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| innovative  Non-Domestic Dsr Competition |
| Application Form  (TRN 1273/01/2017) |
| 6 | | |
| January 2017 |

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| innovative non-domestic dsr Competition |
| (TRN 1273/01/2017)  (TRN 1273/01/2017) |
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## **Contents**

[**Contents** 2](#_Toc474138177)

[**BEIS Innovative Non-Domestic DSR Competition (TRN 1273/01/2017) – Application Form** 3](#_Toc474138178)

[**Application Guidance** 3](#_Toc474138179)

[**Contact and Bidder Details and Proposal Summary** 7](#_Toc474138180)

[**Public Description of the Project** 10](#_Toc474138181)

[**Eligibility Criteria** 11](#_Toc474138182)

[**Assessment Criteria** 14](#_Toc474138183)

[**Annex 1: Partner Information (for Collaboration Projects only)** 27](#_Toc474138184)

[**Annex 2 – Declarations** 33](#_Toc474138185)

# **BEIS Innovative Non-Domestic DSR Competition (TRN 1273/01/2017) – Application Form**

## **Application Guidance**

Further information and guidance about the Innovative Non-Domestic Demand Side Response (DSR) Competition can be found in the Competition Guidance Notes (available at [www.gov.uk/guidance/energy-innovation](http://www.gov.uk/guidance/energy-innovation) or by emailing [smart.innovation@gov.uk](mailto:smart.innovation@gov.uk)).

This Competition is being delivered using the Small Business Research Initiative (SBRI) approach as a pre-commercial procurement and the competition will have two phases:

**Phase 1 Feasibility phase**; this phase will provide an opportunity for successful applicants to demonstrate the feasibility of their proposed DSR technology. The deliverable will be a feasibility study which will include: details of the proposed controllable demand; quantitative details of the potential size of the total UK demand which can be controlled in a similar way; detailed project plan setting out how and where the demand can be demonstrated and describing the proposed dissemination of the project, including to organisations with similar DSR opportunities.

**Phase 2 Demonstration phase**; this phase will result in the implementation and demonstration of a DSR solution in an operational environment; and dissemination events and materials (e.g. presentations; workshops; online material; conference displays) for that DSR solution. The Phase 2 demonstration projects will be selected based on the feasibility studies submitted for Phase 1 – no completely new applicants will be able to enter the Competition at Phase 2, although some variation in project partners may be permitted.

This form covers applications for Phase 1 of the Competition only; for Phase 2, the completed Phase 1 Feasibility Studies will be used to assess and select the projects to be funded.

**Application Process:**

Applicants are asked to submit a Registration Email and to complete and submit a Competition application form with supporting information explaining their proposed DSR applications and approaches and outlining their proposed demonstration project for Phase 2. The notes below explain the details of the application process:

* **Registration Email:** Applicants must submit a registration email to [smart.innovation@beis.gov.uk](mailto:smart.innovation@beis.gov.uk) using the title ‘Non-Domestic DSR Competition’ in the email subject and containing the following information: the name of the lead project organisation (project co-ordinator); the project title; and confirmation of intention to submit an application. The deadline for submitting registration emails is:
  + **Registration deadline is** **5pm, 11 May 2017**.
* **BEIS Confirmation:** Within a week of receipt of the Registration Email, BEIS will issue a confirmation email to the applicant with an individual reference number. Please use this reference number to submit any subsequent application or when submitting any questions about the Competition.
* **Questions about the Competition:** If you have read the guidance notes and any online FAQs and still have questions, please submit any queries regarding the competition process to the following email address: [smart.innovation@beis.gov.uk](mailto:smart.innovation@beis.gov.uk). All questions should be submitted by the registration deadline: 11 May 2017; questions submitted after this date may not be answered. We will provide online replies (<https://www.gov.uk/guidance/funding-for-innovative-smart-energy-systems>) to any questions which arise before 11 May and which, in our judgement, are of material significance. All bidders should take these replies into consideration when preparing their own bids and we will evaluate bids on the assumption that they have done so.
* **Submission of Proposal:** The full proposal for the Competition must be submitted by the deadline:
  + **Phase 1** **proposal submission deadline** is **5pm, 18 May 2017**.
  + **File format and size:** Completed Phase 1 application forms, the completed finance templates and any supporting information should be submitted electronically. The completed finance form should be submitted as a spreadsheet (.xls) file; the completed application form should be submitted in pdf format.   
      
