

24 November 2025

Dear Sir/Madam,

Invitation to Tender for the Refurbished Components: Legal and contractual Alignment for Risk Implementation Mitigation (RECLAIM) project for the Carbon Trust's Sustainability JIP

You are invited to submit a Tender for the Refurbished Components: Legal and contractual Alignment for Risk Implementation Mitigation (RECLAIM) project (the "RECLAIM project" or "Project") which is part of the Sustainability Joint Industry Programme (SUSJIP). The key objective of the Project is to evaluate future business models and commercial frameworks that could mitigate associated legal and commercial risks of using refurbished minor wind turbine component parts.

The Invitation to Tender (ITT) consists of the following documents:

- Description of Tender (this document);
- SUSJIP Phase II Contractors' Conditions;
- Tender Certificate (Word template);
- Bid Price Calculation Sheet (Excel template);

Unless informed to the contrary, tenders and communications shall be sent by e-mail to the following e-mail address: Mary.Harvey@carbontrust.com

Tenders must be submitted before 8 January 2026. Any tenders received after this date and time will be deemed non-compliant.

Your Tender must consist of the following, the contents of which are described further below:

- Main Bid Document (pdf) – template not provided;
- Signed Tender Certificate (pdf) – template provided; and
- Bid Price Calculation Sheet (xls) – template provided.

The timeline of this procurement process is as follows:

Deadline for clarification questions	5 December 2025
Clarification Document shared	12 December 2025
Submission of full Tender	17:00 GMT, 8 January 2026
Bidder interviews	21-22 January 2026
Successful Contractor announcement	30 January 2026
Envisaged Contract award date	5 February 2026

Please e-mail any clarification questions, including questions about the timing of this ITT, to Mary.Harvey@carbontrust.com any time before 5 December 2025. The complete set of clarification questions and all answers will be shared with prospective bidders by 12 December 2025.

For information about SUSJIP, please see the Carbon Trust's website: [Offshore Wind Sustainability JIP](#)

We look forward to receiving your Tender.

Yours sincerely,

.....
Mary Harvey
For and on behalf of **THE CARBON TRUST**

THE CARBON TRUST SUSTAINABILITY JOINT INDUSTRY PROGRAMME

Invitation to Tender for the “Refurbished Components: Legal and contractual Alignment for Risk Implementation Mitigation (RECLAIM)” Project

Description of Tender

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IMPORTANT INFORMATION FOR BIDDERS

Publishing

Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be republished, reproduced, copied, distributed or disclosed to any person for any purpose other than consideration by the recipient of whether or not to submit a Tender.

Tender evaluation

The received tenders will be evaluated by the Carbon Trust and the SUSJIP Partners against the criteria provided in section 7 and the Bidder authorises the Carbon Trust to share its submitted Tender with the SUSJIP Partners for this purpose. A shortlist of Bidders will be created and invited for interview. Carbon Trust will do a vetting of the shortlisted bidders. Carbon Trust may request shortlisted bidders to fill-in a Due Diligence Questionnaire to supply additional information prior to being invited for an interview.

Contracting

Bidders should note that the Scope of Work contained in section 4 of this document does not constitute an offer to contract with the Carbon Trust. It only represents a definition of specific requirements and an invitation to submit a Tender addressing these requirements.

Issuance of this Invitation to Tender and the subsequent receipt and evaluation of the tenders by the Carbon Trust does not commit the Carbon Trust to enter into a Contract with any Bidder.

