

# PQ TRANSFORMER BUILDING CONTRACT REF: ORE/25/054



## INVITATION TO TENDER

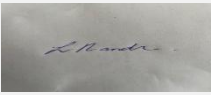
Author	Rachel Douglas
Date	30 <sup>th</sup> January 2026

**SUBMISSION NO LATER THAN: 14:00:00 ON WEDNESDAY 18<sup>TH</sup> FEBRUARY 2026**

Deadline dates and times are strict; late submissions will NOT be accepted. Unsigned or incorrectly signed submissions will be regarded as a non-compliant application and therefore rejected. Suppliers may also be rejected if they do not provide a complete response to this invitation to tender.

## DOCUMENT HISTORY

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Revision	Date	Prepared by	Checked by	Approved by	Revision History
1	27.01.2026	Rachel Douglas	Louise Randles		Final

## CONTENTS

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1	Introduction & Background .....	4
2	ITT Process .....	4
3	E-Procurement Portal Submission .....	9
4	General Conditions of Contract .....	9
5	Project Context and Scope of Work .....	10
6	Contract Term .....	15
7	Compulsory Insurance Cover .....	15
8	Reporting Arrangements .....	16
9	Proposal .....	16
10	Evaluation Criteria .....	17
Appendix 1	NEC Short Form Contract .....	<b>Error! Bookmark not defined.</b>
Appendix 2	Tenderer Response Document .....	20
Appendix 3	Offer Worksheet .....	20
	eds-07-4030-grid-and-primary-substation-fencing-arrangements .....	20
	NCTR-RYD-01-00-DDR-A-0100-S2-P01-Existing Site Plan .....	20
	NCTR-RYD-01-00-DDR-A-0400-S2-P02-Site Location Plan .....	20
	NCTR-RYD-01-00-DDR-A-1000-S2-P01-Proposed Site Plan .....	20
	NCTR-RYD-01-ZZ-DDR-A-0101-S2-P01-Existing Site Elevations .....	20
	NCTR-RYD-01-ZZ-DDR-A-1001-S2-P01-Proposed Site Elevations and Section .....	20
	Tender Addendum Summary PQ Area .....	20

# 1 INTRODUCTION & BACKGROUND

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## 1.1 Introduction

You are hereby invited by the Offshore Renewable Energy Catapult (ORE Catapult) to quote for provision of the Service(s) as described in [Section 5](#) below.

As a private sector organisation that receives funding from a public authority, it may be a requirement as part of a grant funding agreement, to comply with the Procurement Act 2023 for some of its requirements. Therefore, this Invitation to Tender ("ITT") has been issued by ORE Catapult as part of an invite only procurement exercise in accordance with Part 6, Below-Threshold Contracts, Procurement Act 2023(as amended from time to time).

All personal information or personal data supplied in relation to this tender will be treated as confidential. It will also be subject to the General Data Protection Regulation [EU] 2016/679 ("GDPR"). ORE Catapult will request personal information or personal data for the purposes of this tender where we have a legitimate interest in doing so in order to assess whether the Tenderer meets the requirements.

## 1.2 Background

### 1.2.1 Catapults

The Catapults are elite technology and innovation centres established by the UK Government (through Innovate UK) in high growth industries and are designed to bridge the gap between Government, universities, research institutions and innovative businesses of all sizes. Their objective is to transform great research rapidly into commercial success to support the industry and to generate economic growth. Catapults represent a long-term strategic investment by Innovate UK in the UK's innovation capability.

### 1.2.2 Offshore Renewable Energy Catapult

ORE Catapult (<https://ore.catapult.org.uk>) is the UK's leading technology innovation and research centre for offshore renewable energy. Headquartered in Glasgow, it has world-leading test and demonstration facilities in Blyth, Northumberland and Fife, Scotland. The senior management team is split between Glasgow and Blyth, with extensive technical expertise and knowledge at both locations.

ORE Catapult's vision is to be the world's leading offshore renewable energy technology centre by 2030.

ORE Catapult will play a key role in delivering the UK's largest clean growth opportunity, through our mission to accelerate the creation and growth of UK companies in the offshore renewable energy sector. We will use our unique facilities and research and engineering capabilities to bring together industry and academia and drive innovation in renewable energy.

# 2 ITT PROCESS

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## 2.1 Stages

This invitation to tender ("ITT") comprises of the following two (2) stages:

### 2.1.1 Stage 1: General Due Diligence

Submissions will be evaluated based on the following "PASS/FAIL" Criteria:

Submission of the following documents	Evaluation
Tenderer Response Document – Appendix 2 – if not submitted, this will be deemed an automatic fail	PASS/FAIL
Commercial Submission – Appendix 3, Offer Worksheet – if not submitted, this will be deemed an automatic fail	PASS/FAIL
<p>The following questionnaires will be evaluated based on the given response to each question.</p> <p>Where information or documentation to be submitted by tenderers is or appears to be incomplete or erroneous, or where specific documents are missing, ORE Catapult reserve the right request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit, provided that such requests are made in full compliance with the principles of equal treatment and transparency.</p>	
Selection Questionnaire via the on-line e-procurement portal	PASS/FAIL

A “FAIL” on any of the Stage 1 General Due Diligence criteria will result in the tender response being rejected in its entirety.