    The proposal documents must be emailed to [smart.innovation@beis.gov.uk](mailto:smart.innovation@beis.gov.uk) with ‘Non-Domestic DSR Competition (name of lead applicant)’ in the subject line.   
      
    The maximum size email you can send is 10 MB. If your application is larger than 10MB, please break the submission down into smaller sizes and ensure the subject line of each additional email takes the following format ‘Non-Domestic DSR Competition (name of lead applicant) – email x of y’.
* **Submission Content:** Each Phase 1 proposal must include the following documents:
  + Completed application form, including the four Declarations to be signed in Annex 2 (this word document - this can be downloaded from [www.gov.uk/guidance/energy-innovation](http://www.gov.uk/guidance/energy-innovation) or requested from [smart.innovation@beis.gov.uk](mailto:smart.innovation@beis.gov.uk) ) ;
  + Completed pricing schedule/finance form (separate spreadsheet - this can be downloaded from [www.gov.uk/guidance/energy-innovation](http://www.gov.uk/guidance/energy-innovation) or requested from [smart.innovation@beis.gov.uk](mailto:smart.innovation@beis.gov.uk) );
  + Completed high level project Gantt chart or project plan for the Phase 1 Feasibility Study;
  + Optional: additional letters of support or other supporting information can also be submitted **where they add substantive information** to the proposal; however, you should not assume that any additional information will be cross-referenced or reviewed as part of the selection process – for example, it may only be used to help finalise the assessment of projects which receive very similar assessment scores. The application form should include a list of any supporting documents.

You should endeavour to answer all of the questions on the application in full. Incomplete applications and any containing incorrect information will very likely be rejected although BEIS may, at its discretion, request clarification or additional data before making a final decision.

Any applications or supporting documentation received after the application deadline will not be considered.

* **Submission Costs:** You will not be entitled to claim from the Department any costs or expenses that you may incur in preparing your bid, whether or not your proposal is successful.
* **Consortium Bids:** Bids for this Competition must come from project teams (consortia) not sole applicants. **Only one submission should be submitted for each separate project bid** but all consortium partners are required to sign the completed application form for their project(s) (see Annex 2, Declaration 2 of the application form).

If a consortium is not proposing to form a separate corporate entity, the project partners will need to complete a Consortium Agreement and funding will not be provided by BEIS until a signed consortium agreement has been finalised between all the members of the project consortium. Please note that BEIS reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

BEIS recognises that arrangements in relation to consortia and sub-contractors may (within limits) be subject to future change. Bidders should therefore respond in the light of the arrangements as currently envisaged and are reminded that any future proposed changes in relation to consortia and sub-contractors must be submitted to BEIS for approval.

* **Tender Validity**: Phase 1 proposals shall be valid for a minimum of 60 calendar days from the submission deadline (18 May 2017).
* **Phase 2 Submissions:** For Phase 2, the completed Phase 1 Feasibility Studies will be used to assess and select the projects to be funded; successful Phase 1 applicants will be given further details about the format for the Phase 1 Feasibility Study when Phase 1 contracts are awarded. **No completely new project teams can apply for funding at Phase 2**.

## **Contact and Bidder Details and Proposal Summary**

|  |  |  |
| --- | --- | --- |
| Summary Information | | |
| Name of Bidder  (This should be the lead organisation/co-ordinator for the proposed project. Please note that this will be the organisation with whom BEIS contracts for Phase 1 of this Competition.) |  | |
| Project Title |  | |
| Estimated Start Date |  | |
| Phase 1 Project Duration | 0 mths | |
| Total proposal price for Phase 1 Feasibility Study | £ 0.00 | |
| Estimated costs for Phase 2 Demonstration Project | £ 0.00 | |
| Is this a collaborative application? (N.B. All applicants for the non-domestic DSR competition must be collaborative.) | Click to enter | Please provide contact and business details for all the project partners in Annex 1. |

