

24th June 2020

Dear Sir/Madam,

Invitation to Tender for the MP and TP Connection Types for Future Wind Turbine Generators project for the Carbon Trust's OWA Programme

You are invited to submit a tender for the MP and TP Connection Types for Future WTGs project which is part of the Offshore Wind Accelerator (OWA) programme. The key objective of this project is to determine the feasibility of extending existing monopile and transition piece connection types to future proof structure designs and compare them with the relative advantages and disadvantages of alternative connection types.

Please be aware that dates referred to below may be subject to change where this is necessary in the interests of the project (such changes will be notified in advance).

Should your tender be successful an Award Letter, the Scope of Work, the OWA Conditions of Contract ("**Conditions**"), and any clarifications agreed in writing, will establish the Contract for the MP and TP Connection Types for Future WTGs project (the "**Contract**") between you and the Carbon Trust. The Conditions accompany this ITT for your prior review. Please note that in the interests of transparency and fairness, these Conditions are non-negotiable, although we will provide clarifications to any queries you may have prior to submitting your tender, answers to which will be distributed to all bidders as set out below. Bids which fail to accept the Conditions in their full un-amended form (other than changes explicitly accepted and agreed by the Carbon Trust on the clarifications page) at the time of submission will be considered to be non-compliant and will be excluded from the procurement process.

Please e-mail clarification questions to emily.northridge@carbontrust.com any time before 10th July 2020. Answers to clarification questions will be posted on our website by 17th July 2020. Answers can be found at: <https://www.carbontrust.com/about-us/tenders/>

For information about the OWA programme, please see the Carbon Trust's web site: www.carbontrust.com/offshorewind

Unless informed to the contrary, tenders and communications should be sent by e-mail to the following e-mail address: emily.northridge@carbontrust.com

Please submit your tender by 3rd August 2020 at 16.00 UK time.

The timeline of this procurement process is as follows:

Deadline for clarification questions	10 rd July 2020
Clarification Response Date	17 th July 2020
Submission of full tender	3 rd August 2020 at 16.00 UK time
Bidder interviews	W/C 31 st August 2020
Project kick off meeting	W/C 28 th September 2020

If you have any questions about the timing, please let us know.

We look forward to receiving your tender.

Yours sincerely,

Emily Northridge
For and on behalf of
THE CARBON TRUST

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IMPORTANT INFORMATION FOR BIDDERS

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 published, 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.

Bidders should note that the Scope of Work described in this Invitation to Tender 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.

Bidders should also note that:

- depending on the progress and/or results of the project referred to in this Invitation to Tender and the views of the Carbon Trust and/or the OWA programme as to whether additional analysis or more in-depth work in respect of any or all aspects relating to the project are desirable in order to achieve the objectives referred to in the Invitation to Tender, the Carbon Trust may request such additional analysis or work. Any additional analysis or work agreed between the parties shall form part of Scope of Work and the Services to be provided by the selected Contractor under the Contract;
- 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.

The information contained here, in the Scope of Work 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 make a bid. 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.

Tenders and all supporting documentation must be written in English. This ITT, the Contract, its formation, interpretation and performance will be subject to and in accordance with the law of England and Wales.

The Carbon Trust Offshore Wind Accelerator

Invitation to Tender for the “MP and TP Connection Types for Future WTGs” Project

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1. Introduction to the Offshore Wind Accelerator

- 1.1. The Offshore Wind Accelerator ("**OWA**") is a collaborative R&D programme between The Carbon Trust, SSE Renewables Developments (UK) Limited, Ørsted Wind Power A/S, RWE Renewables International GmbH, ScottishPower Renewables (UK) Limited, Equinor ASA, Vattenfall Vindkraft A/S, EnBW Energie Baden-Württemberg AG, Shell Global Solutions International B.V. and innogy SE. (the latter 9 collectively referred to in this document as "**OWA Partners**") that aims to reduce the cost of offshore wind as well as provide insights regarding industry standard (and best practice) health and safety requirements.
- 1.2. The focus is on improving the economics of offshore wind farms in European waters through developing innovative technologies that can be deployed in planned and operational European projects.
- 1.3. The Offshore Wind Accelerator currently covers five research areas:
 - Offshore Foundations
 - Yield & Performance
 - Logistics & O&M
 - Electrical Systems
 - Cables
- 1.4. Contractors receive technical direction and data from OWA Partners through the Carbon Trust management team and through their respective Technical Working Group ("**TWG**") (see Figure 1).
- 1.5. This project will fall under the Foundations research area.
- 1.6. Please note, the term "Contractor", where used within this document, refers only to successful bidders.

