2 (7.5% of overall quality score)

METHOD STATEMENT**1.8 – Energy saving** (15% of overall quality score)

Please enter the forecast energy saving figure for Year June 2021 to June 2022 below. The supplier that offers the highest energy saving will be awarded top marks. All other tenders will receive scores expressed as an inverse proportion of the highest energy saving. The formula used will be: $(\text{Lowest Energy Saving} / \text{Highest Energy Saving}) \times 100 = \text{Score}$. The weighting will then be applied to provide the weighted Tender Score. All mathematical results will be rounded to 2 decimal places.

Year 1 to Year 2 (01 June 2021 to 31 May 2022):	_____ GWh
---	-----------

ANNEX D – FIXED PRICE QUOTATION

FIXED PRICE QUOTATION (35% of overall score)			
Please complete the template below with details of your fixed-price quotation for the supply and installation of the ORC system. Please provide details of your main costs under the headings provided. Please use Heading 5 'Other' for any costs that you cannot attribute to the Headings 1 or 2. Prices must be quoted in pounds sterling, exclusive of VAT and the price should be a full and final costing and include a full breakdown of expenditure. (e.g. staff costs, resources, materials, etc.). <i>Please note that we will accept the price quoted when your tender is submitted and SGGI will not allow the price to be increased in the contract regardless of any fluctuations in the exchange rate</i>			
Heading 1 – Manufacture of ORC system	Cost (net)	VAT	TOTAL
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
Heading 2 – Installation of ORC system	Cost (net)		
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
Heading 3 – Working with ORC System Tester	Cost (net)		
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
Heading 4 – Working with Knowledge Transfer Agent	Cost (net)		
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
Heading 5 – Other	Cost (net)		
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
GRAND TOTAL	£	£	£

ESTIMATED MAINTENANCE COSTS (5% of overall score)

Please complete the template below with details of your estimated maintenance costs for 20 years, by year. Please use Heading 2 'Other' for any costs that you cannot attribute to the Heading 1 'Maintenance of overall ORC system'. Prices must be quoted in pounds sterling, exclusive of VAT and the price should be a full and final costing and include a full breakdown of expenditure. (e.g. staff costs, resources, materials, etc.).

Heading 1 – Maintenance of overall ORC system	Cost (net)	VAT	TOTAL
Staff costs Year 1	£	£	£
Resources Year 1	£	£	£
Materials Year 1	£	£	£
Other costs Year 1 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 1 Total	£	£	£
Staff costs Year 2	£	£	£
Resources Year 2	£	£	£
Materials Year 2	£	£	£
Other costs Year 2 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 2 Total	£	£	£
Staff costs Year 3	£	£	£
Resources Year 3	£	£	£
Materials Year 3	£	£	£
Other costs Year 3 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 3 Total	£	£	£
Staff costs Year 4	£	£	£
Resources Year 4	£	£	£
Materials Year 4	£	£	£
Other costs Year 4 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 4 Total	£	£	£
Staff costs Year 5	£	£	£
Resources Year 5	£	£	£
Materials Year 5	£	£	£
Other costs Year 5 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 5 Total	£	£	£
Staff costs Year 6	£	£	£
Resources Year 6	£	£	£
Materials Year 6	£	£	£
Other costs Year 6 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 6 Total	£	£	£
Staff costs Year 7	£	£	£
Resources Year 7	£	£	£
Materials Year 7	£	£	£
Other costs Year 7 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 7 Total	£	£	£
Staff costs Year 8	£	£	£
Resources Year 8	£	£	£
Materials Year 8	£	£	£
Other costs Year 8 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 8 Total	£	£	£
Staff costs Year 9	£	£	£
Resources Year 9	£	£	£
Materials Year 9	£	£	£
Other costs Year 9 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 9 Total	£	£	£

Staff costs Year 10	£	£	£
Resources Year 10	£	£	£
Materials Year 10	£	£	£
Other costs Year 10 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 10 Total	£	£	£
Staff costs Year 11	£	£	£
Resources Year 11	£	£	£
Materials Year 11	£	£	£
Other costs Year 11 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 11 Total	£	£	£
Staff costs Year 12	£	£	£
Resources Year 12	£	£	£
Materials Year 12	£	£	£
Other costs Year 12 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 12 Total	£	£	£
Staff costs Year 13	£	£	£
Resources Year 13	£	£	£
Materials Year 13	£	£	£
Other costs Year 13 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 13 Total	£	£	£
Staff costs Year 14	£	£	£
Resources Year 14	£	£	£
Materials Year 14	£	£	£
Other costs Year 14 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 14 Total	£	£	£
Staff costs Year 14	£	£	£
Resources Year 14	£	£	£
Materials Year 14	£	£	£
Other costs Year 14 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 15 Total	£	£	£
Staff costs Year 16	£	£	£
Resources Year 16	£	£	£
Materials Year 16	£	£	£
Other costs Year 16 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 16 Total	£	£	£
Staff costs Year 17	£	£	£
Resources Year 17	£	£	£
Materials Year 17	£	£	£
Other costs Year 17 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 17 Total	£	£	£
Staff costs Year 18	£	£	£
Resources Year 18	£	£	£
Materials Year 18	£	£	£
Other costs Year 18 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 18 Total	£	£	£
Staff costs Year 19	£	£	£
Resources Year 19	£	£	£
Materials Year 19	£	£	£
Other costs Year 19 <i>(please briefly explain what these costs include)</i>	£	£	£
Year 19 Total	£	£	£
Staff costs Year 20	£	£	£
Resources Year 20	£	£	£
Materials Year 20	£	£	£
Other costs Year 20 <i>(please briefly explain what these costs include)</i>	£	£	£

Year 20 Total	£	£	£
TOTAL over 20 years	£	£	£
Heading 2 – Other	Cost (net)		
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
TOTAL	£	£	£
GRAND TOTAL	£	£	£

ANNEX E – FORM OF TENDER

To: Saint Gobain Glass Industry UK

Date:

Provision of: Organic Rankine Cycle System

Reference number: SGGI_18/19_001

We [INSERT NAME[S]] the undersigned, having examined the ITT and all other schedules, do hereby offer to supply and install provide an Organic Rankine Cycle System as specified in those documents and in accordance with the attached documentation to SGGI UK commencing [DATE] and continuing for the period specified in the Contract.

Our offer shall be open to SGGI UK to accept for a period of 120 days during which time we shall not withdraw or amend this offer. If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

We agree that before executing the Contract (and associated schedules) substantially in the form set out in the ITT, the formal acceptance of this Tender in writing by SGGI UK or such parts as may be specified, together with the contract documents attached hereto shall comprise a binding contract between SGGI and the [manager **OR** company].

We further agree with SGGI UK in legally binding terms to comply with the provisions of confidentiality set out ITT Part 1. We further undertake and it shall be a condition of any Contract, that:

- The amount of [my **OR** our] Tender has not been calculated by agreement or arrangement with any person other than SGGI UK and that the amount of [my **OR** our] Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of SGGI UK.
- We have not canvassed and will not, before the evaluation process, canvass or solicit any employee or agent of SGGI UK in connection with the award of the Contract and that no person employed by us has done or will do any such act.