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| Bidder Contact Details | | | | | | | | | | | | | | | | | | | | | | |
| Title | | Choose title | | | | | | | Name |  | | | | | | | | | | | | |
| Position | | |  | | | | | | | | | | | | | | | | | | | |
| Email | | |  | | | | | | | | | | | | | | | | | | | |
| Telephone | | |  | | | | | | | | | | Mobile | | |  | | | | | | |
| Organisation name | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | |
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| Town/City | | | | |  | | | | | | | | | | | | | | | | | |
| Postcode | | | | |  | | | | | | | | | | | | | | | | | |
| Organisation Type | | | | | Choose type | | | | | | | | | | | | | | | | | |
| If type of business is ‘other’, please describe here: | | | | |  | | | | | | | | | | | | | | | | | |
| **Organisation Details** | | | | | | | | | | | | | | | | | | | | | | |
| Number of employees (including directors) | | | | | | | | | | | | | | | 0 | | | | | | | |
| Business Registration Number | | | | | | | | | | | | | | |  | | | | | | | |
| Turnover (in most recent annual accounts) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| Business maturity | | | | | | | | | | | | | | | Choose maturity | | | | | | | |
| Does the business have a parent company? | | | | | | | | | | | | | | | Choose an item | | | | | | | |
| How is the business currently funded? (Choose all that apply) | | | | | | | | | | | | | | | | | | | | | | |
|  | No Funding | | |  | | Founders (including bank loans) | | | | |  | | | Friends and Family | | | |  | | Public Sector Grants\* | | |
|  | Angel Investment | | | | |  | | Venture Capital | | | |  | | Private Equity | | |  | | Stock Market Floatation | | | | |
| **Other public sector funding:** With respect to this project or the technology it is based on, please list briefly any public sector support you are receiving or have received in the past 10 years, or which is currently being sought (please add further details in a separate annex if necessary). | | | | | | |  | | | | | | | | | | | | | | | | |

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| Parent Company Details (if applicable) | | | |
| Organisation name |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| County |  | | |
| Postcode |  | | |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. | | |

## **Public Description of the Project**

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| The public description of the project should be a brief non-confidential description of the project that BEIS may use in online or printed publications; please describe the project objectives and key deliverables and the expected project benefits)  (maximum 500 words) |
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## **Eligibility Criteria**

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| This section seeks information to address the Competition Eligibility Criteria: all projects will be assessed against these eligibility criteria before progressing to evaluation against the Assessment Criteria. Please see section 4 of the Competition Guidance Notes for further information. |

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| **1. Innovation and technology readiness** | |
| Please describe the final expected technology readiness level of the proposed DSR demonstration system if a Phase 2 project is selected and successfully completed for this Competition. Please describe the expected technology status as well as providing a numerical TRL grading (see Annex 1 in the Guidance Notes for further information on technology readiness levels). |  |
| Please describe the current technology readiness level of the system or of its main components or sub-systems. |  |

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| **2. Technology scope** | |
| To the best of your knowledge:  a) is this DSR solution or approach already commercially deployed in the UK or elsewhere? b) have you secured contracts for future commercial or deployment of this DSR approach? c) have you or are you planning to bid for future commercial deployment of this DSR approach (for example, in the Capacity Market)?  If the answer is yes to any of these options, please provide further details. |  |
| Will the demand response be secured using existing or new generation capacity (including renewable generation) or new, dedicated energy storage? |  |

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| **3. Project activity** | |
| Please outline briefly the activities expected to be completed for the proposed Phase 1 Feasibility Study. | Choose an item. |
| Please outline briefly the activities expected to be completed for the proposed Phase 2 Demonstration Project. | Choose an item. |

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| **4. Project status** | |
| Please describe any work which has been carried out on the proposed project already (BEIS is unable to fund retrospective work on projects). |  |

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| 5. Additionality | |
| What is the added value of public funding for this project and what would be the outcome if no public sector was provided (for example, in terms of the extent or speed of innovation activity). Why can’t you fund this innovation activity yourself? |  |

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| 6. Contract size | |
| Total proposal price for Phase 1 Feasibility Study (in £) |  |
| Estimated costs for Phase 2 Demonstration Project (in £) |  |