ORE Catapult may decide not to proceed to Stage 2 Award if deemed not to be in their best interests.

### **2.1.2 Stage 2: Award**

All Tenderers successfully passing all Stage 1 criteria, will be evaluated and scored against the predefined and advertised Stage 2 Evaluation Criteria at Section 10 (Evaluation Criteria).

Please ensure you include your responses to the Stage 2, Technical & Commercial evaluation criteria, with your submission. This will not be asked for at a later date.

Failure to provide this information will result in your submission being deemed non-compliant and being eliminated from further evaluation.

## 2.2 Timetable

This timetable is indicative only. ORE Catapult reserve the right to change it at its discretion.

Stage	Target Date/Time
Deadline for submission of completed Tender Documentation <sup>1</sup>	Wednesday 18 <sup>th</sup> February 2026 @ 1400hrs
Evaluation of submitted tenders	18-23 <sup>rd</sup> February 2026
Issue of accept / decline letters	w/c 23rd February 2026
Issue formal Contract award letter	w/c 23rd February 2026
Contract commencement	1st March 2026

## 2.3 Guidance Notes for Completion

- 2.3.1** “ORE Catapult” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to select suitable suppliers to carry out the provision of the Service.
- 2.3.2** “You”, “Your” or “Tenderer” means the body completing this ITT i.e. the legal entity seeking to carry out the provision of the Service. The “Tenderer” is intended to cover any economic operators defined by the Procurement Act 2023 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- 2.3.3** This ITT has been designed to assess the suitability of Tenderers to deliver ORE Catapult's requirement(s).
- 2.3.4** Tenderers are to respond to the ITT on the basis that ORE Catapult has no prior knowledge of your organisation or individuals employed by your organisation. Supplementary documentation may be attached to the ITT only where directed to do so. Such material must be clearly marked with the name of the Tenderer and the question to which it relates.
- 2.3.5** It is the Tenderer's responsibility to provide all the answers and information requested in a clear, concise and logical manner and at the appropriate points within the document. Cross referencing and reliance on enclosures (other than where specifically requested) should be avoided. In particular please DO NOT:
- include any promotional literature or cross-reference to any web-based material – this will not be considered as part of the selection process;
  - provide any information other than that requested, as this will not be considered as part of the selection process;
  - personalise or alter the ITT in any way (e.g. changing the original format, reducing the content by removing questions or altering the running order), as this may lead to your submission being disqualified;
  - submit documents in a format other than Word, Excel or PDF;
  - include any marketing material with your submission.

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<sup>1</sup> For the avoidance of doubt, if the submission deadline is different than the date published via the e-procurement portal, the date on the e-procurement portal shall apply.

- 2.3.6** ORE Catapult reserves the right to take into consideration additional information publicly available from external sources when undertaking the evaluation.
- 2.3.7** It is the Tenderer's responsibility to ensure ORE Catapult is not misled. The information provided in the ITT will be relied upon and taken to be true and accurate. If it is subsequently determined that any information supplied was inaccurate and was relied upon for evaluation purposes, ORE Catapult reserves the right to exclude the offer to supply (if still under evaluation) or if the Contract has been awarded and the information inaccurately supplied had a significant bearing on the award then ORE Catapult shall be at liberty to terminate the Contract without incurring any financial or legal liability. In addition, ORE Catapult shall reserve the right to pursue all costs in establishing the reprovision of the Contract. It remains the responsibility of the Tenderer to keep ORE Catapult informed of any matter that may affect continued qualification.
- 2.3.8** Please ensure that all responses are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified.
- 2.3.9** It is the responsibility of the Tenderer to ensure that your response is unambiguous and complete and to seek clarification, if necessary, of the requirements via the e-procurement portal.
- 2.3.10** ORE Catapult may request additional information to be supplied in response to the evaluation questions in Section 10. If this is a requirement, Appendices should be clearly identified as such in your submission.

Note that where ORE Catapult has stated a word or page maximum response and tenderers ignore the information and exceed the word / page count maximum; ORE Catapult reserve the right only to consider information provided within the first part of the response meeting the maximum requirement **e.g. maximum word count is 500 words and tenderers submit 600 words, ORE Catapult will only read first 500 words.**

- 2.3.11** ORE Catapult will not be responsible for any expenses incurred in the preparation of any submission, in attendance at any meetings, visits or clarifications.

#### **Verification of information provided**

- 2.3.12** Whilst reserving the right to request information at any time throughout the procurement process, ORE Catapult may enable the Tenderer to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Tenderer can meet the specified requirements ORE Catapult may obtain such evidence after the final tender evaluation decision i.e. from the successful Tenderer(s) only.