2. Background and Objective of the Work

- 2.1. The OWA Foundations would like to investigate MP and TP connection types for future WTGs.
- 2.2. The feasibility of existing offshore wind (OSW) monopile to transition piece (MP-TP) and foundation to tower connections appear to be challenged by the size of next generation wind turbine generators (WTGs). If the current concepts cannot be adapted an alternative connection type may be required. Additionally, the increased pile weight of future structures may lead to pressure on the industry to move to the use of subsea connections.
- 2.3. The main objective of this work is to determine the feasibility of extending the connection types that are currently used in offshore wind farm foundations to future proof structure designs and compare them with the relative advantages and disadvantages of alternative connection types. The secondary objective is to achieve

the optimum balance between TP/MP weight and length through the consideration of novel connections.

- 2.4. Suggestions of additional work or alternative approaches to deliver the project objectives and scope are welcome.
- 2.5. The Contractor should seek to source all the data and information required independently from the OWA Foundations TWG. The approach planned should be clearly detailed in the proposal for review.
- 2.6. The Contractor is expected to ensure an impartial approach to the investigation and maintain reasonable flexibility to the delivery of the work.

3. Pre-Conditions

- 3.1. Bidders should take the following pre-condition into account when preparing and submitting their tenders. The Carbon Trust may reject any non-compliant tenders without progressing such tenders through the evaluation phase. If the Carbon Trust, in its absolute discretion, considers that the bidder's response to the following pre-condition is not satisfactory, the bidder's tender will be non-compliant.

Description	Information required from Bidders
Conflict of interests	<p>Bidders are required to state that they are 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.</p> <p>If a bidder thinks that they may have any conflict or potential conflict of interest, the bidder should 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.</p> <p>The Carbon Trust reserves the right to require the provision of further information in relation to the bidder's response to this pre-condition.</p>
Conditions of Contract and Scope of Work	<p>The OWA Conditions of Contract and draft Scope of Work for this project are attached. The Contract will be constituted by the Award Letter, the OWA Conditions of Contract and the Scope of Work (including any agreed clarifications to it).</p> <p>Failure to accept these documents in their un-amended form or requesting amendments to them means that a bidder's tender is a non-compliant tender and it would therefore be at the discretion of the Carbon Trust to accept such a tender. Submission of a tender shall constitute unqualified acceptance of the OWA Conditions of Contract.</p> <p>Bidders are required to submit a signed Form of Tender when submitting their tenders. The Form of Tender forms part of this Invitation to Tender. The failure by a bidder to submit a signed Form of Tender when submitting its tender shall mean</p>

	<p>that such tender is a non-compliant tender. Non-compliant tenders may be rejected without further consideration.</p> <p>If any bidder wishes to request an amendment to any term or condition, such amendment must be clearly stated and the exact wording which the bidder is requesting must be set out. No material changes will be considered.</p>
Further Conditions	<p>All documentation and correspondences must be in English with costs given in GBP (£). Staff employment rates must be quoted as hourly rates in GBP (£). All additional expenses must be included under Work Package B: Costs and Expenses.</p> <p>Bidders are requested to input the man hours involved in the project for each work package in table 1, section 6.3. Any additional information (e.g. CVs or References) that Bidders wish to provide must be included in the main bid document (preferably in PDF) as an appendix.</p>

4. Scope of Work

- 4.1. The Contract will be constituted by the Award Letter, the OWA Conditions of Contract and the Scope of Work (including any agreed clarifications to it). This final Scope of Work document will reflect any updates, changes or improvements to the technical scope and Work Packages as suggested by the Contractor in its proposal.
- 4.2. Failure to accept these documents in their un-amended form or requesting amendments to them means that a bidder's tender is a non-compliant tender and it would therefore be at the discretion of the Carbon Trust to accept such a tender. Submission of a tender shall constitute unqualified acceptance of the OWA Conditions of Contract.
- 4.3. If any bidder wishes to request an amendment to any term or condition, such amendment must be clearly stated and the exact wording which the bidder is requesting must be set out. No material changes will be considered.
- 4.4. The following section provides a summary of the key points relating to the technical content of this project and the proposed scope.