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| 7. Eligible costs | |
| Please confirm that the proposed costs for the Phase 1 Feasibility Study are eligible – as defined in Annex 2 of the Competition Guidance Notes. |  |

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| **8. Project location** | |
| Please describe the location or locations where the proposed project will be carried out. If more than one location, please provide an estimate of the total project costs to be delivered at each location. |  |

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| 9**. Project end-date** | |
| Please state the completion date for the Phase 1 Feasibility Study – including completion of all reporting requirements. |  |
| Please state the completion date for the proposed Phase 2 Demonstration Project (if selected) – including completion of all reporting requirements. |  |

## **Assessment Criteria**

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| This section seeks information to address the Competition Assessment Criteria: these criteria will be used to rank projects during the assessment process. Please see section 7 of the Competition Guidance Notes for further information. |

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| **1. Innovative, cost-effective DSR approach (20% weighting)** |
| This criterion will be used to assess the approach to be used to control electricity in the proposed demonstration project and the cost of implementing the demand control solution.  Highest marks will be awarded to the most cost-effective, innovative DSR applications. |
| 1a. Please give a high level description of the proposed DSR demonstration system; include a description of the demand to be managed and explain why it is practical to control this demand in response to external signals.  ***Please limit your response to 2 pages*** |
|  |
| 1b. Please explain all innovative approaches to be used in the proposed solution. Compare the proposed solution to any similar existing DSR solutions by explaining the main differences as well as the benefits and innovation in the proposed solution.  ***Please limit your response to 2 pages*** |
|  |
| 1c. Please complete Tables 1a and 1b to provide details of the controllable electricity demand and the total costs associated with implementing the proposed demand-control solution. |

**Table 1a – Performance information**

| **Performance parameters for the proposed Phase 2 DSR demonstration system**  *(Please complete for all the performance parameters which are relevant for your demand response system.)* | **Expected performance of the proposed demand-side response demonstration system – assuming the proposed system is successfully developed & deployed.** |
| --- | --- |
| **Peak power to be controlled (kW)** |  |
| **Range of power that can be controlled (kW)** |  |
| **Duration of demand control: for what period of time can the demand be controlled. Please provide a full description – for example, if different durations are possible for different levels of power.** |  |
| **Please describe the total energy (in kWh) which could typically be controlled: a) each day; b) each week; and c) each year.** |  |
| **Please describe how the demand will be controlled (e.g. is it fully dispatchable or does it respond to pre-agreed thresholds or at set times).** |  |
| **Response time (time taken to respond to control signal)** |  |
| **Power consumption (specify the peak and average power required to operate the proposed DSR system) (kW)** |  |
| **Scaling: can the power and capacity of the proposed DSR system be increased? Describe how the system can be scaled if relevant.** |  |
| **Geographical or proximity constraints?** |  |
| **Infrastructure requirements? (e.g. does the DSR system have to be in a climate-controlled environment?)** |  |
| **Size & weight (for a specified level of controlled demand)?** |  |
| **Environmental impact?** |  |

**Table 1b – System costs and cycle life**

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| **Cost element**  *(Please complete for all the performance parameters which are relevant for your proposed DSR solution.)* | **Expected cost of the proposed demand-side response system – assuming the proposed system is successfully developed & deployed** | **Notes - please provide a brief explanation of the status of this cost data, e.g. known price for off-the-shelf equipment; initial estimate based on estimates of man-days (more detailed evidence can be provided in an Annex or in supporting documents if necessary).** |
| **Capex**  (including all major components, balance of plant, associated structures/enclosures, IT / software) | | |
| **Capital costs (in £/kW of controllable demand)** |  |  |
| **Capital costs (in £/kWh of controllable)** |  |  |
| **Other capital costs – (in £ - please list items in Notes column)** |  |  |
| **Opex & Maintenance Costs** | | |
| **Annual operating costs (in £/kW of controllable demand)** |  |  |
| **Annual operating costs (in £/kWh of controllable demand)** |  |  |
| **Other annual operating costs (in £ - please list items in Notes column)** |  |  |
| **Annual maintenance costs – (please specific items in Notes column)** |  |  |
| **Cycle Life** | | |
| **Typical operating life (in cycles – please outline typical operating pattern in Notes to secure this cycle life)** |  |  |