Should Your Tender be successful, a Final Scope of Work that builds upon the Scope of Work contained in section 4 of this document and Your Approach to Work will be mutually agreed between You and the Carbon Trust. Once the Final Scope of Work is agreed, Your offer will be formally accepted by the Carbon Trust issuing an Award Letter, the Final Scope of Work, the SUSJIP Phase II Contractors' Conditions, and any clarifications agreed in writing. The Award Letter, the Final Scope of Work, the SUSJIP Phase II Contractors' Conditions, and any clarifications agreed in writing will establish the Contract for the Refurbished Components: Legal and contractual Alignment for Risk Implementation Mitigation (RECLAIM) project (the "**Contract**") between You and the Carbon Trust. With the exception of any minor amendments to the SUSJIP Phase II Contractors' Conditions which may be requested by the Bidder, the submission of a Tender shall constitute unqualified acceptance of the SUSJIP Phase II Contractors' Conditions. In the event that minor amendments to the SUSJIP Phase II Contractors' Conditions are requested, such amendments must be clearly stated and the exact alternative wording must be provided in Annex A of the Tender Certificate. Please note that it is at the sole discretion of the Carbon Trust to accept any of the proposed amendments and that the Carbon Trust reserves the right to require the provision of further information in relation to any such request. No minor changes other than those contained in Annex A of the Tender Certificate at the time of submitting the Tender will be considered. No material changes will be considered at any time.

Mechanics of the Tender process

Bidders should note that:

- it is at the discretion of the Carbon Trust whether to accept any non-compliant Tender or whether to reject any non-compliant tenders without progressing such tenders through the evaluation phase;

- the Carbon Trust reserves the right not to accept the lowest priced Tender or any Tender whatsoever;
- the Carbon Trust reserves the right to accept more than one Tender;
- unless a Bidder makes a formal statement to the contrary, the Carbon Trust reserves the right to accept any part of a Bidder's Tender without accepting the remainder;
- formal notification that a tender has been successful will be communicated in writing by the Carbon Trust;
- the costs of tendering are the full responsibility of the Bidder; and
- the pricing set by Bidders shall be valid for a minimum of 90 days.

Bids may be submitted by individuals, companies, organisations or consortia.

Bidders should be aware that dates referred to in this Invitation to Tender may be subject to change where this is necessary in the interests of the Project (such changes will be notified in advance).

The Tender Certificate, Main Bid Document and any correspondence must be written in English. This Invitation to Tender, the Contract, its formation, interpretation and performance is subject to and in accordance with the law of England and Wales.

Conflicts of interest

Bidders should be free of any commercial interests, partnership arrangements or contracts underway or other matters which may present a conflict or potential conflict of interest in respect of the provision of these services. As set out in section 3, if a Bidder thinks that it may have any conflict or potential conflict of interest, the Bidder shall describe the details of this conflict and provide details of whether and how it would propose to manage such a conflict in a satisfactory and robust manner in Annex B of the Tender Certificate. The Carbon Trust reserves the right to require the provision of further information in relation to any conflict or potential conflict of interest.

Disclaimer

The information contained in this Description of Tender document and in any documents or information it refers to or incorporates (the "**Disclosed Information**") has been prepared to assist interested parties in deciding whether to submit a Tender. The Disclosed Information is not a recommendation by the Carbon Trust. It does not purport to be all inclusive or include all the information that a Bidder may require.

Neither the Carbon Trust nor any of its directors, employees, agents or advisers makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Disclosed Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to the Disclosed Information or any subsequent communication. The Bidder should conduct its own due diligence and seek its own professional, legal, financial and other advice as appropriate. The only information which will have any legal effect and/or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and/or warranted in writing to the successful Bidder in any written contract that may be entered into with the Carbon Trust.