Contractor Specification

- 4.5. The Carbon Trust appreciates that due to the breadth of skills and experience required for this project a consortium may be required to successfully meet the objectives of the project. It is envisaged that it will take a small team of mixed seniority ~ 8-12 months to complete. Contractors should use this scope to create a detailed project plan and Gantt chart outlining how they will deliver this project on budget and within the allocated time. This will be agreed by the Technical Working Group & Carbon Trust before work commences. It is expected that simplifying assumptions will be required to complete this work in the given timeframe; all assumptions will need to be clearly stated and approved by the TWG.

Detailed Scope

- 4.6. The following Work Packages are the initial ideas on the key activities that the Contractor is expected to undertake during this contract. Contractors are encouraged to offer a different or expanded approach that fulfils the high-level objectives and deliverables. If a different approach is suggested, the Contractor is expected to explain / justify any intended deviation from the advertised work packages.
- 4.7. It is expected that the Contractor will report on interim deliverables (if applicable) to the Technical Working Group and that the final report will contain documentation of all deliverables.

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Work Packages

- The contractor should seek to source all information for the following WPs independently from the OWA Foundations TWG. Preferably, the information provided in the review should be based on strong in-house knowledge and insight from the contractor, as well as from information sourced from engagement and discussion with innovators and designers of large steel structure connections.
- The contractor should detail in the proposal the intended methods of obtaining the outlined information for each WP (e.g. in-house knowledge or experience, secondary data and literature review, questionnaire, industry workshop, site visits). Existing connections with relevant industry figures and companies should be outlined in the proposal.

Work Package	Description
<p>WP1. Critical review of existing connection types</p> <p>£10k</p>	<p>The contractor will conduct a critical review of all connection concepts and variations, that are currently, and have historically been used in the OSW industry, and the suitability of them to support future WTGs. The review must make relevance to each asset life cycle stage and include, but not be limited to:</p> <ul style="list-style-type: none"> • Technical description (including different designs and dimensions) • Description of current and historical deployment in the OSW, as well as other, industries • Strengths of design and design methodologies in relation to future WTGs • Description of risks and potential failure points • Assessment of impact to each stage of the project life cycle that future WTGs would have on them. I.e. design, fabrication, transport, installation, operation, maintenance, decommissioning. • Description of standards related to connection type <p>The Contractor should put a large focus on identifying and producing a clear and extensive list of the key challenges that using current connection designs to support future WTGs will present to the OSW industry. This list should be clearly prioritised or weighted, to highlight the areas of most concern as this will be used to guide the following work packages.</p> <p>The review should focus on challenges that are pertinent to the offshore wind industry, including but not limited to:</p> <ul style="list-style-type: none"> • Load pattern • Inclination • Serial production • Installation time and potential weather window restrictions

	<ul style="list-style-type: none"> • Large bolt corrosion and fatigue (e.g. due to hydrogen embrittlement) • Piling • Fabrication tolerance • Typical or possible failure mechanisms • Cost <p>Deliverables</p> <ul style="list-style-type: none"> • D01: A report summarising the information collected
<p>WP2. Exploration of extensions and innovations for existing connection types</p> <p>£20k</p>	<p>The contractor will present potential extensions to the connection concepts, identified in WP1, that would help them to overcome the identified barriers associated with supporting future WTGs. Extensions should be considered across all processes and life cycle stages of the foundation including but not specifically limited to design, fabrication, installation, operation and decommissioning.</p> <p>The contractor will present potential innovations that could be applied to the connection concepts, identified in WP1, that would help them to overcome the identified barriers associated with supporting future WTGs. New innovations should be considered across all processes and life cycle stages of the foundation including but not specifically limited to design, fabrication, installation, operation and decommissioning.</p> <p>The impact of the suggested extensions and innovations on each lifecycle stage, as well on factors pertinent to structure stability and life expectancy, should be detailed.</p> <p>The contractor should also include a technical analysis of the standards relating to current connections and provide insights into the constraints, opportunities and improvements that could be made in account of their suggested design extensions and innovations for future WTGs.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • D02: A report summarising the information collected
<p>WP3. Critical review of alternative connection types</p> <p>£20k</p>	<p>The contractor will conduct a review of alternative/novel connection types that could be used to support future WTGs. The review should include but not be limited to a:</p> <ul style="list-style-type: none"> • Technical description and evaluation of the concept • Explanation of technology readiness level including progression activities and plans for deployment in OSW or other industries