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| **2. Scale of potential cost-effective, controllable demand (20% weighting)** |
| This criterion will be used to assess the likely scale and scope of the market for the proposed DSR solution – i.e. how repeatable the proposed demand control approach is across the same or other industry sectors.  Highest marks will be awarded to applicants with DSR solutions which offer the greatest opportunity for replication across the UK and with the most robust plans for further exploitation of the proposed DSR solution. |
| Please provide an evidence-based, quantitative analysis of the total level of similar, controllable demand across the UK.  ***Please limit your response to 4 pages*** |
|  |
| Outline the project team’s plans for the further development, commercialisation and exploitation of the innovation if it is successfully developed and tested. Include information about potential mechanisms for the project partners to generate value from the innovation.  ***Please limit your response to 2 pages*** |
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| **3. Contribution to DSR awareness and uptake  (15% weighting)** |
| This criterion will be used to assess the impact that the project will have on the wider awareness and uptake of non-domestic DSR in the UK.  Highest marks will be awarded to those project teams with the most robust and credible plans for dissemination and knowledge transfer. |
| Describe the project team’s proposed dissemination and knowledge transfer activities for the Phase 1 feasibility study and for the proposed Phase 2 demonstration project (if selected). Include information about the proposed scope and scale of knowledge transfer.  ***Please limit your response to 4 pages*** |
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| **4. Project financing**  (15% weighting)  You must also complete a separate Finance Form (spreadsheet) and submit it with your completed Application Form. | |
| This criterion will be used to assess the Phase 1 feasibility study costs and to secure initial outline information about the estimated costs of the proposed demonstration project.  Highest marks will be awarded to projects that can demonstrate that the proposed public sector contribution to the eligible project costs:  • will represent good use of public funding by supporting projects whose costs are realistic and justified and are likely to secure the expected project aims and deliverables;  • will represent good value for money and a fair balance of risk and benefits for BEIS, including no element of profit in the project costs. | |
| Please complete the project finance summary below: | |
| Phase 1 feasibility study: total project costs/bid price | £ 0.00 |
| Phase 2 demonstration project: estimated total project costs | £ 0.00 |

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| **5. Project delivery (20%)** |
| This criterion will be used to assess the expected effectiveness and efficiency of delivery of the feasibility study and will also consider the project team’s potential capacity and capability to deliver a DSR demonstration project and associated dissemination activity.  Highest marks will be awarded to applicants that have taken all reasonable steps to maximise the likelihood of successfully delivering the projects aims (whilst recognising the innate technical risk in any innovation project). |
| 5a. For the **Phase 1 feasibility study**, please provide a separate **high level Gantt chart** **or outline project plan** listing the key tasks and timescales. |
| 5b. For the **Phase 1 feasibility study**, please complete Table 5b below to describe the **key work packages**. |
| 5c. For the proposed **Phase 2 demonstration project,** please complete Table 5c below to describe the **key work packages** – the work package descriptions are likely to be high level for the demonstration project at this stage. |
| 5d. Please complete Table 5d below to list the **key project milestones** for the **Phase 1 feasibility study**. |
| 5e. Please complete Table 5e below to list the **key project milestones** for the **Phase 2 demonstration project**. |
| 5f. Please complete Table 5f below to outline the **key project risks and risk mitigation** techniques for the **Phase 1 feasibility study**. |
| 5g. For the **Phase 1 feasibility study**, please outline below the **key roles for each partner** and the proposed **governance arrangements** between the partners to ensure effective project delivery.  ***Please limit your response to 2 pages*** |
|  |
| 5h. For the proposed **Phase 2 demonstration project**, please outline below the **key roles for each partner** and the proposed **governance arrangements** between the partners to ensure effective project delivery.  ***Please limit your response to 2 pages*** |
|  |
| 5i. For the **Phase 1 feasibility study**, please list any **external party** responsible for delivering goods or services worth more than 10% of the total project value and explain how you will ensure that these parts of the project do not give rise to delays in the delivery of the project. |
|  |
| 5j. **For the Phase 1 feasibility study**, please provide details below of the **relevant skills, qualifications and experience** of main project team members, including descriptions and evidence of previous relevant work carried out, Please include brief details of relevant previous projects, including the date, location, client and project size.  ***Please limit your response to 6 pages***  Brief CVs of lead individuals within the project team should be provided in an Annex to this Application (CVs should be no longer than 2 pages each). |
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**Table 5b – Project Work Packages – Phase 1 Feasibility Study**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package number** | **Work package name** | **Project partner lead for work package** | **Brief description of work package, including key tasks** |
| **WP1** |  |  |  |
| **WP2** |  |  |  |
| **WP3** |  |  |  |
| *Please add further rows as necessary for each work package* | | | |