I warrant that I have all requisite authority to sign this Tender and confirm that I have complied with all the requirements of the ITT.

Signature:

Name:

Job title:

For and behalf of: [COMPANY NAME]

If you are bidding as consortium are you the lead authorised representative of the consortium and your organisation will be responsible for the performance of the Contract?

Yes / No / Not applicable

If you are bidding as partnership do you have the authority to sign on behalf of the other partner(s)?	
Yes / No / Not applicable	
If Yes then please give the legal name of your Partnership below:	
If Yes please name all the partners below:	

ANNEX F – WARRANTY BOND

We have been informed that Saint-Gobain Glass UK Limited (a company registered in England and Wales under registration number 2442570 and whose registered office is situated at Saint-Gobain House, Binley Business Park, Coventry, CV3 2TT (“you”) and to be inserted (the “Supplier”) have entered into a contract no. [] (the “Contract”) dated [] for the supply of a complete Organic Rankine Cycle system at the total price of (to be inserted) (the “Purchase Price”)

In accordance with the Contract the Supplier is required to provide you with a guarantee for warranty obligations in the amount of:

(i) (To be inserted) being 10% of the Purchase Price for the first 24 months of the Warranty Period

This being stated, we, [] Bank irrevocably and unconditionally undertake by way of an abstract understanding to pay immediately to you, upon your first written demand, any amount up to:

(i) (To be inserted) being 10% of the Purchase Price for the first 24 months of the Warranty Period

Upon receipt of your first written request for payment and your written confirmation stating that the Supplier has not fulfilled its warranty obligations in conformity with the terms of the Contract. We hereby waive any and all rights, objections or interventions under contract and law, such as, without limitation. The rights of set-off, annulment, withholding, prior claim, or similar rights that we may have against your request for payment.

This guarantee will enter into force only after we have received the Purchase Price to be credited without any reserve to the account No. [] of the Supplier. Please quote our Reference ‘SGGI_18/19_001’ when remitting the said amount.

Our liability under this guarantee will expire automatically once we have received back this document, however, on the day which is one day after the end of the Warranty Period at the latest. Any claim under it must be received by us by that date.

This Guarantee is to be returned to us as soon as it no longer required or its validity has expired – whichever is earlier. This Guarantee is subject to English law. Exclusive place of jurisdiction for all claims arising out of this Guarantee shall be London.

IN WITNESS WHEREOF: this Contract has been executed as a deed by the parties hereto and is intended to be and is hereby delivered on the day and year first above written.

SIGNED as a deed and DELIVERED by)
 SAINT-GOBAIN GLASS (UNITED KINGDOM) LIMITED)

Director

Director/Secretary

SIGNED as a deed and DELIVERED by)
)

Director

Director/Secretary

ANNEX G - SUBMISSION CHECKLIST

Please ensure that you have submitted all of the documents listed below otherwise your tender will be identified as not complete, and rejected accordingly.

No.	Document	Submitted?
1	Completed Annex A, B, C, D, E & F.	
2	A copy of your organisation's Health and Safety Policy.	
3	A copy of your organisation's Quality Management Registration Certificates.	
4	One form of evidence of your company's annual turnover.	
5	A spreadsheet detailing the annual electricity savings that your ORC system will deliver.	
6	One page CV for each team member that will be involved in delivering the ORC system.	
7	A written and signed references form the 2 organisations that you provided as a Case Study in Annex C, 1.6.	
8	A Gantt Chart matching the project timetable in Annex C – Award Questionnaire (Question 1.1)	

ANNEX H – CONTRACT

Please see separate document titled ‘Saint Gobain ORC system Contract.’ The Contract provides further details of SGGI UK’s requirements so it is important that you review it in detail.

ANNEX I – PRO SOURCE USER GUIDE

When you are invite to a call for tender (RFX), you receive an automatic invitation email with the ProSource platform link and your login (generally *first name.last name*)

If it is the first time you are invited, you will receive a temporary password in a 2nd automatic email.

This email was sent on behalf of: Alexandre Lemaitre, email: alexandre.lemaitre@saint-gobain.com, phone: -

Dear A Lemaitre,

Saint Gobain invites you to participate in the tender **TEST FR**.

You can access ProSource, Saint-Gobain's e-Sourcing platform by clicking on the following link: <https://saint-gobain-esourcing.synertrade.com?hdDeepLink=211f41d4dd96cf86d8425d1341667fc0> and by using the following personal access codes:

Login: a.lemaitre

Password: In case of your first login, the password will be sent to you in a separate email, otherwise you can use your existing personal password. If you do not receive or have your password, send an e-mail to the ProSource Team: prosource@saint-gobain.com

The following tender elements are now available for you within the project:

RFX Phase: Questionnaire QUESTIONNAIRE TO BE PUBLISHED / QUESTIONNAIRE A PUBLIER
end date: 26.12.2012 17:46

You will not be able to access the tender anymore after the end date.

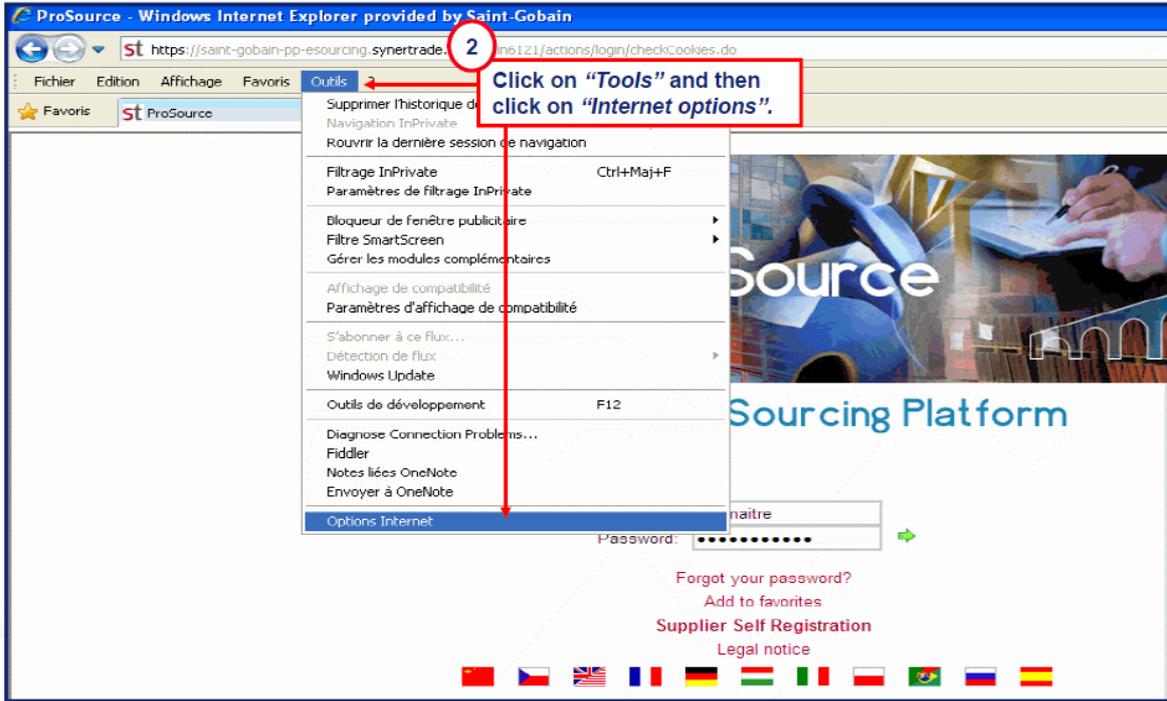
Alexandre Lemaitre is responsible for this tender and will be at your disposal for questions.