1. Introduction to the Sustainability Joint Industry programme

- 1.1 The Sustainability Joint Industry Programme (Sustainability JIP or SUSJIP) is a collaborative programme designed to advance decarbonisation efforts of future fixed and floating offshore wind farms. It aims to develop harmonised solutions, amongst offshore wind developers and, where appropriate, wider industry, to advance decarbonisation efforts. The programme was launched by the Carbon Trust in 2023. The programme is currently in Phase II with eight offshore wind developers from various countries within the European Economic Area (the **"SUSJIP Partners"**). At the time of issue of this Invitation to Tender, the SUSJIP Partners are: SSE Renewables Services (UK) Limited, Ørsted Services A/S, ScottishPower Renewables (UK) Limited, RWE Offshore Wind GmbH, EnBW Energies Baden-Württemberg AG, TotalEnergies OneTech, Statkraft AS, Parkwind NV and bp Low Carbon Development Company Limited.
- 1.2 SUSJIP Phase II projects aim to advance industry consensus on ways to tackle carbon emission reduction. The projects currently fall into the following categories: measurement of carbon, data and decarbonisation action. The Carbon Trust manages the workstream area and is governed by the SUSJIP Steering Committee and technical experts, as appointed by each SUSJIP Partner. The Carbon Trust and SUSJIP Partners will supervise the project, provide technical direction and guidance to the Contractor (where needed) and review the project deliverables, findings and other outcomes.
- 1.3 Please note, the term "Contractor", where used within this document, refers only to the successful Bidder or, in the event that the Contract is awarded to a consortium, the successful Bidders.

2. Background and objective of RECLAIM

- 2.1 Integrating refurbished components in wind turbine maintenance presents a valuable opportunity to reduce i) operational costs, ii) use of resources and related emissions, iii) wind turbine generator downtime and iv) supply chain volatilities. However, despite these clear benefits, the widespread adoption of refurbished parts remains constrained by a range of legal and commercial uncertainties. Key concerns include liability, financial limitations, warranties, certification, intellectual property rights (IPR), and ownership, particularly where refurbishment requires reverse engineering of components originally developed by turbine OEMs.
- 2.2 These challenges pose significant barriers to scaling the use of refurbished minor components as viable alternatives to new components. Without clear frameworks to address these risks, operators face potential exposure to contractual disputes and operational disruptions, limiting confidence in refurbishment strategies.
- 2.3 To support the development of this emerging industry, a systematic approach is needed to evaluate and mitigate the associated risks. This includes exploring mechanisms to navigate IPR restrictions, clarify ownership and liability pathways and establish certification protocols that ensure safety and reliability.
- 2.4 The Sustainability JIP Partners aim to investigate these challenges through targeted research and stakeholder engagement. The aim is to identify practical solutions that reduce contractual risk, support operational integrity, and uncover both immediate opportunities and long-term pathways to accelerate the adoption of refurbished components.
- 2.5 While there is greater operational experience and documented use cases within onshore turbine fleets, this project will explore how those insights can be adapted to offshore environments. It will also assess the broader commercial frameworks needed to support industry-wide adoption, with a focus on solutions that are agnostic to specific component types.
- 2.6 The project should provide SUSJIP partners with the clarity and confidence needed to explore refurbishment as a credible and commercially viable option, unlocking new value across the wind energy supply chain. The main objectives of this work are to:
- **Assess legal risks:** Identify and analyse the perceived legal risks associated with adopting refurbished turbine parts, including challenges related to the turbine OEMs' IPR and ownership.
 - **Review certification and warranty practices:** Investigate current certification processes for refurbished parts and examine issues surrounding warranties and insurance.
 - **Evaluate business models:** Compare existing and emerging commercial frameworks that could mitigate legal and commercial risks, drawing on transferable insights from successful case studies.
 - **Develop refurbished parts framework:** Create a legally robust and commercially viable framework to support broader industry adoption of refurbished parts.
 - **Application of the framework:** Demonstrate the framework's applicability and explore liability and ownership implications through targeted, component-specific case studies.

3. Tender documents for submission

3.1 In response to this Invitation to Tender, Bidders are required to submit

- i. A Main Bid Document (pdf) – no template provided;
- ii. The signed Tender Certificate (pdf) – template provided; and
- iii. The filled-in Bid Price Calculation Sheet (xls) – template provided.