**Table 5c – Project Work Packages – Phase 2 Demonstration Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package number** | **Work package name** | **Project partner lead for work package** | **Brief description of work package, including key tasks** |
| **WP1** |  |  |  |
| **WP2** |  |  |  |
| **WP3** |  |  |  |
| *Please add further rows as necessary for each work package* | | | |

**Table 5d – Project Milestones – Phase 1 Feasibility Study**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Project partner lead for milestone delivery** | **Brief description of milestone, including deliverables** |
| **M1** |  |  |  |
| **M2** |  |  |  |
| **M3** |  |  |  |
| *Please add further rows as necessary for each milestone* | | | |

**Table 5e – Project Milestones – Phase 2 Demonstration Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Project partner lead for milestone delivery** | **Brief description of milestone, including deliverables** |
| **M1** |  |  |  |
| **M2** |  |  |  |
| **M3** |  |  |  |
| *Please add further rows as necessary for each milestone* | | | |

**Table 5f – Risks and Risk Management – Phase 1 Feasibility Study**

*(Bidders can provide their own Risk Table as a separate Annex if preferred)*

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| **Risk**  (Identify and describe all key project risks, including: financial, technology, supply chain, regulatory, etc) | **Overall risk rating:** (Probability x Impact)  High, Medium or Low | **Mitigation actions**  (Describe the actions taken or planned responses to reduce the impact and/or probability of the risk) |
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| *Please add further rows as necessary* | | |

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| **6. Sector capacity building  (10% weighting)** |
| This criterion will be used to assess the impact that the project will have on the wider DSR industry and DSR-related supply chains in the UK.  Highest marks will be awarded to those projects that are likely to result in a strengthening of DSR supply chains in the UK. |
| Please describe:   * the impact that the feasibility study and any subsequent demonstration project are likely to have on the DSR industry in the UK and on related industry sectors which will act as supply chain industries for DSR solutions. * the impact on jobs – both within the project partners and within the wider supply chain, if known – including estimates of the number and location of any jobs to be created and retained as a result of the project. Please provide this information for both the Phase 1 feasibility study and for the proposed Phase 2 demonstration project.   ***Please limit your response to 2 pages*** |
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| Further Information:  Please provide any further key information in additional annexes or alternatively provide as attachments to the email submission. All additional information should be appropriately referenced within the application form text so that assessors can readily refer to it. If information is not appropriately referenced it will not be considered during the assessment process. |
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## **Annex 1: Partner Information (for Collaboration Projects only)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Details – Partner 1 | | | | | | | | | | | | | | | | | | | | | | |
| Title | | Choose title | | | | | | | Name |  | | | | | | | | | | | | |
| Position | | |  | | | | | | | | | | | | | | | | | | | |
| Email | | |  | | | | | | | | | | | | | | | | | | | |
| Telephone | | |  | | | | | | | | | | Mobile | | |  | | | | | | |
| Organisation name | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | |
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| Town/City | | | | |  | | | | | | | | | | | | | | | | | |
| Postcode | | | | |  | | | | | | | | | | | | | | | | | |
| Organisation Type | | | | | Choose type | | | | | | | | | | | | | | | | | |
| If type of business is ‘other’, please describe here: | | | | |  | | | | | | | | | | | | | | | | | |
| **Organisation Details – Partner 1** | | | | | | | | | | | | | | | | | | | | | | |
| Number of employees (including directors) | | | | | | | | | | | | | | | 0 | | | | | | | |
| Business Registration Number | | | | | | | | | | | | | | |  | | | | | | | |
| Turnover (in most recent annual accounts) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| Business maturity | | | | | | | | | | | | | | | Choose maturity | | | | | | | |
| Does the business have a parent company? | | | | | | | | | | | | | | | Choose an item | | | | | | | |
| How is the business currently funded? (Choose all that apply) | | | | | | | | | | | | | | | | | | | | | | |
|  | No Funding | | |  | | Founders (including bank loans) | | | | |  | | | Friends and Family | | | |  | | Public Sector Grants\* | | |
|  | Angel Investment | | | | |  | | Venture Capital | | | |  | | Private Equity | | |  | | Stock Market Floatation | | | | |
| \*With respect to this project or the technology it is based on, please list any public sector support received in past 10 years, or currently being sought (please add further details in a separate annex if necessary) | | | | | | |  | | | | | | | | | | | | | | | | |