In case of problems and questions regarding the ProSource platform usage, please contact The ProSource Team by e-mail: prosource@saint-gobain.com or by telephone: +33 1 47 62 47 46.

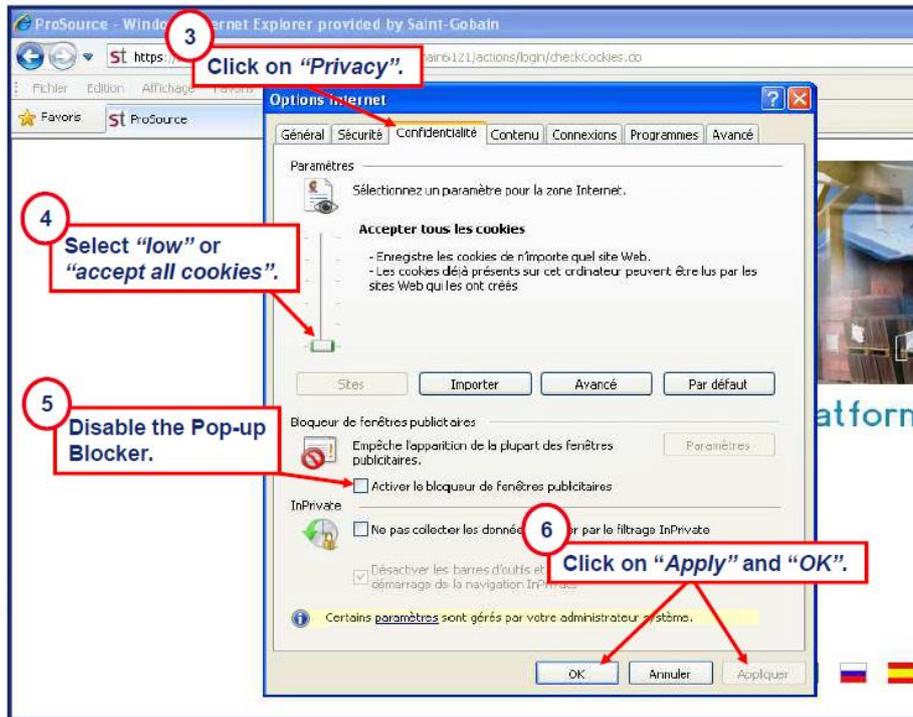
For US, please call at +1 646 201 45 69

1
Please click on this link.

Modify your security options



Modify your security options



Connection



Warning: The Login must be typed in small characters only and the Password is case sensitive. If your forgot your password, please go to the slide 7.

7 Enter your "Login" and "Temporary password".

8 Click on the green arrow to validate.

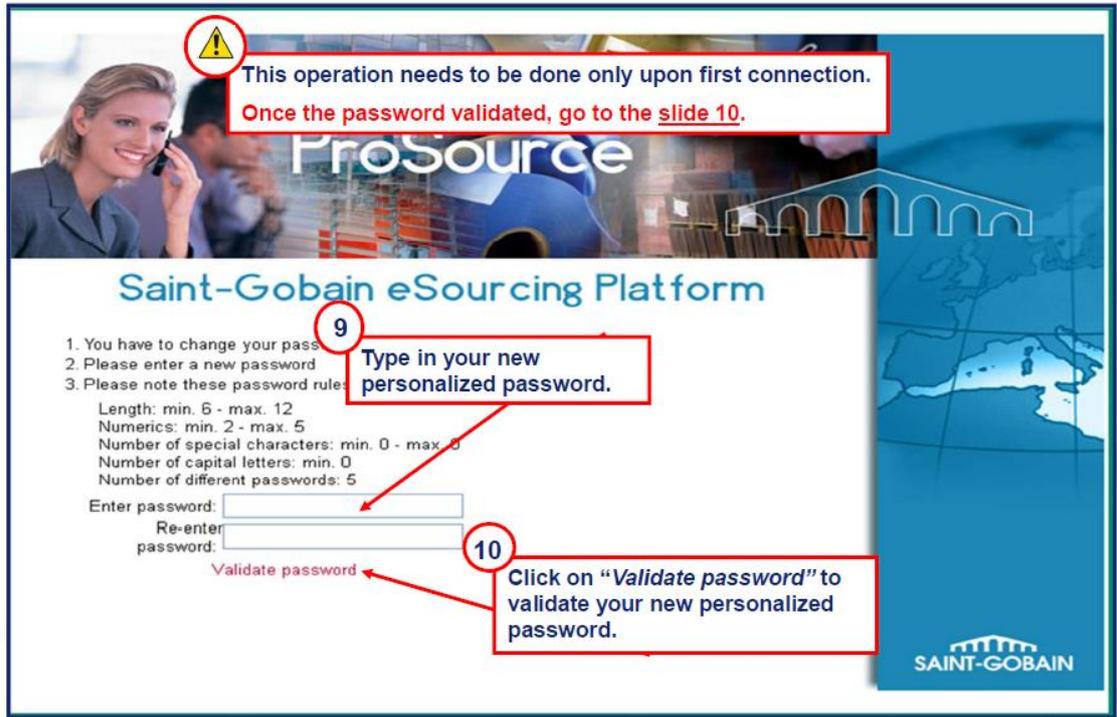
ProSource
eSourcing Platform

Login: a.lemaitre
Password:

Forgot your password?
Add to favorites
Supplier Self Registration
Legal notice

SAINT-GOBAIN

Connection



Warning: This operation needs to be done only upon first connection. Once the password validated, go to the [slide 10](#).

Saint-Gobain eSourcing Platform

- You have to change your password
- Please enter a new password
- Please note these password rules:
 - Length: min. 6 - max. 12
 - Numerics: min. 2 - max. 5
 - Number of special characters: min. 0 - max. 0
 - Number of capital letters: min. 0
 - Number of different passwords: 5

Enter password:

Re-enter password:

[Validate password](#)