3.2 The Main Bid Document should be no more than 20 pages excluding appendices and no more than 40 pages including appendices. Font should be clearly legible, and be at least font size 11. The Main Bid Document shall as a minimum include the following information:

- i. The Bidder's proposed detailed Approach to Work (see section 4 and criterion 1 for more details). The Approach to Work should:
 - include a Gantt chart which describes the timeline for the Project, showing when each Work Package will start and finish;
 - outline how the Bidder will deliver the Scope of Work and do so on budget and within the allocated time;
 - specify any input data, background IP, hardware or other inputs that the Bidder requires the Carbon Trust and/or the SUSJIP Partners to provide;
 - specify any Alternative Work (i.e. substitute activities to take place instead of certain activities outlined in the Scope of Work in section 4). If Alternative Work forms part of the Approach to Work, the Bidder is expected to highlight, explain and justify the intended deviation from the Scope of Work. Alternative Work will be considered as non-optional when the Tender is evaluated; and
 - specify any Additional Work (i.e. activities to take place in addition to the activities outlined in the Scope of Work in section 4). If Additional Work forms part of the Approach to Work, the Bidder is expected to explain and justify why the Additional Work would be beneficial and to provide a separate quotation for these activities. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender.
- ii. a pdf copy of the filled-in Bid Price Calculation Sheet;
- iii. the offered Bid Price, including any cost assumptions deemed relevant by the Bidder – see section 6 and criterion 4 for more details;
- iv. an explanation of experience and staff skills, and how these are relevant to the Approach to Work – see criteria 2 and 3 for more details; and
- v. supplementary information to provide experience evidence and skills evidence (e.g. CVs) – see criteria 2 and 3 for more details. This information should be provided as appendices to the Main Bid Document.

3.3 The Tender Certificate must be signed by an authorised signatory. Bidders must fill in the provided template.

3.4 The filled-in Bid Price Calculation Sheet must be provided in Excel format in addition to the information provided in the Main Bid Document. See Section 6 and Criterion 4 for more details.

3.5 The failure by a bidder to submit either the Main Bid Document, the signed Tender Certificate or the filled-in Bid Price Calculation Sheet shall mean that such Tender is a non-compliant Tender.

4. Scope of Work

- 4.1 The Scope of Work is provided in this section 4.
- 4.2 The Scope of Work comprises 5 Work Packages. The Scope of Work sets out the initial ideas on the key activities that the Contractor is expected to deliver for the Project.
- 4.3 It is expected that the Contractor will report on Project Deliverables to the Sustainability JIP. The Carbon Trust and Sustainability JIP Partners shall review and provide feedback on each Project Deliverable. There will be at least one round of review comments to be accommodated by the Contractor for each Project Deliverable.
- 4.4 The Final Scope of Work will be agreed between the Carbon Trust and the Contractor when entering into the Contract. The Final Scope of Work may reflect any updates, changes or improvements to the Scope of Work as proposed by the Contractor in its Alternative Work or Additional Work and as agreed by the Carbon Trust.
- 4.5 Due to the breadth of skills and experience required for the Project bidders may decide to build a consortium to successfully meet the objectives of the Project. If a Tender is submitted by a consortium it is expected that, in the case that the consortium is selected as the preferred Bidder, Carbon Trust will only enter into a Contract with the Project Coordinator, and that the Project Coordinator will subcontract the other members of the consortium.
- 4.6 The Carbon Trust appreciates that it will take a small team of mixed seniority approximately 6 months to complete the Project.
- 4.7 Bidders should use the Scope of Work as set out below to create the Approach to Work. Any Alternative Work or Additional Work shall be stated in the Approach to Work at the end of the relevant Work Package description.
- 4.8 It is expected that simplifying assumptions will be required to complete the work in the given timeframe. These assumptions should, to the extent possible at the time of Tender submission, be clearly stated in the Approach to Work. It is expected that during the execution of the RECLAIM Project, any assumptions will be discussed with the SUSJIP Partners prior to the start of each Work Package.