#### **Sub-Contracting arrangements**

- 2.3.13** Where the Potential Supplier proposes to use one or more sub-contractors to deliver some or all of the Contract requirements, Section 4.7 (Additional Due Diligence Questionnaire) of the Appendix 2 Tenderer Response Document must be completed by each sub-contractor and included with in your submission.
- 2.3.14** ORE Catapult recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, Tenderers should be aware that where information provided to ORE Catapult indicates that sub-contractors are to play a significant role in delivering key Contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Tenderer to proceed with the procurement process or to provide the supplies and/or services required. Tenderers should therefore notify ORE Catapult immediately of any change in the proposed sub-contractor arrangements. ORE Catapult reserves

the right to deselect the Tenderer prior to any award of Contract, based on an assessment of the updated information.

### **Consortia arrangements**

- 2.3.15** If the Tenderer completing this ITT is doing so as part of a proposed consortium, the following information must be provided;
- names of all consortium members;
  - the lead member of the consortium who will be contractually responsible for delivery of the Contract (if a separate legal entity is not being created); and
  - if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
- 2.3.16** Please note that ORE Catapult may require the consortium to assume a specific legal form if awarded the Contract, to the extent that a specific legal form is deemed by ORE Catapult as being necessary for the satisfactory performance of the Contract.
- 2.3.17** All members of the consortium will be required to provide the information required in all sections of the ITT as part of a single composite response to ORE Catapult i.e. each member of the consortium is required to complete the form.
- 2.3.18** Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
- 2.3.19** ORE Catapult recognises that arrangements in relation to a consortium bid may be subject to future change. Tenderers should therefore respond on the basis of the arrangements as currently envisaged. Tenderers are reminded that ORE Catapult must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. ORE Catapult reserves the right to deselect the Tenderer prior to any award of Contract, based on an assessment of the updated information.

### **Confidentiality**

- 2.3.20** When providing details of contracts in answering Section 4.1 of the General Due Diligence Questionnaire (Requirement Specific Questions), the Tenderer agrees to waive any Contractual or other confidentiality rights and obligations associated with these Contracts.
- 2.3.21** ORE Catapult reserves the right to contact the named customer contact in Section 4.1 of the General Due Diligence Questionnaire (Requirement Specific Questions) regarding the Contracts included. The named customer contact does not owe ORE Catapult any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 2.3.22** ORE Catapult confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or Contracting authorities defined by the Procurement Act 2023, as appropriate.

### **Signing of ITT Document**

- 2.3.23** The Tender Declaration at Para 2 and the No Collusion Certificate at Para 3 of the Appendix 2, Tenderer Response Document, must be signed where indicated and must be signed only by persons authorised to do so on the Tenderers' behalf e.g. Director/Company Secretary. Failure to comply with this instruction may lead to your submission being deemed non-compliant and rejected in its entirety.
- 2.3.24** Digital signatures are acceptable. Alternatively, please print the finished document, sign all sections where indicated in permanent wet ink, and scan to a common electronic document



format e.g. Adobe PDF (recommended). Upload the scanned document to the portal. Retain the wet ink original should it need to be inspected by ORE Catapult for compliance.

### **3 E-PROCUREMENT PORTAL SUBMISSION**

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- 3.1** Any questions in relation to this ITT must be posted via the e-procurement portal ONLY. Any questions asked via e-mail to ORE Catapult will not receive a response. The name of the Tenderer posing a question is visible to ORE Catapult but remains anonymous to all other Tenderers (unless included in the text of the question). All updates / amendments / clarifications in relation to the ITT will only be issued via the e-procurement portal. This will provide an audit trail of all discussions / clarifications. Any questions asked that can clearly be answered by reading the published documentation shall not receive a response.
- 3.2** All requests to extend the deadline shall be made via the e-procurement portal ONLY. No application for extension will be considered if received less than seven (7) calendar days prior to the submission deadline date fixed in the ITT. For the avoidance of doubt, ORE Catapult do not have access to submissions until after the ITT submission deadline and even then, only once the tender seal is broken by an authorised ORE Catapult member of staff.
- 3.3** Tenderers are advised not to leave it until the last day to upload responses / documents in case of technical difficulties. ORE Catapult utilise the services of a third party portal and therefore accepts no responsibility for failure of the e-procurement portal. All technical problems with the e-procurement system must be reported via e-mail to the e-procurement portal support team before the submission deadline, as late submissions will not be accepted.
- 3.4** The option to submit the completed tender submission is given at the last stage of the three (3) stage submission process. Please note, that all questions at stage one (1) are required to be answered before the option to click on “submit response” button, is given. Once the tender submission has successfully been submitted, the response manager table will display an onscreen confirmation with the time and date stamp of submission, shown. Should tenderers require any assistance during this process, or do not receive the onscreen confirmation in the response manager table, you are strongly advised to seek assistance from Delta, directly. Delta can be contacted via e-mail on [helpdesk@delta-esourcing.com](mailto:helpdesk@delta-esourcing.com) or via telephone to their Delta support team on +44(0)800 923 9236. Lines are open 8am – 6pm (GMT).
- 3.5** Any Tenderer that has expressed interest via the e-procurement portal (and therefore has downloaded / received an ITT) but has subsequently decided not to make a formal submission should withdraw their interest via the e-procurement portal, giving a reason for withdrawal wherever possible.