9 Type in your new personalized password.

10 Click on "Validate password" to validate your new personalized password.

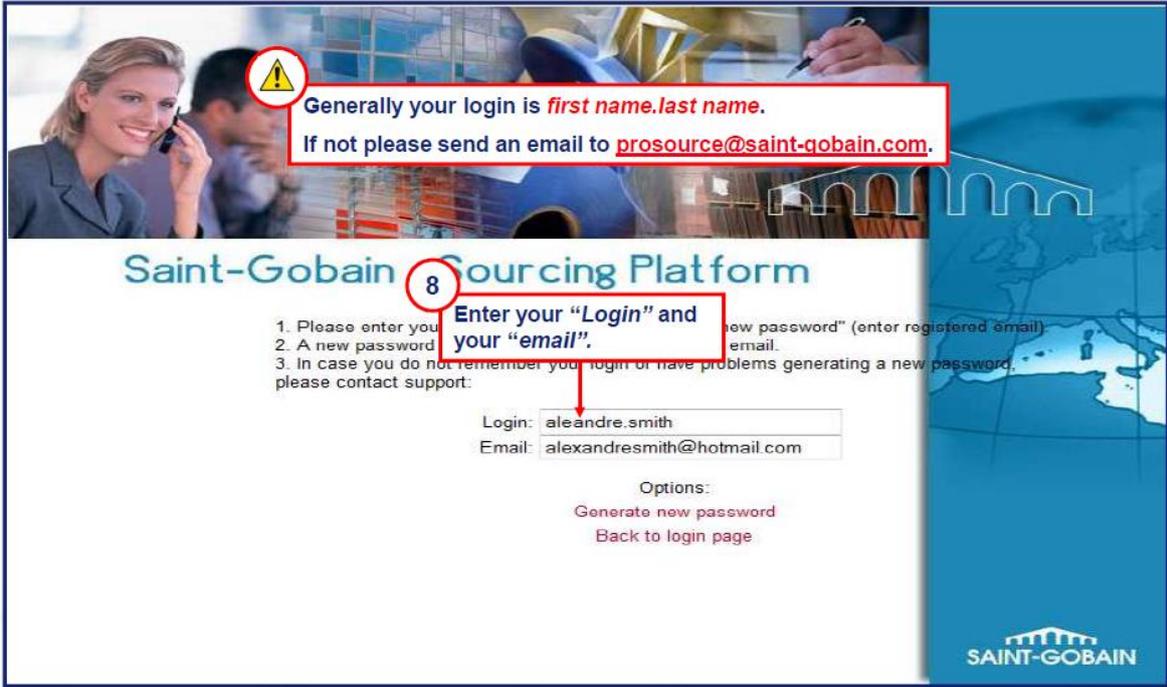


Forgotten password



The screenshot shows the Saint-Gobain eSourcing Platform login interface. At the top, there is a banner with the text "ProSource" and "Saint-Gobain eSourcing Platform". Below the banner is a login form with a "Password:" label and an input field. A red box highlights the "Forgot your password?" link, with a red circle containing the number "7" next to it. Below the login form are links for "Add to favorites", "Supplier Self Registration", and "Legal notice". At the bottom, there is a row of flags representing various countries. The Saint-Gobain logo is visible in the bottom right corner of the screenshot.

Forgotten password



Warning: Generally your login is *first name.last name*.
If not please send an email to prosource@saint-gobain.com.

8 Enter your "Login" and your "email".

- Please enter your login and your "email".
- A new password will be generated for you. (enter registered email)
- In case you do not remember your login or have problems generating a new password, please contact support:

Login:

Email:

Options:
[Generate new password](#)
[Back to login page](#)

Forgotten password



9 Click on "Generate new password".
You will receive a new temporary password by email.

1. Please enter your login
2. A new password will be
3. In case you do not receive
please contact support:

Login:

Email:

Options:
[Generate new password](#)
[Back to login page](#)

Download the tender documents



RFX
11

Click on the "Documents" tab to access the call for tender (RFX) documents.

30.05.2013 17:18 GMT+01:00 Logout

Project: TEST CRFX - 6.12.1 (1) | Project ID: RFX006289 | Project status: Online | User role: Supplier

Cockpit

RFX

Project list

Auction

SRM

My account

Analysis

Project details
Documents
Tender elements

Display sub-level elements

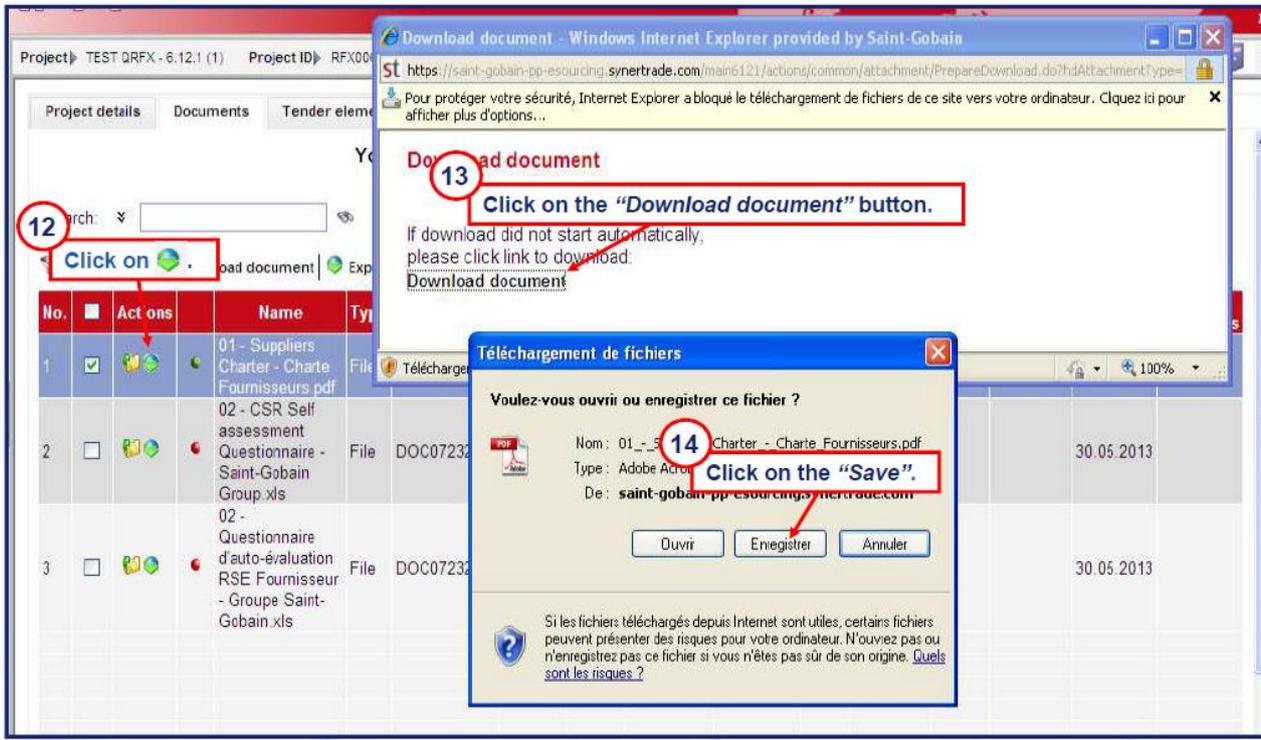
Search:

Export | Add to Favorites | Customize

No.	Actions	Message	Name	Level	Round	Status	Type	Material group	Saved	Published	Start date	Deadline	Phase	Attachments
1		Not answered	QUESTIONNAIRE TO BE PUBLISHED / QUESTIONNAIRE A PUBLIER	1		Online	Questionnaire				30.05.2013 11:21:00	13.05.2013 10:10:00		0

1 Record found | Return | 10 Records

Download 1 document or...