WORK PACKAGES

Work package	Details
WP1: Risk identification	<i>WP objective: Understand perceived and actual risks to warranty, certification and insurance of using refurbished minor component parts from various industry stakeholders.</i> - Classify the distinct risks and challenges for warranty, certification and insurance of using refurbished minor turbine parts. The classification should be component-agnostic but should consider a wide range of turbine minor components. - Engage directly with the following stakeholder groups to understand legal and commercial challenges and potential mitigation opportunities: - Legal advisory representing wind farm operators - Wind farm investors - Insurance providers - Regulatory authorities - SMEs involved in part refurbishment - Turbine OEMs - Where feasible, review turbine supply and service agreements to identify specific contractual language that may hinder the use of refurbished components. - Summarise findings across all minor components, both onshore and offshore, highlighting common risk themes including financial limitations, and proposing mitigation pathways. - Summarise, for a range of minor turbine components across both onshore and offshore wind environments, the classified risks and outline potential mitigation solutions. Go/no-go decision Based on the findings of WP1 of business models and contracting structures, the contractor is expected to review the work plan for the remainder of the project, determine the framing and terminology of subsequent work packages. Progression to WP2 is subject to approval of the Sustainability JIP partners. Outputs - Presentation to the SUSJIP partners outlining the findings of WP1, with feedback to be incorporated in the report. - Report outlining the classified risks and potential mitigation opportunities. - Commercial and legal risk register. - Revised workplan for WP2-WP5 based on WP1 findings.
WP2: Illustrating the current certification framework	<i>WP objective: Illustrate the current certification process for using refurbished parts and the challenges of warranties and insurance.</i> Conduct a literature review to map out the current certification processes for refurbished parts, including relevant standards

	(e.g. IEC 62309:2024) and regulatory frameworks in Europe. Highlight any distinctions between onshore and offshore wind compliance requirements. • Where feasible, engage directly with standards organisations, wind farm operators, SMEs and turbine OEMs to collect practical insights from those involved in the certification of refurbished parts. This could apply to other sectors or industries, such as the maritime or aerospace (airframe) industries. • Document challenges associated with securing warranties and insurance coverage for turbines and wind farms where refurbished components are used in lieu of brand-new alternatives and identify pathways for resolution. Outputs • Presentation to the SUSJIP partners outlining the findings of WP2, with feedback to be incorporated in the report. • Report outlining the current certification framework and potential areas of risk.
WP3: Case studies and successful refurbishment models	<i>WP objective: Identify examples of successful refurbishment adoption and how risks were mitigated.</i> • Identify and analyse examples where refurbished parts are already in use as standard practice, focusing on regions, operators, or OEMs with established refurbishment programmes. For example, floating wind demonstration projects are known to have used repurposed and refurbished turbines. ○ It is well known that the aerospace industry showcases examples of using refurbished parts. While there are nuances in ownership structures, the Sustainability JIP partners are interested in understanding if there are any similarities in contracting structures from other industries that could be applied to wind. • Engage with key stakeholders who have successfully implemented refurbished components to understand how risks were mitigated: ○ OEMs: their stance on refurbished parts and how they manage associated risks ○ Wind operators: contractual and commercial practices that support refurbishment ○ Refurbished part suppliers: operational challenges and collaboration models ○ Insurers: underwriting approaches and risk acceptance criteria • Identify and document lessons learned, including commercial strategies and legal frameworks that have enabled successful adoption. Integrate findings into the risk register developed in WP1, refining mitigation strategies based on proven practices. Outputs