### **4 GENERAL CONDITIONS OF CONTRACT**

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- 4.1** NEC Short Form Contract are shown separately at Appendix 1.
- 4.2** As part of this exercise, ORE Catapult will consider amendments to Appendix 1 NEC Short Form Contract. Any caveats to the NEC Short Form Contract must be red line items only, as all caveats will be evaluated as per Section 10 below. If successful, agreed amendments will be subsequently incorporated (pending written agreement between both parties) as the part of a Contract with the Contractor on conclusion of this Tender exercise. ORE Catapult may also accept submissions

containing previous mutually agreed terms, providing they can be applied to the Service, as tendered. Submissions that provide the tenderer own terms and conditions will be rejected.

- 4.3** Requests to amend the NEC Short Form Contract post Contract award shall not be accepted.

## **5 SCOPE OF WORK**

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### **5.1 Project Background**

- 5.1.1** The PQ Test Facility will provide housing for a transformer to run cable tests within a fenced area that meets National Grid EDS 07-4030.

### **5.2 Requirement**

- 5.2.1** The Contractor shall carry out and complete the Works as shown on the Drawings and described in this Scope of Work, for the Prices stated in the Activity Schedule.
- 5.2.2** The Price shall include all work, materials, plant, labour, supervision, management, temporary works, testing, inspections, and activities necessary to achieve Completion, whether or not every item is expressly stated, provided such work is reasonably inferable from the Scope of Work, the Drawings, or the Site conditions.
- 5.2.3** The Works are a fixed-price obligation under Main Option A.
- 5.2.4** The Works are not subject to remeasurement.
- 5.2.5** The Contractor has allowed for all visible and reasonably foreseeable site conditions.

### **5.3 Drawings and Documents**

- 5.3.1** The Contractor shall execute the Works in accordance with the following drawings:
- NCTR-RYD-01-00-DDR-A-0100-S2-P01 – Existing Site Plan
  - NCTR-RYD-01-00-DDR-A-0400-S2-P02 – Site Location Plan
  - NCTR-RYD-01-00-DDR-A-1000-S2-P01 – Proposed Site Plan
  - NCTR-RYD-01-ZZ-DDR-A-0101-S2-P01 – Existing Site Elevations
  - NCTR-RYD-01-ZZ-DDR-A-1001-S2-P01 – Proposed Site Elevations and Section
- 5.3.2** Order of precedence:
- 1.This Scope of Work
  - 2.Proposed drawings
  - 3.Existing drawings
- 5.3.3** The Contractor is deemed to have examined all drawings prior to tender and included their full requirements within the Activity Schedule.
- ### **5.4 Contractor's Responsibilities**
- 5.4.1** The Contractor shall provide everything necessary to complete the Works, including but not limited to:
- Site establishment, setting out, and verification of dimensions
  - Construction, alteration, and installation works shown on the Proposed drawings
  - Removal, modification, or adaptation of existing features where indicated
  - Integration of new works with existing structures and ground conditions
  - Making good all disturbed areas

**5.4.2** All obligations necessary to achieve Completion are included in the Price unless expressly excluded.

## **5.5** Site Establishment and Temporary Works

**5.5.1** The Contractor's Price includes:

- Welfare facilities, fencing, hoarding, signage, and site security
- Temporary access, protection, and working platforms
- Temporary works required for safe and efficient execution of the Works

**5.5.2** The design, installation, maintenance, and removal of temporary works are the Contractor's responsibility and are included in the Price.

## **5.6** Materials and Workmanship

- All materials shall be new, fit for purpose, and suitable for the environment
- Workmanship shall comply with applicable British Standards, codes of practice, statutory requirements, and good industry practice
- Replacement of defective materials or workmanship is included and does not give rise to a compensation event

## **5.7** Existing Conditions and Services

**5.7.1** The Contractor is deemed to have:

- Inspected the Site prior to tender
- Allowed for all visible and reasonably foreseeable Site conditions
- Allowed for working in proximity to existing services shown, visible, or reasonably inferable from the Site conditions

**5.7.2** Existing services and structures shall be protected at all times.

**5.7.3** Any previously unidentified services encountered that could not reasonably have been foreseen shall be reported immediately in accordance with the Contract.

## **5.8** Access and Working Constraints

**5.8.1** Access to the Site is available from the Starting Date unless otherwise stated in the Contract.

**5.8.2** Normal working hours are 08:00 to 18:00 Monday to Friday, unless otherwise stated in the Contract or agreed in writing.

**5.8.3** No entitlement arises from restrictions inherent to working within the Site or its environment.

## **5.9** Testing, Inspection, and Quality

**5.9.1** The Contractor shall carry out all inspections, checks, and testing necessary to demonstrate that the Works comply with the Scope and Drawings.

**5.9.2** All non-conformances identified prior to Completion shall be rectified by the Contractor at no additional cost.