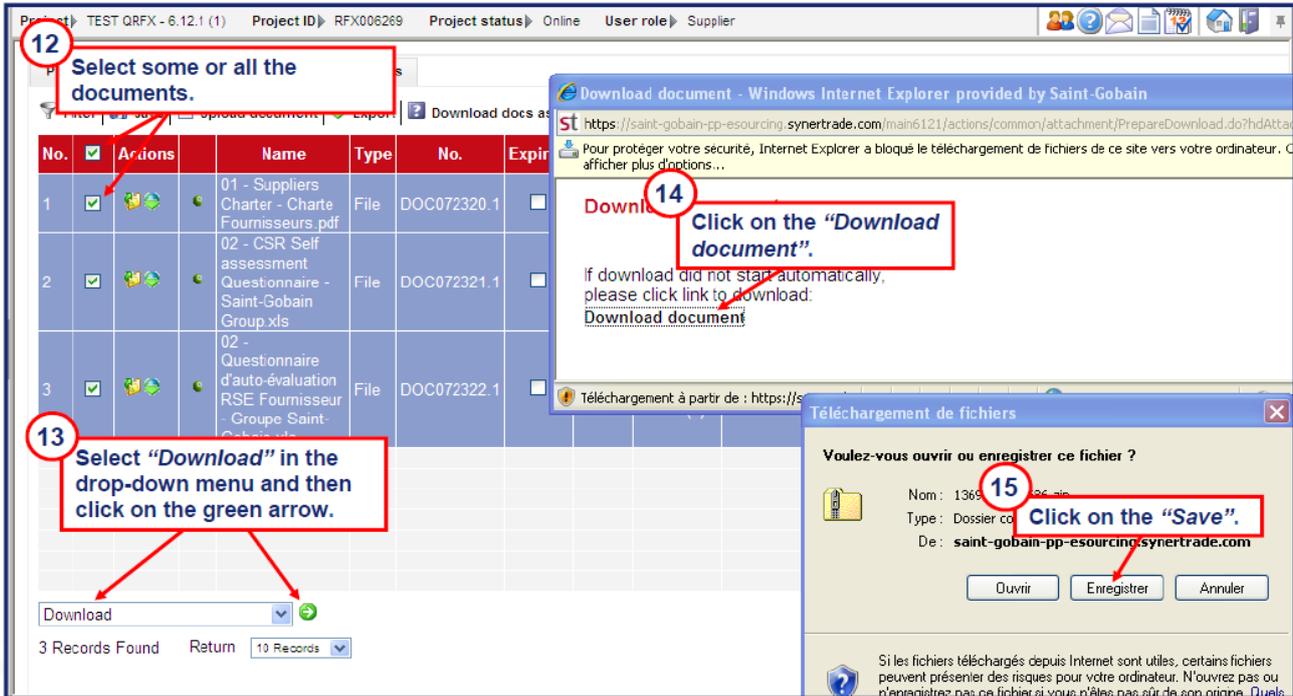
12 Click on .

13 Click on the "Download document" button.

14 Click on the "Save".

No.	Actions	Name	Type
1		01 - Suppliers Charter - Charte Fournisseurs.pdf	File
2		02 - CSR Self assessment Questionnaire - Saint-Gobain Group.xls	File
3		02 - Questionnaire d'auto-évaluation RSE Fournisseur - Groupe Saint-Gobain.xls	File

...all the documents (ZIP file)



12 Select some or all the documents.

No.	Actions	Name	Type	No.	Expir
1	<input checked="" type="checkbox"/>	01 - Suppliers Charter - Charte Fournisseurs.pdf	File	DOC072320.1	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	02 - CSR Self assessment Questionnaire - Saint-Gobain Group.xls	File	DOC072321.1	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	02 - Questionnaire d'auto-évaluation RSE Fournisseur - Groupe Saint-Gobain.xls	File	DOC072322.1	<input type="checkbox"/>

13 Select "Download" in the drop-down menu and then click on the green arrow.

14 Click on the "Download document".

15 Click on the "Save".

Submit your offer

Project: TEST QRFX - 6.12.1 ⚠ An automatic email is sent to the buyer when you upload a document.

Project details Documents **Tender elements**

16 You have downloaded 3 of 3 document(s). 0 document(s) uploaded.

Click on the "Upload document" button to upload the documents you would like to submit.

Search: [] Filter: [new tender document]

Filter Save Upload document Export Download docs as ZIP Customize

No.	Actions	Name	Type	No.	Expired	Buyer access	Document link	Document owner	User type	Company	Folder	Comment	Last change	Text fragments
1		02 - Questionnaire d'auto-évaluation RSE Fournisseur - Groupe Saint-Gobain.xls	File	DOC072322.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	Alexandre Lemaitre	Buyer				30.05.2013	
2		01 - Suppliers Charter - Charte Fournisseurs.pdf	File	DOC072320.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	Alexandre Lemaitre	Buyer				30.05.2013	
3		02 - CSR Self assessment Questionnaire - Saint-Gobain Group.xls	File	DOC072321.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	Alexandre Lemaitre	Buyer				30.05.2013	

Submit your offer

Project: RFX - 6.12.1 (1) Project ID: RFX006269 Project status: Online User role: Supplier

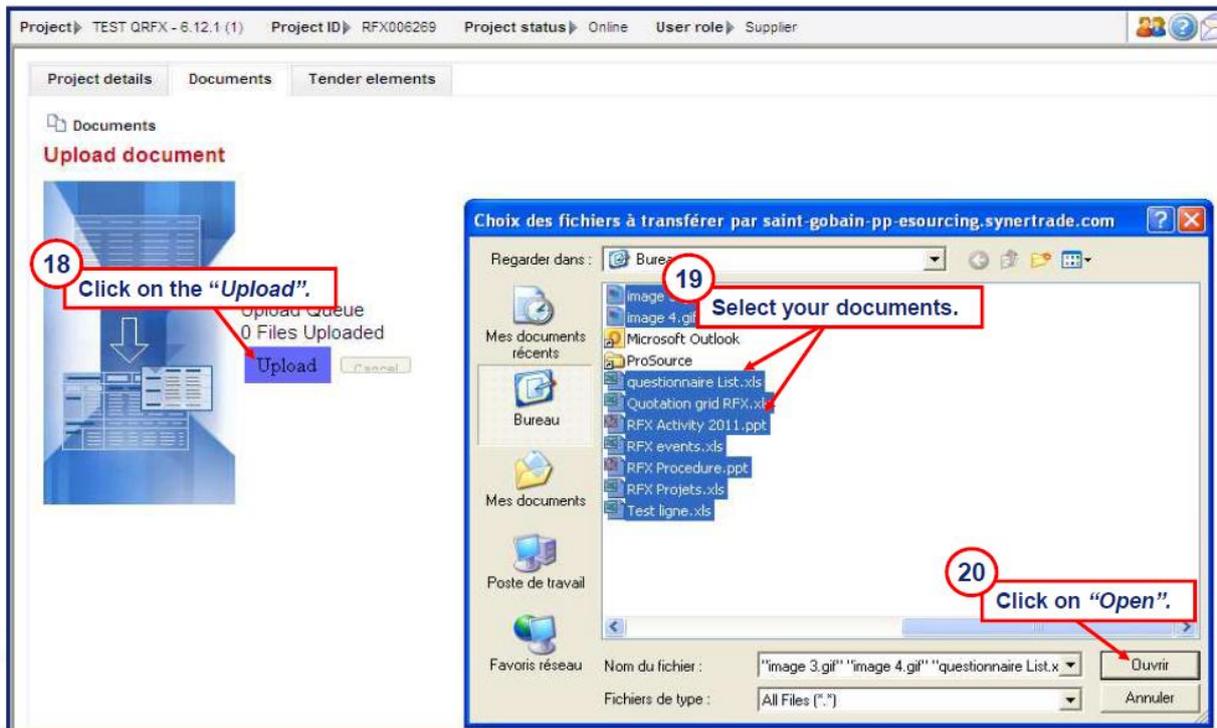
17 **Click on the "Mass files Upload".**