	• Presentation to the SUSJIP partners outlining the findings of WP3, with feedback to be incorporated in the report. • Report outlining how risks have been overcome to date and showing lessons learned that could be applied and mitigation. • Revised risk register based on learnings from WP2 and WP3.
WP4: Development of legal and commercial framework	<i>WP objective: Assess marketplace structures that enable the widespread adoption of refurbished turbine components, regardless of part type.</i> This marketplace should incorporate the mitigation strategies against the risks identified in prior work packages, including: • The role of part certification; • The involvement of the turbine OEM, who may rely on in-housing their refurbishment programmes, authorise third parties via accreditation or instead rely on third parties for all development and certification requirements; • The relationship and bounds of third parties providing insurance. • Commercial practicalities for the major actors: the OEM, the operator and the part reseller. • Comment on the commercial and financial model that supports the marketplace model for refurbishment adoption. This WP will also require the supplier to: • Explore and compare implementation scenarios of refurbished parts, such as: ◦ A centralised parts broker's club ◦ Bilateral refurbisher-to-operator part supply contracts • Identify necessary amendments to existing contracts to accommodate refurbished parts and outline legal workarounds that do not breach current agreements, while enabling refurbishment. Provide recommendations for actioning these changes. <i>NB: We acknowledge the scope of this WP may change following initial research of WP1, noting the nuances in business models for different key players.</i> Outputs • Presentation to the SUSJIP partners outlining the findings of WP4, with feedback to be incorporated in the report. • Report outlining proposed frameworks to accelerate adoption with the least risk.
WP5: Component-based liability and ownership demonstration	<i>WP objective: Demonstrate the applicability of the developed framework for specific components to understand how this works in practice.</i> • Select two representative components (suggested a fluid, e.g. gear oil and a mechanical/electrical part).

	• For each component and scenario, assess the challenges to related liability, warranty coverage and potential IPR ownership rights • Develop a comparative analysis to highlight how different component types may trigger distinct legal and operational risks and propose tailored mitigation strategies. Evaluate the scalability by discussing how these findings apply to both onshore and offshore environments and identifying broader barriers to adoption.
WPA: Project management	Outputs • Report containing a comparative risk chart for the two identified components. • Presentation to the JIP partners (could be combined with WP4)
	The Bidder should stipulate how it will manage the Project efficiently and effectively. In particular, the following activities should be included (and hence budgeted for) • Project management time (including sufficient time for review processes) • Regular update calls with the Carbon Trust Project Manager and/or Technical Working Group as required • Towards the end of the Project ○ The production of a 3-10 page Executive Summary Report for the entire Project for dissemination within the Sustainability JIP partner organisations ○ The preparation of a final summary presentation to the Sustainability JIP partners Bidders should be aware that the Carbon Trust and Sustainability JIP partners usually require 2-3 weeks to review and provide feedback on each Project Deliverable, with at least one round of review comments to be accommodated. This should be considered when calculating Your Bid Price. The Bidder should detail the amount of expenses it expects to incur throughout the Project. Expenses will be paid as incurred up to the amount specified and any unused balance will not be paid. Outputs • Executive Summary Report for summary to the Sustainability JIP partner organisations • Final presentation to the Sustainability JIP partners

5. Intellectual Property, Knowledge and Input Data

- 5.1 Full details of the intellectual property requirements and conditions can be found in the attached SUSJIP Phase II Contractors' Conditions.

6. Bid Pricing

- 6.1 To provide Bidders with greater clarity on the nature, level and type of work involved in the various Work Packages, the Total Budget for the delivery of this Project is expected to range between £75,000 and £85,000.
- 6.2 The Bid Price submitted with the Tender must be derived from the cost breakdown in the Bid Price Calculation Sheet, and must include all expenses. The Bid Price is the price for the activities that will address the Scope of Work (and any Alternative Work proposed by the Bidder). The Bid Price Calculation Sheet and the Bid Price shall not include the price of any Additional Work suggested by the Bidder. Instead, the price for such Additional Work Packages shall be stated separately to the Bid Price in the Main Bid Document.
- 6.3 If the Bid Price exceeds the expected range of the Total Budget as stated under section 6.1, to avoid receiving a lower score for criterion 4, in the Main Bid Document the Bidder should provide a clear and justified reason why the Bid Price exceeds the expected budget.
- 6.4 All costs and rates quoted in the Main Bid Document and Bid Price Calculation Sheet must be in GBP (£) and all staff rates quoted in the Tender must represent the **Day Rate** for employment of staff members.
- 6.5 Any expenses must be separately included under Expenses.