## **5.10** Completion and Handover

**5.10.1** Completion is achieved when:

- The Works are complete in accordance with this Scope and the Drawings
- All making good is complete
- The Site is clean, safe, and ready for use

**5.10.2** Completion is not achieved until all activities required to complete the Works are finished.

### **5.11 Activity Schedule Requirements (Option A)**

**5.11.1** The Contractor shall submit an Activity Schedule that:

- Covers the whole of the Scope of Work
- Includes all work, resources, and obligations described in this Scope
- Is consistent with the sequencing implied by the Drawings

**5.11.2** No activity is paid until it is complete.

**5.11.3** No single activity shall exceed 20% of the total Price.

**5.11.4** Incomplete or non-compliant Activity Schedules may be rejected.

### **5.12 Exclusions**

**5.12.1** The following are excluded only where not shown on the Drawings or stated in this Scope:

- Design development or redesign
- Planning permissions and statutory approvals
- Utility provider works outside the Site boundary
- Maintenance after Completion

**5.12.2** Anything not listed above but necessary to complete the Works is included in the Price.

### **5.13 Compliance and Regulations**

**5.13.1** The Contractor shall comply with all applicable legislation and regulations, including:

- Health and Safety at Work legislation
- Construction (Design and Management) Regulations
- Local authority and statutory requirements

**5.13.2** Compliance with statutory duties does not give rise to a compensation event.

### **5.14 Demountable Palisade Fencing (Electrical Safety Compliance)**

**5.14.1** The Contractor shall design (where required), supply, install, and make complete demountable palisade fencing to provide physical segregation and protection to electrical equipment and operational areas.

**5.14.2** The scope includes, but is not limited to:

- Supply and installation of demountable steel palisade fencing system, including posts, panels, fixings, gates, and all associated components
- Compliance with the Electricity at Work Regulations, BS EN 61936, BS EN 50274, and applicable client or Network Operator standards
- Provision of lockable access gates with approved locking arrangements
- Earthing and bonding of fencing where required to comply with electrical safety requirements
- Installation maintaining required electrical clearances, access routes, and maintenance zones
- All setting out, foundations (temporary or permanent as required), fixings, and making good
- Coordination with existing electrical equipment and services to maintain safety at all times

- 5.14.3** The fencing shall be fully demountable and reusable, with no permanent damage to existing structures unless shown on the Drawings.
- 5.14.4** All works shall be carried out by competent personnel experienced in working in proximity to electrical installations.
- 5.14.5** The Contractor's Price shall include all labour, materials, plant, testing, inspections, certification, and documentation necessary to achieve Completion of the demountable palisade fencing works.

#### **5.15 ICT Fibre Optic Cabling – Blade Test Hall to PQ Area Control Room**

- 5.15.1** The Contractor shall supply, install, test, and commission ICT fibre optic cabling between the Blade Test Hall computer server and the PQ Area Control Room.
- 5.15.2** The scope includes, but is not limited to:
- Supply of fibre optic cable (single-mode or multi-mode as required) suitable for the installation environment
  - Installation of fibre optic cabling along approved routes, including containment, supports, trays, conduits, and penetrations
  - Provision and installation of all associated containment, fixings, fire stopping, and mechanical protection
  - Termination of fibre optic cables at both ends, including patch panels, connectors, splicing, and labelling
  - Coordination with existing ICT and electrical services to avoid disruption and maintain system integrity
  - Testing of installed fibre optic cabling, including continuity, attenuation, and certification in accordance with relevant standards (e.g. ISO/IEC 11801 or equivalent)
  - Commissioning and demonstration of a fully operational fibre link between the Blade Test Hall server and the PQ Area Control Room
- 5.15.3** All works shall be carried out by competent ICT installers experienced in fibre optic installations.
- 5.15.4** The Contractor's Price shall include all labour, materials, plant, testing equipment, certification, as-built records, and documentation necessary to achieve Completion of the ICT fibre optic cabling works.

#### **5.16 LV Power Cabling – Blade Test Hall Substation to PQ Area**

- 5.16.1** The Contractor shall supply, install, test, and commission a low voltage (LV) 415V three-phase power cable from the Blade Test Hall Substation to the PQ Area, including an underground crossing between the Blade Test Hall and the High Voltage transformer location.
- 5.16.2** The scope includes, but is not limited to:
- Supply of LV 415V 3-phase power cable of suitable size, rating, insulation, and armour for the installation conditions
  - Installation of the LV power cable from the Blade Test Hall Substation to the PQ Area along approved routes
  - Underground cable crossing between the Blade Test Hall and the High Voltage transformer, including excavation, ducting, cable protection, warning tapes, backfilling, compaction, and reinstatement
  - Provision and installation of ducts, sleeves, draw pits, marker tapes, cable tiles, and mechanical protection as required
  - Installation of cable containment, supports, and fixings for above-ground sections
  - Termination of LV cables at both ends, including glands, lugs, earthing, and identification
  - Earthing and bonding of the LV cable system in accordance with applicable standards

- Testing and commissioning of the installed LV cable, including continuity, insulation resistance, phase rotation, and functional testing
- Coordination with existing LV and HV services to maintain safety and continuity of operations at all times

**5.16.3** All works shall be carried out by competent electrical personnel authorised to work on LV systems.

**5.16.4** The Contractor's Price shall include all labour, materials, plant, temporary works, testing equipment, certification, as-built records, and documentation necessary to achieve Completion of the LV power cabling works.