Project det: [Back to overview list](#) | [Upload](#) | [Mass files upload](#)

Upload document

No.	Type	Name of the document / Link	Content	Comment	Status
1	File	* <input type="text"/>	* <input type="text"/> <input type="button" value="Parcourir..."/>	<input type="text"/>	
2	File	* <input type="text"/>	* <input type="text"/> <input type="button" value="Parcourir..."/>	<input type="text"/>	
3	File	* <input type="text"/>	* <input type="text"/> <input type="button" value="Parcourir..."/>	<input type="text"/>	
4	File	* <input type="text"/>	* <input type="text"/> <input type="button" value="Parcourir..."/>	<input type="text"/>	
5	File	* <input type="text"/>	* <input type="text"/> <input type="button" value="Parcourir..."/>	<input type="text"/>	

Submit your offer



Project TEST QRFX - 6.12.1 (1) Project ID RFX006269 Project status Online User role Supplier

Project details Documents Tender elements

Documents

Upload document

Upload Queue
0 Files Uploaded

Upload Cancel

18 Click on the "Upload".

Choix des fichiers à transférer par saint-gobain-pp-esourcing.synertrade.com

Regarder dans : Bureau

19 Select your documents.

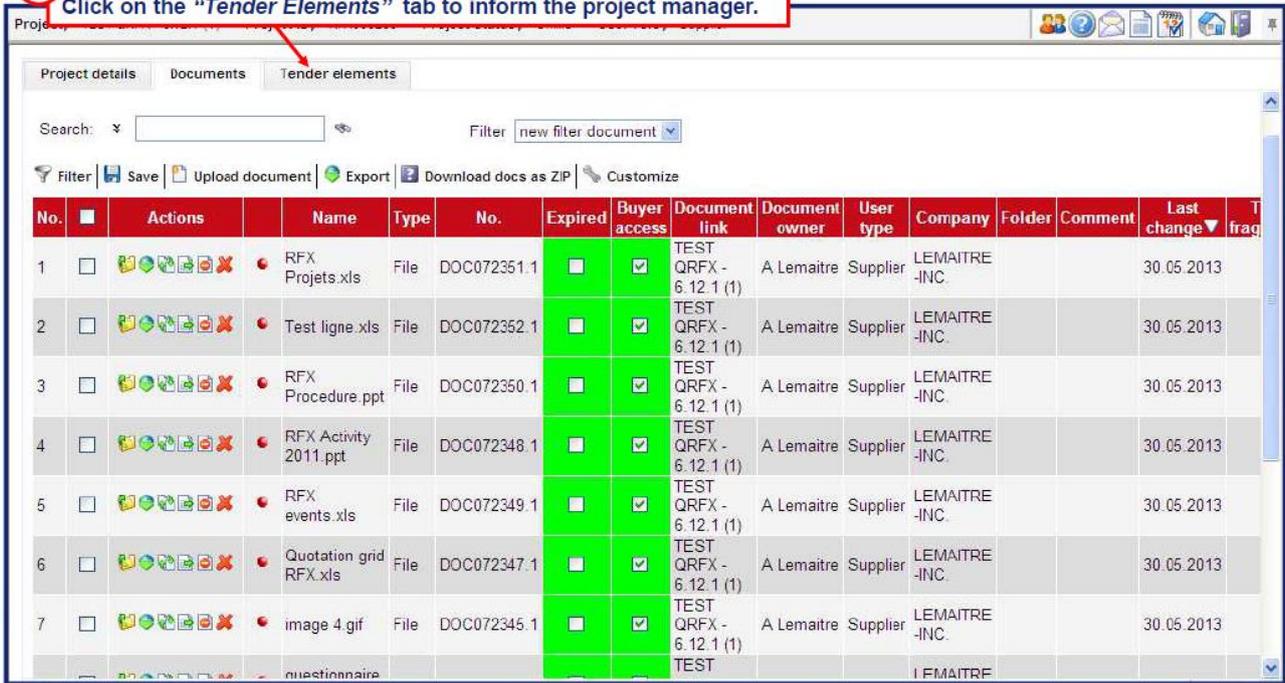
image
image 4.gif
Microsoft Outlook
ProSource
questionnaire List.xls
Quotation grid RFX.xls
RFX Activity 2011.ppt
RFX events.xls
RFX Procedure.ppt
RFX Projets.xls
Test ligne.xls

20 Click on "Open".

Nom du fichier : "image 3.gif" "image 4.gif" "questionnaire List.x" Ouvrir
Fichiers de type : All Files (*.*) Annuler

Inform the buyer

21 Click on the "Tender Elements" tab to inform the project manager.



No.	Actions	Name	Type	No.	Expired	Buyer access	Document link	Document owner	User type	Company	Folder	Comment	Last change	T
1		RFX Projets.xls	File	DOC072351.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
2		Test ligne.xls	File	DOC072352.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
3		RFX Procedure.ppt	File	DOC072350.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
4		RFX Activity 2011.ppt	File	DOC072348.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
5		RFX events.xls	File	DOC072349.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
6		Quotation grid RFX.xls	File	DOC072347.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
7		image 4.gif	File	DOC072345.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST QRFX - 6.12.1 (1)	A Lemaitre	Supplier	LEMAITRE -INC.			30.05.2013	
		questionnaire					TEST			LEMAITRE				

Inform the buyer

Project ▶ TEST QRFX - 6.12.1 (1) Project ID ▶ RFX006269 Project status ▶ Online User role ▶ Supplier

Project details Documents Tender elements

Display sub-level elements

Search:

22 Click on  . customize

No.	<input type="checkbox"/>	Actions	Message	Name	Level	Round	Status	Type	Material group	Saved	Published	Start date	Deadline	Phase	Attachments
1	<input type="checkbox"/>		Not answered	QUESTIONNAIRE TO BE PUBLISHED / QUESTIONNAIRE A PUBLIER	1		Online	Questionnaire				30.05.2013 11:21:00	13.06.2013 10:10:00		0

1 Record found Return 10 Records

Inform the buyer



To finish the process and to inform the buyer you must click on the **“Publish all tabs”** button.

Project ▶ TEST QRFX - 6.1

Viewing Questionnaire

23 Click on **“Publish all tabs”**.

QUESTIONNAIRE TO BE PUB

Save as draft |
 Cancel |
 Publish all tabs |
 Export |
 Import |
 Print |
 Back to overview |
 Download |
 Add to Favorites

Level	Question	Answer
1	Download call for tender informations in the "Documents" tab / Téléchargez les informations de l'appel d'offres dans l'onglet "Documents"	
2	Upload your proposal in the "Documents" tab / Chargez votre offre via l'onglet "Documents"	

ANNEX J – SYSTEM TESTER DRAFT BRIEF

1. Introduction

Saint-Gobain is considering the installation of an organic Rankine cycle (ORC) system at their plant in Eggborough, with which to generate electricity from heat recovered from the flue gases of the float-glass furnace. Saint-Gobain has applied for EU funding in support of this flagship project.

