

Invitation to Tender – No 326



RESTRICTED COMMERCIALY CONFIDENTIAL

Closing date 1200hrs 13 August 2009

To act as financial/investment adviser to Renewables East in work they are undertaking to ensure that new residential/industrial developments in the East of England should be constructed as low carbon developments.

1. SUMMARY

Renewables East (RE) and partners have obtained public sector funding, some of it from the European Regional Development Fund, to undertake early stage technical, economic and social studies in relation to certain new residential/commercial developments planned in the East of England. The public sector funding is being used to reduce the early stage uncertainties in relation to potential low carbon developments, in order that that the developments are de-risked to the extent that they are potentially “investable” by commercial developers. To this end, RE has, and will continue, to commission economic models, financial feasibility studies, etc. in relation to potential new low carbon developments. RE is now seeking a financial/investment adviser to assist them to write, evaluate and negotiate tenders, and to work alongside RE personnel as required on a case-by-case basis as new potential low carbon developments are de-risked.

2. Background

The East of England is the leading English region for renewable electricity, currently producing 8% of the electricity it uses from renewable sources. It benefits from widescale deployment of bio energy (for example the world’s first chicken litter electricity plant at Eye, the UK’s first bioethanol plant at British Sugar Wiggington, and the world’s fastest biofuelled car at Lotus in Norfolk) and 2007 saw a record year for deploying on shore renewable energy. The region’s coast is also surrounded by the majority of the UK’s offshore wind installations, with a further £10 billion investment anticipated by 2020 as well as further R&D innovation capacity in wave and tidal technologies. As a result, the region is well on target to meet its 2010 target of 14% electricity from renewable sources.

The purpose of this ITT is to seek bids to act as a financial/investment adviser to Renewables East to assist them on a case-by-case basis to de-risk potential new low carbon residential/commercial developments in the East of England.

3. About Renewables East

Renewables East is a private company delivering the services associated with being the renewable energy agency for the East of England. The Company is funded by the East of England Development Agency (EEDA) and officially designated as an EEDA sister organisation. For the year 2008/09, RE has been allocated £1.93m from various sources including EEDA, EMDA, EU, Local Authorities and central government to continue its mission.

The objectives of the Company are:

1. To enable the East of England to meet its adopted target for the production of energy from renewable resources, within the context of national energy policy and the need to move towards a lower carbon economy; and
2. To maximise the rate of growth of the renewable energy sector and the economic benefits to the region, especially through stimulating investment and job opportunities, supply chain development and innovation.

Renewables East's primary work areas are Bioenergy (Biomass and Biofuels,) Offshore/Onshore Wind, Planning, Supply Chain Development and the Mass Market Renewables agenda. If you have not already done so, you may find a visit to our web-site useful www.renewableseast.org.uk.

4. Scope of Work

The successful bidder will be expected to provide financial/investment advice to Renewables East in relation to potential low carbon developments (current and new) as required on a case by case basis. This could be drafting, evaluation and negotiating tenders, assisting RE personnel interact with project financiers/investors, City financial advisers, etc. Advice will not necessarily be restricted to purely economic/financial advice, but could include assisting in relation to technical and social studies as well.

Some of the advice may be provided as a discrete package for which a fixed price would be negotiated. Others may be less definable up-front, and therefore a per-diem rate (with a "not-to-exceed" limit) may be more appropriate. This assignment will not have a formal cut-off date, but will continue until terminated by either side with one month's notice. Given the nature of the assignment, the most important criteria for the successful tenderer will be flexibility both in terms of the nature of advice given, and ability to respond very quickly to requests by RE for assistance.

5. Tender Details

Applicants who wish to submit a tender bid must include a covering letter which is to include the Tender Title, REE Carbon Review Tender and ITT No , Postal address, contact details, indicate if they are an SME or not, and total number of pages.

The tender submission should be page numbered with the Company/Consultant name on the bottom of each page, the tender criteria should form the page headings for the main body of the tender submission. You should also include your public liability insurance, organisation structure and details of the team that would be working on the project.

Tenders must include a total cost, which would include VAT and expenses.

Tenders on average should be no longer than 10 pages including a two page executive summary.

Responses to this tender should be submitted electronically and must be received by Renewables East no later than **1200hrs on 13 August 2009**. They should be sent via email to:

John Heath

Delivery Manager

Renewables East

johnheath@renewableseast.org.uk

The successful applicant will be notified by Monday 24 August 2009 at the latest and must be in a position to start work immediately upon notification.

6. Tender Process

Applicants are advised to ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their Tenders are accepted.

Renewables East reserves the right to extend proposed timescales if extensive Tender clarification is required during evaluation or for any other reason.

Applicants should be aware that queries raised by Applicants that affect the Tender process will be circulated to all Applicants. Responses of a commercially sensitive nature will be confined to the correspondent(s).

Any Applicant who directly or indirectly canvasses any member or officer of Renewables East concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other Tender or proposed Tender for the Services will be disqualified.

It is the responsibility of Applicants to obtain for themselves and at their own expense all information necessary for the preparation of their Tenders. Information supplied by Renewables East (whether in these Tender Documents or otherwise) is supplied solely for general guidance in the preparation of the Tenders. Applicants must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Renewables East for any inaccurate information obtained by Applicants.

All information supplied by Renewables East in connection with this Invitation to Pre-qualify and Tender shall be regarded as confidential by the Applicant except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Renewables East reserves the right to ask all Applicants to complete a separate Confidentiality Agreement and if deemed necessary this will be forwarded under separate cover for completion and return within a specific timescale no later than the tender return date.

The Tender Documents are and shall remain the property of Renewables East and must be returned upon demand.

No servant or agent of Renewables East has authority to vary or waive any part of the Tender Documents or procedure other than the Authorised Officer nominated by Renewables East who shall only do so in writing.

Renewables East will not consider individual requests for extension of the closing date and the time specified above, but may at its own absolute discretion extend generally the closing date and time.

Renewables East reserves the right to request such further information from Applicants as it deems necessary to assist the clarification of Tender submissions.

Renewables East reserves the right to dismiss those tender applications that do not meet the specific tender details required.

7. Tender Criteria and Weighting

The tenders will be assessed against the following criteria:-

1. Value for money and ability to deliver - 30% weighting
 - a. Total price to be shown including VAT & Expenses
 - b. Completeness of response to entire scope of tender, clear and concise proposal
 - c. Discounting structures offered
 - d. Add value beyond the scope of the tender
 - e. Project management and reporting mechanisms evidenced
2. Experience of advising Owners/Investors in relation to economic models/financial feasibility – 30% weighting
3. Knowledge of Renewables East's mission and activities in relation to low carbon developments in East of England – 20% weighting
4. Knowledge of low carbon/renewable energy implementation at both national and regional level, and of economic development policies and measures – 20% weighting

Contactable references should be provided.

Any information provided will be treated with total confidentiality.

8. Fees

Payment will be made on satisfactory completion of the work, provision of required evidence; report & action and receipt of invoice, subject to our standard conditions (available on request). Payments are normally made within 30 days.

9. Further information

Should you require any further information on this brief to complete your tender submission, please contact John Heath by e-mail or post:

johnheath@renewableseast.org.uk

John Heath
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10. Restricted and Commercially Confidential

PLEASE NOTE THAT THE INFORMATION CONTAINED WITHIN THIS TENDER DOCUMENT AND ASSOCIATED DOCUMENTS IS NOT IN THE PUBLIC DOMAIN AND REMAINS COMMERCIALY CONFIDENTIAL. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN TO RESPOND TO THE TENDER.