### **5.17 Items Shown on the Drawings**

**5.17.1** The Contractor shall allow for the supply, installation, testing, commissioning, and completion of all items, systems, components, and works shown, noted, or reasonably inferable from the Drawings, whether or not each individual item is expressly described elsewhere in this Scope of Work.

**5.17.2** The Works shall include all permanent and temporary works, builders' work, fixings, connections, interfaces, and ancillary items necessary to provide a complete, safe, and fully operational installation in accordance with the Drawings.

**5.17.3** Any omission, discrepancy, or lack of detail in the Scope of Work shall not relieve the Contractor of the obligation to provide all items shown on the Drawings or required to achieve Completion.

**5.17.4** The Contractor is deemed to have examined and coordinated all Drawings prior to tender and included all associated requirements within the Activity Schedule and the Prices.

**5.17.5** No additional payment or compensation event shall arise from the inclusion of items shown on the Drawings but not expressly listed within this Scope of Work.

### **5.18 Electrical Specification – Cable Prequalification Facility**

**5.18.1** The Contractor shall provide, install, test, commission, and make fully operational all electrical systems and equipment required for the Cable Prequalification Facility, in accordance with the Scope of Work, Drawings, and applicable standards.

**5.18.2** The Contractor's obligations include all labour, materials, plant, equipment, temporary works, testing, certification, and documentation necessary to achieve Completion.

### **5.19 Containerised Packaged Substation**

**5.19.1** The Contractor shall supply and install a containerised packaged substation, complete with all equipment, interfaces, and ancillary systems, comprising as a minimum:

- 11kV incoming supply including switchgear and protection appropriate to the installation
- 11kV / 0.4kV Dyn11 transformer suitable for a minimum 1200A secondary load at 0.8 power factor
- Low Voltage secondary distribution with protection for a minimum of 10 outgoing circuits
- Secondary connections via weatherproof industrial connectors such as CEEform, PowerSafe, or approved equivalent
- All internal lighting, heating, ventilation, safety systems, and auxiliary services required for safe operation

## **5.20 High Voltage Cabling**

**5.20.1** The Contractor shall supply and install an 11kV cable connection between the BTF2 intake room and the Test Rig location, including:

- Approximately 150m external underground cable route including trenching, ducting, backfilling, and reinstatement
- 11kV armoured cable sized not less than 185mm<sup>2</sup> multicore or equivalent tripled single-core arrangement
- All joints, terminations, glands, sealing ends, and identification

## **5.21 Earthing Systems**

**5.21.1** The Contractor shall provide installation of HV and LV earthing systems and a Test Earth connection in accordance with a design prepared by others, including bonding and integration with existing site earthing networks.

## **5.22 Low Voltage Distribution**

**5.22.1** The Contractor shall allow for installation of a minimum of 25 industrial power sockets for small power and outdoor tooling around the test site.

## **5.23 Emergency Lighting and Safety**

**5.23.1** The Contractor shall supply and install emergency lighting and safety marking to fencing and controlled areas, fully compliant with statutory requirements.

## **5.24 Testing and Commissioning**

**5.24.1** The Contractor shall carry out all inspections, testing, commissioning, certification, and provision of as-built records necessary to demonstrate compliance and achieve Completion.

## **5.25 Outputs and Milestones**

**5.25.1** Not used, see section 5 Scope of works.

## **5.26 Implementation**

**5.26.1** Not used, see section 5 Scope of works.

## **5.27 Payment Terms**

**5.27.1** ORE Catapult shall pay the invoiced amounts within thirty (30) days from the date of the invoice. However, Tenderers are invited to detail any discounts that may be offered for payment made earlier e.g. within fourteen (14) days.

**5.27.2** Please note that ORE Catapult operate a strict no PO (Purchase Order) no pay (payment) policy.

**5.27.3** All invoices and statements shall be sent electronically to ORE Catapult's Finance email address [finance@ore.catapult.org.uk](mailto:finance@ore.catapult.org.uk) and **MUST** quote the relevant purchase order number.

# **6 CONTRACT TERM**

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The initial Term shall be for a period of 1 month, with an indicative start date of 1st March 2026.

# **7 COMPULSORY INSURANCE COVER**

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In accordance with the NEC Short Form Contract referred to in Section 4, the Contractor shall have affected and shall maintain appropriate levels of insurance as follows:

Employer's (Compulsory) Liability Insurance	£10m
Public Liability Insurance	£5m
Product Liability Insurance	£5m
Professional Indemnity Insurance	£5m
*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	

## 8 REPORTING ARRANGEMENTS

The personnel provided to deliver the Service(s) shall report directly to, and only take instructions from Ian McCullagh, NEC Supervisor (and Chief Executive Officer as required).