2. Project description

The present proposal considers a three-stage project where the second and third stages will depend on the successful outcome of Saint-Gobain's proposal, which will be known by August 2018.

Stage 1: “Waste heat recovery assessment, analysis and Optimisation”: The purpose of this stage is to provide independent assistance to Saint-Gobain in selecting, designing and operating the optimal heat recovery and ORC system for their plant. Key decisions need to be made on where and how to extract the heat from the plant, as well as which ORC system is most suitable for this installation. The design of the heat exchangers, possible heat integration and ORC plant will be simultaneously analysed to maximise the financial returns from the Waste Heat Recovery (WHR) solution.

A system model of the WHR system will be developed to simulate different system configurations and study their performance. The analysis will take into account: safety, maintenance, installation/operational costs, overall efficiency, equipment availability, etc. In addition, the limit of operability of present equipment (e.g. temperature in the electrostatic precipitator) will be carefully reviewed to assure that the WHR design will be as efficient as possible while assuring the integrity of the flue gas treatment plant to which the ORC plant is attached.

Specific attention will be devoted to the planned replacement of the current furnace with a more efficient one, which will likely change key variables in the process (e.g. higher flue gas temperatures). The devised WHR system will be designed so that it is optimal for the new furnace and might be sub-optimal for the current layout of the plant. Lastly, the present assessments will take into consideration the broader intention of Saint-Gobain to implement similar WHR solutions to other glass manufacturing plants which might have different energy costs.

During this stage, the supplier will engage closely with both Saint-Gobain's technical team and the ORC manufacturing company to understand the performance/costs trade-offs of the possible technical solutions. Frequent progress meetings will be conducted (e.g. weekly/bi-weekly) to present the work done and update the Saint-Gobain team. The findings of the study will be presented to Saint-Gobain regularly through presentations as well as in an executive summary report.

Deliverables

- A system model to simulate and assess/compare different WHR-ORC configurations.
- A detailed analysis of each WHR solution/configuration highlighting the main technical and economic indicators (overall efficiency, cost, payback time, equipment availability, etc).
- A final report summarising the findings and highlighting the optimal WHR solution.

Stage 2: “Detailed ORC analysis, installation and monitoring”: If Saint Gobain’s funding request is successful, Saint-Gobain will be granted funding to purchase and install an ORC system in order to implement the above mentioned WHR solution. This stage is a continuation of Stage 1 and its purpose is to assist Saint-Gobain in the detailed design and installation of the final system, as well as to provide detailed monitoring and feedback on the system’s performance after the installation.

Specifically, a detailed analysis of the optimal system devised in Stage 1 will be conducted. This analysis will refine the assumption of stage 1) to reduce the margin of error in the calculations. Once the construction phase starts, the supplier will work closely with the ORC manufacturer in order to deliver to optimal solution and track any practical problems incurred in the process. In addition a vast number of sensors will be installed to record the process variables with high fidelity and granularity. After construction, these sensors will allow the supplier to extensively monitor the waste heat recovery system during operation. The rationale behind a throughout analysis of the system after installation is: 1) to implement the solution correctly and achieve optimal performance; 2) to understand the possible discrepancies behind the design phase and the monitoring phase, in order to refine the modelling capabilities and transfer the knowledge to other Saint-Gobain sites.

Deliverables:

- A detailed design of the system devised in Stage 1
- An extensive report indicating the outcome and challenges during all the stages of the project. The report will be used to transfer knowledge to other Saint-Gobain sites.

Stage 3: “Training and Dissemination”: If the funding request is successful, Saint-Gobain will be committed to transfer knowledge to local industry through workshops and presentations. The supplier can provide support in this stage by preparing the necessary workshop materials and offering workshops and presentations. In particular, the supplier can also extend the know-how obtained from the project with Saint-Gobain to other industrial sectors, and prepare tailored material and workshops for each different sector or company. This material will be used during the dissemination workshop organised by Saint-Gobain or possible third parties. In addition, the team will commit to further disseminate the work through scientific and professional publications and dissemination events.

Deliverables

- A short report of the training and disseminations activities to companies
- Tailored materials and presentations for each different industrial sector or company
- Presentations of these materials and engagement in workshops organised by a third party

ANNEX K – KNOWLEDGE TRANSFER AGENT DRAFT BRIEF

1. Project Summary and background

Saint-Gobain Glass has a large and heat intensive glass manufacturing plant in Eggborough in the Leeds City Region and is looking to install innovative waste heat recovery technology to make major energy and greenhouse gas emissions (GHG) savings. Currently it uses large amounts of grid electricity, and substantial quantities of heat generated for its furnace go to waste. One way of addressing this would be to take advantage of recent advances in 'Organic Rankine Cycle' (ORC) based technology. This has been applied on a small scale in biomass and incineration businesses but not at large scale within the glass industry in the UK. Cost and risk based barriers have prevented this to date, however Saint-Gobain is now in the process of applying for EU funding which would help to overcome these obstacles and allow this innovative technology to be installed.

To secure the EU funding that would enable the installation and optimisation of the ORC technology in the Saint-Gobain, a programme of knowledge transfer activity will also need to be delivered. This would be designed to help other businesses – and specifically small and medium sized businesses (SMEs) within the Leeds City Region¹ - to innovate, become more competitive and reduce energy use and carbon emissions by taking advantage of ORC and related energy saving technologies. This activity would also make links to other relevant business support work led by the Leeds City Region Enterprise Partnership (the 'LEP').

As a minimum, the project is required to deliver at least 12 hours of (eligible) support to each of 18 SMEs (and ideally more) that are based within the Leeds City Region during the project. Saint Gobain is seeking to procure the services of a knowledge transfer delivery agent to lead and implement this area of work and to meet and exceed the commitments made within its proposal for EU funding.

2. Knowledge Transfer – required activity

The core requirement is to meet the above target (i.e. 12 hours of support for each of 18 SMEs in Leeds City Region) in accordance with the definition of an enterprise supported². We welcome proposals that set out ways to achieve this based on previous experience and knowledge of what is likely to succeed. Whilst innovative approaches are encouraged and we are flexible about how the output target will be met, our expectation is that activity is likely to include the following elements:

¹ The Leeds City Region is the area covered by the local authority districts of Leeds, Bradford, Kirklees, Wakefield, Calderdale, Barnsley, York, Selby, Harrogate and Craven. It has a population of approximately 3 million people.

² This output is focussed on enterprises that receive financial (at least £1,000) or non-financial support (at least 12 hours) to improve their performance. Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support. Methods for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.