7. Tender Evaluation Criteria

7.1. Technical & Financial Evaluation

Bidders should take the following evaluation criteria into account when preparing and submitting their tenders. In the event of equivalent scores of two or more received Tenders, suppliers and sub-contractors who have committed to decarbonisation targets (see end of this section) will be preferred.

CRITERION 1: APPROACH TO WORK (WEIGHTING: 30%)

Description	Information required from Bidders
Proposed Approach	In the Main Bid Document, Bidders are required to provide a clear and detailed description on how they plan to deliver the work for this Project. The description should include an initial overview on the approach followed by a description on how each Work Package and task will be delivered. Also, Bidders need to justify how their proposed approach meets the objectives of the Project.
Additional Work	If there is any Additional Work proposed by the Bidder, these aspects will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.
Project management	Bidders are required to describe how they will manage the Project utilising appropriate resources and describe how they will work with the various stakeholders, such as the relevant Sustainability JIP Partners, to get information and manage potentially conflicting relationships.

CRITERION 2: EXPERIENCE (WEIGHTING: 30%)

Description	Information required from Bidders
Experience in renewable energy IPR	In the Main Bid Document, Bidders should elaborate on experience of the criteria described to the left and explain how these past experiences are relevant for this Tender.
Experience in and knowledge of refurbishment business models	In addition, Bidders should provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients). Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Main Bid Document.

CRITERION 3: STAFF SKILLS (WEIGHTING: 15%)

Description	Information required from Bidders
CVs/Resumes	Bidders are required to provide detailed CVs/Resumes for any key personnel who will be involved with this Contract together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of proposed staff working on this Project.
Applicable skills	Bidders should elaborate on the most relevant skills of the key personnel that will be involved in the Project.
Prior experience form involved staff	Please include examples of similar work performed by the proposed staff members, explaining how is relevant to the Approach to Work.
Expert engagement	A close working relationship with key stakeholders such as insurance providers, regulatory authorities, turbines OEMs, investors, technology providers, are seen relevant to the success of this Project. Please supply ideas of how these groups can be engaged and leveraged.

CRITERION 4: BID PRICE (WEIGHTING: 25%)

Description	Information required from Bidders
Day rates and man hours (man-h) for all staff grades	In the Bid Price Calculation Sheet, Bidders are required to provide day rates for all staff grades and to input the man-h involved in each Work Package.
Price for the delivery of the Project	In the Bid Price Calculation Sheet, Bidders are required to provide a cost breakdown by Work Package, including man hours and day rates of personnel completing the work as specified in section 5. Bidders are required to specify expected expenses separate from the estimated budget for each Work Package. The Bid Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Bidder). If there is any Additional Work proposed by the Bidder, this will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender. Carbon Trust will reimburse reasonable expenses at cost and receipts may be requested. Pre-approval will be required for travel costs over £150 per return journey and combined hotels & subsistence cost exceeding £200 per day. Bidders will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Contract and provide an outline plan of work.

7.2. Contractual Evaluation

Bidders are required to state any requested amendments to the SUSJIP Phase II Contractors' Conditions in their Tender Certificate. Any requests for amendments made after submission of the offer (i.e. not included in the Tender Certificate) shall not be considered by the Carbon Trust. On the basis of any changes requested in the Tender Certificate, the Carbon Trust may reject any bids where they consider there to be a high risk of not agreeing a contract in a timely manner.

The Carbon Trust has committed to reaching Net Zero by 2050. Our associated targets have been validated by the Science Based Targets Initiative (SBTi)¹. To meet the initial targets that we have set for ourselves, we encourage all our suppliers and sub-contractors to have equivalent plans in place by 2026 at the latest. Measuring your emissions, setting targets, and encouraging others to do so will help push the needle on decarbonisation together.

Accordingly, we have included climate change commitment clauses in the SUSJIP Phase II Contractors' Conditions. Bidders may submit Tenders even if they cannot meet the defined conditions now, but if this is the case this should be clearly flagged in the Tender Certificate as a requested change to the SUSJIP Phase II Contractors' Conditions. Please reach out if you need more information on this.