## 9 PROPOSAL

### Return of the ITT

**9.1** Tenderers must submit the following documents as separate downloads:

- Appendix 1 NEC Short Form Contract – red line clauses only
- Appendix 2 Tenderer Response Document;
- Appendix 3 Offer Worksheet; and
- Section 10.1 (1) Technical Proposal

Failure to comply with this instruction may lead to your submission being deemed non-compliant and rejected in its entirety.

**9.2** No submission will be considered unless it is received by the specified date / time as hereinafter defined and using the e-procurement system specified in the ITT. The phrase "specified time" means the time fixed on the e-procurement portal which may be altered only by the ORE Catapult Procurement Team.

**9.3** ITTs received by any method other than via the e-procurement portal shall be deemed non-compliant and therefore rejected. For the avoidance of doubt, all hard copy (paper) or e-mailed submissions will be automatically rejected.

### 9.4 Alternative Tenders

Alternative tenders may be offered involving modifications to the specified requirements. Any alternative tender involving modifications will be assessed on its merits and, if considered valid, may be accepted without recourse to re-tendering. In all instances where alternative tenders are submitted the Contractor must also submit a Primary Tender being exactly to the specification and requirements of the ITT, in order to see where costs differ. Should an alternative tender be submitted ORE Catapult General Conditions of Contract shall apply and not be affected in any way.

### 9.5 Complaints

If you have a complaint or grievance regarding this procurement process please contact:

Offshore Renewable Energy Catapult  
Inovo  
121 George Street  
Glasgow  
G1 1RD



For the attention of: Finance Director

Email: [procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

Tel: +44 (0)333 004 1400

## 9.6 Technical Proposal

Tenderers shall submit a Technical proposal based on the criteria detailed in Section 10.1 (i) below.

## 9.7 Commercial Proposal

Prices shall be provided on a fixed cost basis and shall be in pounds sterling and exclusive of VAT.

Tenderers should also specify any other costs associated with the delivery of the Service. Claims for any additional costs, not stated, will not be considered at a later date.

At a minimum, ORE Catapult encourages all of its suppliers to pay employees the '[Real Living Wage](#)'.

Any obvious arithmetical errors will be rectified by the appropriate officer checking the tenders and the amount of tender shall be held to be the amount of the documents so rectified and the tenderer informed in writing of the corrected amount.

Where there is an obvious and genuine error in rates occurring, the tenderer will be given the opportunity of either confirming that they agree to their tender being considered with the error remaining or withdrawing their tender. Should the tenderer decide to withdraw their tender, it will not be considered for acceptance.

## 9.8 Expenses

For the avoidance of doubt all travel shall be carried out in full compliance with ORE Catapult Business Expenses Policy & Procedure, available on request. For the avoidance of doubt, suppliers shall be responsible for arranging and booking their own travel and accommodation.

## 9.9 ORE Catapult Rights

ORE Catapult reserves the right to accept any part of the ITT. ORE Catapult is not bound to accept the lowest priced ITT, or any ITT, or part thereof.

ORE Catapult reserves the right to cancel or withdraw this ITT at any stage.

ORE Catapult shall not be held liable for any costs associated with your participation in this procurement process including costs associated with the preparation or submission of your tender submissions.

# 10 EVALUATION CRITERIA

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## 10.1 Award of Contract

Appointment to the Contract will be based upon the most advantageous tender ("MAT") received.

The evaluation of tenders received shall be in two (2) stages:

- Stage 1: General Due Diligence
- Stage 2: Award

**Please ensure you include your responses to the Stage 2, Technical & Commercial evaluation criteria, with your submission. This will not be asked for at a later date.**

**Failure to provide this information will result in your submission being deemed non-compliant and being eliminated from further evaluation.**

## **10.2 Stage 1 – General Due Diligence Process**

This stage 1 of the evaluation will be based on responses to the on-line Selection Questionnaire and Due Diligence Questionnaire and inclusion of the following documentation:

1. Additional Due Diligence Question (Appendix 2, section 4)
2. Tender Declaration (Appendix 2)
3. No Collusion Certificate (Appendix 2)
4. Inclusion of response(s) to Stage 2 Award requirements (this Section 10.3)
5. Inclusion of Completed and signed Offer Worksheet(s) (Appendix 3)

If a Tenderer does not satisfy the required criteria, they may be eliminated from further competition. Tenderers may automatically fail for not submitting appropriately completed and signed forms.

Only those tenderers meeting the stage 1, Due Diligence criteria, shall progress to Stage 2 of the evaluation.

## **10.3 Stage 2 – Award of Contract**

The stage 2 – Award of Contract will be based upon the most advantageous tender (“MAT”) received. The evaluation will be based upon the undernoted award criteria:

### **i. Technical Approach (70%)**

- Project plan showing time scale and deliverables – 20%
- Methodology and Proposed Approach – 20%
- Understanding of this specific project requirements – 40%
- Skills and Experience of the Delivery Team – 20%

### **ii. Commercial Approach (30%)**

- Fixed Cost of the Service

The lowest priced ITT will be awarded full marks i.e. 30%. The more expensive proposals will be ranked and scored in direct proportion to how much more expensive they are than the lowest priced ITT.