Overall Tasks and identifying target businesses

- a) Identifying relevant businesses and recruiting them to participate in a knowledge transfer programme. We anticipate that the LEP will be able to assist with, but not take full responsibility for, identifying potential target businesses and providing a route to communicate to them. The Delivery Agent will be responsible for making the required links with the LEP, identifying additional target businesses if required (based on knowledge of sectors, localities and the relevant market) and providing the material that is to be communicated to target SMEs and working with the LEP to ensure this goes out.
- b) Devising, planning and delivering an overall knowledge transfer programme that each participant SME will benefit from. This must ensure that each participating SME receives a minimum of 12 hours of verified support, and leaves the programme informed, inspired and (insofar as possible) assisted to take advantage of ORC and other heat/energy saving technologies that they could benefit from. We anticipate that this will involve the following elements:
 - i) Workshops featuring a range of presentations
 - ii) Site visits (including to Saint-Gobain)
 - iii) Initial assessments of the potential for technology uptake in individual businesses

The above list is not intended to be restrictive and other elements could be added. Initial ideas and expectations around the three components above is noted below.

Workshops

- c) The Delivery Agent will devise and plan a format for workshops that will communicate information about:
 - i) Saint-Gobain's experience in installing and optimising the new ORC technology
 - ii) Details of ORC and other heat recovery and energy saving technologies with potential to be applied by heat intensive businesses (SMEs) in a range of sectors
 - iii) Wider business support that is available in Leeds City Region that can assist SMEs, for example on innovation, productivity, skills and apprenticeships

This task will include both planning what material will be presented by the Delivery Agent themselves as part of the project, and securing the agreement of a range of other partners to also make presentations at workshop(s) – for example key people at Saint-Gobain, university experts, technology suppliers and LEP officers leading related business support work. A separate tender is seeking an ORC optimisation partner work with Saint Gobain in getting the best out of the ORC system once it is installed, and we envisage that this partner will be required to deliver a notable share (probably a half or more) of the presentations at the workshops. This should be factored into workshop design. [Note – the optimisation/heat recovery expert could either be paid and contracted to present at the workshops as part of the relevant optimisation contract, or alternatively the expert presentation task could be subcontracted via this contract – we expect our decision on which route to use to be confirmed during November].

- d) The Delivery Agent will run a number of workshops, including co-ordination of the various presenters, and ensure their smooth and effective delivery. Initial thinking is that each

workshop should be for a full day and aimed at a group of approx. 10-12 businesses each time. The two workshops would target different businesses but present much the same material. Workshops might include one or more site visits (see e below) or these could be separate elements of the programme. The Delivery Agent will be responsible for sourcing a venue, with the Saint-Gobain plant potentially one option for this.

Site Visits

- e) The knowledge transfer programme should include one or more site visits that enable participating businesses to see ORC, and potentially other heat recovery technologies in situ within businesses in or close to the Leeds City Region. The visit(s) should include Saint-Gobain, and would ideally also include at least one SME where ORC or other heat recovery technology is in place. The aim will be to give businesses an idea of what is involved and an opportunity to talk to people who have experience of using the technology themselves. The Delivery Agent will be responsible for identifying and arranging the visits, although Saint Gobain themselves and suppliers of ORC technologies may be able to assist in identifying relevant businesses to visit.

Initial Assessments of Technology Uptake Potential

- f) The Delivery Agent should be able to carry out (or commission others to do) an initial assessment of the potential for uptake of ORC and other heat recovery and energy saving technologies in each participating business. The intention is to provide those taking part with initial guidance on the types of approaches and technologies that might have potential within their own business, and to point them towards what they need to do to explore and put in place a solution (e.g. details of further feasibility work that would be required and of potential suppliers/installers of the relevant technology). We envisage that assessment work may be based on what is possible given around 3-5 hours of dedicated time per business, so that it is a significant and meaningful part of the support offered, but remains affordable.

Monitoring and Verification of Outputs

- g) It will be the Delivery Agent's responsibility to ensure that the project's output targets are met and that all verification requirements are completed for the programme and each participating SME (see annex). Whilst the minimum requirement is 18 businesses and 12 hours support for each of them, we encourage proposals to stipulate a slightly higher number of businesses to ensure that the target is hit and exceeded if possible

3. Timing

The delivery of the knowledge transfer programme will be as soon as possible after the ORC system is installed and the on-site optimisation process has begun. This will enable lessons and experience from running the system to be included within the knowledge transfer material and presentations.

4. Procurement and Management

The Knowledge Transfer Programme will be procured by Saint-Gobain and the Delivery Agent will be managed by them. However, we expect the Delivery Agent to be able to organise and run the programme with little direct involvement from Saint-Gobain, except regarding their use of the technology, innovations around it, and site visits to see it in situ there. A separate exercise is being carried out to secure an ORC technology optimisation partner at Saint Gobain and we expect strong links to be made to this work on lessons learned. There is no barrier to organisations wishing to bid to deliver both roles.

The Delivery Agent will be responsible for ensuring that EU logos are used on all relevant programme publicity in accordance with funding guidance.

5. Output requirements

To count one instance of the 'enterprise supported' indicator (i.e. one output) you must provide evidence to demonstrate the ERDF project is in line with the following information, which is summarised and for non- financial support. The full guidance should be referred to in delivering the project and the actual procurement exercise.

Definition of 12 hours active consultancy support

- The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted.
- Distribution of mail-shots and brochures (electronic or hard copy) are excluded.

Eligible businesses and double counting

- Activity already counted toward achieving Indicators for ERDF outlined in this note cannot be double counted.
- Any businesses ineligible for ERDF support under national eligibility rules are excluded
- a specific business can only be counted once by a project. Multiple instances of financial or non-financial support within a project cannot be counted multiple times.
- Activity already counted toward achieving Indicators for ERDF outlined in this note cannot be double counted.

Verification Evidence

- Records required for each business beneficiary include name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project
- A record (electronic or paper) needs to be kept of the hours of support for each business beneficiary and signed by a senior member of staff in the enterprise assisted, including time period claimed.

Additional Information Required

- For enterprises: details of the size of the enterprise, sole trader, small and medium-sized enterprise, large company.
- A small and medium-sized enterprise in accordance with the definition laid down in EU Regulation No 1303/2013 within the meaning of Commission Recommendation 2003/361/EC4.

Annex L – Electricity and Greenhouse Gas calculation

The Waste Heat Recovery system is designed for the thermal power available following the “Cold Repair” improvement works scheduled for 2021. The “Cold Repair” improvement works will increase the furnace efficiency and output to 750 tonnes per day. The amount of thermal power available varies with the percentage of recycled cullet glass mix. The maximum amount of energy saving per year based upon a cullet mix of 20% is 15,412,344 MWh’s, the associated CO₂ savings are 5,418 Tonnes. With a 40% cullet mix the energy savings are 12,491,322 MWh’s with associated CO₂ savings of 4,391 Tonnes.

Prior to the “Cold Repair” when the WHR system is operating under the current conditions of 640 tonnes per day the energy savings are 14,821,482 MWh, with a 40% cullet mix, associated CO₂ savings are 5,211 Tonnes.

Notes:

- CO₂ Savings are based on the BEIS Greenhouse gas reporting: conversion factors 2017, for UK Electricity energy intensity factor of 0.35156 kgCO₂e.
- Annual operation is based upon 8760 hours with a 95% availability of WHR system
- Energy savings include additional electrical savings from the reduced output of the existing air to air heat exchanger cooling fans.