¹ <https://sciencebasedtargets.org/>

8. Glossary

Approach to Work	Has the meaning set out in section 3.1.
Additional Work	Any activities that are proposed by the Bidder in addition to those in the Scope of Work. It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the Tender. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the Tender.
Alternative Work	Deviations from the Scope of Work that are proposed by the Bidder, which replace work or tasks in the Scope of Work. Alternative Work will be treated as non-optional in the evaluation of the Tender.
Award Letter	A letter, issued by Carbon Trust, informing the Contractor about the award of the Contract. The Award Letter is issued together with the Final Scope of Work and the SUSJIP Phase II Contractors' Conditions.
Bidder	An individual, a company, an organisation or a consortium submitting a bid for the Project.
Bid Price	The total price for the Bidder to complete the Project in line with the Approach to Work. The Bid Price shall include the price for the delivery of all Work Packages described in the Scope of Work and any Alternative work proposed by the Bidder. The Bid Price shall not include the price of any Additional Work suggested by the Bidder.
Bid Price Calculation Sheet	An Excel template provided by the Carbon Trust that is to be provided by the Bidder in addition to the Main Bid Document.
Carbon Trust Project Manager	The Carbon Trust employee who serves as first point of contact in relation to this ITT and the Project.
Clarification Document	A document containing all received clarification questions and Carbon Trust's responses to these questions.
Contract	A document consisting of the Award Letter, the Final Scope of Work, the SUSJIP Phase II Contractors' Conditions, and any clarifications agreed in writing.

Contractor	The Bidder (or in the case of a consortium, Bidders) selected for the delivery of the Project.
Description of Tender	This document.
Due Diligence Questionnaire	A questionnaire that is to be completed by shortlisted Bidders should Carbon Trust's bidders vetting process give reason to conduct a due diligence. In case of a consortium, the Due Diligence Questionnaire is to be filled-in by the designated Project Coordinator.
Executive Summary Report	A 3-10 pages report containing a high-level description of the Work Programme and a summary of the relevant results, findings and conclusions of the Project. Information can be taken from summaries written for previous Work Packages
Final Scope of Work	The agreed Work Programme for the Project, based on the Scope of Work and the Approach to Work, which is mutually agreed between the Carbon Trust and the Contractor.
Invitation to Tender (ITT)	The following group of documents: Description of Tender (this document); SUSJIP Phase II Contractors' Conditions; Tender Certificate template; Bid Price Calculation Sheet template; and Clarification Document (if applicable ²).
Main Bid Document	Has the meaning given in section 3.1. No template is provided.
Project	The Refurbished Components: Legal and contractual Alignment for Risk Implementation Mitigation (RECLAIM) or RECLAIM project.
Project Deliverables	The individual deliverables including, but not limited to, any reports, technical notes, documents, drawings, models, data, webinars to be produced by the Contractor according to the Scope of Work (see section 4) or as otherwise agreed in the Final Scope of Work.
SUSJIP or Sustainability JIP	Sustainability Joint Industry Programme
SUSJIP Partners	A group of leading offshore wind farm developers supporting the Sustainability JIP.

² A Clarification Document will not be published if no clarification questions are received in relation to this ITT.

Scope of Work	The (preliminary) Work Programme for the Project as defined in section 4 of this document. At Contract award, the Scope of Work will be replaced by the Final Scope of Work.
Tender	Bidder's response to this ITT consisting of the following elements: - Main Bid Document (proposal); - signed Tender Certificate; and - Bid Price Calculation Sheet
Tender Certificate	A declaration that is to be provided by the Bidder (in case of a consortium: by the designated Project Coordinator) in addition to the Main Bid Document.
Total Budget	The expected amount of money available that will be made available from the SUSJIP to the Contractor for the delivery the Project.
Work Package	A group of related tasks to be delivered under the Project.
Work Programme	The entirety of all Work Packages.