### **iii. General Conditions of Contract – PASS/FAIL**

This section **will** be evaluated on a PASS/FAIL basis and any proposed amendments will be reviewed against the following marking scheme to determine transfer of risk:

Marking Scheme	PASS/FAIL
Unacceptable transfer of risk to ORE Catapult and/or demonstrable and material dilution of the obligations of the Contract.	Non-Compliant (FAIL)
Minimal transfer of risk to ORE Catapult and/or demonstrable and material dilution of the obligations of the Contract.	Compliant (PASS)

## **10.4 Technical Approach**

The technical proposal will be evaluated against the following evaluation criteria. A scoring of less than five (5) on any of the technical criteria will result in the response being rejected in its entirety.

Marking Scheme	Evidence	Score	Remarks
<b>No Response</b>	No documentation submitted. No attempt to address the requirement. No supporting files or statements provided.	<b>0 FAIL</b>	<b>Not acceptable</b>
<b>Very Minimal compliance or response provided.</b>	Extremely limited, such as a single sentence or vague statement without detail. No supporting documents or examples. Does not demonstrate understanding or effort to meet requirements.	<b>1 FAIL</b>	<b>Not acceptable</b>
<b>Minimal compliance, major gaps.</b>	Incomplete, irrelevant, or generic. May include unrelated documents or statements that do not address the requirement. Significant gaps in clarity, accuracy or applicability.	<b>2 FAIL</b>	<b>Major concerns</b>
<b>Partial compliance, significant gaps remain.</b>	Shows some effort but lacks credibility or clarity. Missing key details, supporting data or verification. May include ambiguous or unsubstantiated claims.	<b>3 FAIL</b>	<b>Major concerns</b>
<b>Near compliance but still below acceptable standard.</b>	Addresses the requirement partially but fails to meet minimum standards. Some relevant documentation or explanation is present, but critical elements are missing or insufficiently detailed.	<b>4 FAIL</b>	<b>Concerns</b>
<b>Meets minimum requirements.</b>	Clear, relevant, and directly addresses the requirement. Includes basic documentation or explanation that demonstrates compliance without major gaps.	<b>5 PASS</b>	<b>Confidence</b>
<b>Above minimum requirements, minor enhancements.</b>	Goes beyond basic compliance by including additional details or minor improvements. Shows capability and understanding beyond the minimum standard, with some supporting documentation.	<b>6 PASS</b>	<b>Confidence</b>
<b>Good compliance with added value.</b>	Includes strong supporting documentation, such as key details or examples. Demonstrates added value through thoroughness and quality of submission.	<b>7 PASS</b>	<b>High confidence</b>
<b>High compliance with notable strengths.</b>	Comprehensive, well-structured, and demonstrates clear strengths. Includes multiple forms of substantiation. Shows strong alignment with best practices.	<b>8 PASS</b>	<b>Strong confidence</b>
<b>Excellent compliance, exceeds expectations.</b>	Demonstrates innovation, best practices or advanced methods. Includes unique approaches that significantly exceed standard requirements.	<b>9 PASS</b>	<b>Near absolute confidence</b>
<b>Outstanding compliance, Industry-leading response.</b>	Exceptional, fully substantiated and demonstrates leadership	<b>10</b>	<b>Absolute confidence</b>

	in the field. Includes extensive documentation, excellence or innovation recognised by industry standards.	<b>PASS</b>	
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**10.5 Combined Approach**

The technical and commercial scores will be combined (Technical 70% / Commercial 30%) to determine the quotation which provides the most appropriate combination of quality and value for money.

**10.6 Abnormally Low Responses**

Where the overall tendered amount appears to be abnormally low, the supplier will be required to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information considered to be relevant.

Any failure to provide such information, where requested, may exclude the ITT from further consideration. If, having considered the information provided, ORE Catapult is of the view that either the tendered total of the prices is abnormally low or any tendered amounts are abnormally low, the ITT may be rejected in accordance with [The Procurement Act 2023 Regulation 19 \(3\)\(c\)](#) .

**APPENDIX 1      NEC SHORT FORM CONTRACT**

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**APPENDIX 2      TENDERER RESPONSE DOCUMENT**

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**APPENDIX 3      OFFER WORKSHEET**

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- eds-07-4030-grid-and-primary-substation-fencing-arrangements
- NCTR-RYD-01-00-DDR-A-0100-S2-P01-Existing Site Plan
- NCTR-RYD-01-00-DDR-A-0400-S2-P02-Site Location Plan
- NCTR-RYD-01-00-DDR-A-1000-S2-P01-Proposed Site Plan
- NCTR-RYD-01-ZZ-DDR-A-0101-S2-P01-Existing Site Elevations
- NCTR-RYD-01-ZZ-DDR-A-1001-S2-P01-Proposed Site Elevations and Section
- Tender Addendum Summary PQ Area



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Altens Industrial Estate  
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Business Park  
North Quay  
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