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| Parent Company Details (if applicable) | | | |
| Organisation name |  | | |
| Address |  | | |
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|  |  | | |
| County |  | | |
| Postcode |  | | |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. | | |

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| Contact Details – Partner 2 | | | | | | | | | | | | | | | | | | | | | | |
| Title | | Choose title | | | | | | | Name |  | | | | | | | | | | | | |
| Position | | |  | | | | | | | | | | | | | | | | | | | |
| Email | | |  | | | | | | | | | | | | | | | | | | | |
| Telephone | | |  | | | | | | | | | | Mobile | | |  | | | | | | |
| Organisation name | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | |
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| Town/City | | | | |  | | | | | | | | | | | | | | | | | |
| Postcode | | | | |  | | | | | | | | | | | | | | | | | |
| Organisation Type | | | | | Choose type | | | | | | | | | | | | | | | | | |
| If type of business is ‘other’, please describe here: | | | | |  | | | | | | | | | | | | | | | | | |
| **Organisation Details – Partner 2** | | | | | | | | | | | | | | | | | | | | | | |
| Number of employees (including directors) | | | | | | | | | | | | | | | 0 | | | | | | | |
| Business Registration Number | | | | | | | | | | | | | | |  | | | | | | | |
| Turnover (in most recent annual accounts) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | | | | | | | | | | | | | | | £ 0.00 | | | | | | as at | enter date |
| Business maturity | | | | | | | | | | | | | | | Choose maturity | | | | | | | |
| Does the business have a parent company? | | | | | | | | | | | | | | | Choose an item | | | | | | | |
| How is the business currently funded? (Choose all that apply) | | | | | | | | | | | | | | | | | | | | | | |
|  | No Funding | | |  | | Founders (including bank loans) | | | | |  | | | Friends and Family | | | |  | | Public Sector Grants\* | | |
|  | Angel Investment | | | | |  | | Venture Capital | | | |  | | Private Equity | | |  | | Stock Market Floatation | | | | |
| \*With respect to this project or the technology it is based on, please list any public sector support received in past 10 years, or currently being sought (please add further details in a separate annex if necessary) | | | | | | |  | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent Company Details (if applicable) | | | |
| Organisation name |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| County |  | | |
| Postcode |  | | |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. | | |

|  |
| --- |
| Additional Partners:  *If required, please add further tables for Contact, Organisation Details and (if relevant) Parent Company Details for any additional partners.* |
|  |

# **Annex 2 – Declarations**

### Declaration 1: Statement of non-collusion

To: The Department for Business, Energy and Industrial Strategy

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

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

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

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

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

### Declaration 2: Form of Tender

To: The Department for Business, Energy and Industrial Strategy

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

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

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

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

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

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

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

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

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer/project co-ordinator)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Date

|  |
| --- |
| Consortium partner signatures: Please ensure a suitable representative from each of the project partners who are participating in this bid checks and signs this proposal in Table D2 overleaf before returning it to BEIS to indicate their knowledge and approval of the proposal. |

**Table D2 – Signatures of Consortium Partners**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation** | **Name of signatory & position in organisation** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Please add rows for additional project partners, if needed.** | | | |

### Declaration 3: Conflict of Interest

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

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

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

* X
* X

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

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

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

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

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

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

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

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

### Declaration 4: Questions for tenderers

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

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

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

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**Department of Business, Energy and Industrial Strategy**

3 Whitehall Place, London SW1A 2AW