	<ul style="list-style-type: none"> • Description of potential risks and challenges it presents to OSW projects (general and in regard to supporting future WTGs) • Description of opportunities and benefits it presents to OSW projects (general and in regard to supporting future WTGs) • Overview of impact to wind farm project lifecycle <p>The contractor should highlight in their proposal a list of potential connection types that they could include in this review as well as their intended methods of obtaining the outlined information (e.g. consortium partnership, secondary data review, questionnaire, industry interviews, site visits).</p> <p>Deliverables</p> <ul style="list-style-type: none"> • D03: A report and presentation summarising the identified novel connection types and variations
<p>Decision point 1: The OWA Foundations TWG will select the alternative/novel connection types, if any, that should form the focus of WP4.</p>	
<p>WP4: Deep dive into a selection of alternative connection types</p> <p>£25k</p>	<p>The contractor will conduct detailed analysis into the novel connection types that were selected at the end of WP3. The analysis of each connection type should be conducted with particular regard to their suitability to support future WTGs. An assessment of each connection type's impact on every stage of wind farm project life cycle should also be included.</p> <p>The analysis should focus on challenges and risks that are pertinent to the offshore wind industry, including but not limited to:</p> <ul style="list-style-type: none"> • Load pattern • Inclination • Serial production • Installation time and potential weather window restrictions • Large bolt corrosion and fatigue e.g. hydrogen embrittlement • Piling • Limitations of using larger bolts than are currently available for these type of connections • Fabrication tolerance • Cost • Probability of failure <p>The contractor should clearly detail how they plan to structure the assessments of these connection types in their proposals, including any quantitative and qualitative conclusions they aim to include.</p> <p>Deliverables</p>

	<ul style="list-style-type: none"> • D04: A report summarising the information and data gathered/generated
<p>WP5. Comparison Matrix and summary of recommendations</p> <p>£10k</p>	<p>The final work package should summarise the findings of the project by comparing all of the connections explored in previous work packages. This could be in the form of a matrix that summarises the key benefits and challenges that the connection type offers to the support of future WTGs. A focus of this WP should be on the risks of each connection type included.</p> <p>This summary should reference the strengths, challenges and risks associated with each connection type at all lifecycle stages and relate to the issues that are pertinent to the offshore wind industry.</p> <p>This work package should be used to identify clear recommendations for OWA partners as well as for further work that could be done in this area.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • D05: A report summarising the information collected
<p>WPA. Project management</p> <p>£13k</p>	<p>The Contractor should stipulate how they will manage the project efficiently and effectively. This should include specific costs for project management time, to include update calls or presentations with the Carbon Trust Project Manager and/or Technical Working Group as required.</p> <p>This should also include production of a one page executive summary for the whole project, for internal dissemination. Carbon Trust will provide the template for this. The budget should also accommodate production of a final presentation and time dedicated to presenting this in the form of a webinar to invitees from the developers of the OWA.</p> <p>Finally, if appropriate, resource should also be allocated to provide inputs into the 'OWA Cost Model'. The Contractor is not expected to produce a cost model of its own, but rather provide guidance on the effect of the research on inputs to the 'OWA Cost Model'.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • D06: Monthly flash reports • D07: Project executive summary • D08: Delivery of webinar • D09: Inputs to OWA Cost Model
<p>WPB. Expenses</p> <p>£2k</p>	<p>The Contractor should detail the capped amount of expenses it expects to incur throughout the project. Expenses will be paid as incurred and any unused balance will not be paid.</p>

5. Intellectual Property and Knowledge

- 5.1. All rights in and relating to pre-existing intellectual property and knowhow contributed by the Contractor, third parties or OWA Partners shall remain the exclusive property of the contributing party.
- 5.2. In the event that bidders plan to use or rely on pre-existing intellectual property knowhow for the project, the Carbon Trust's expectation is that a premium will not be charged for leveraging this IP or knowhow.
- 5.3. Results of this project will be owned by the Carbon Trust for the benefit of the OWA Partners and OWA programme.
- 5.4. Full details of the intellectual property requirements and conditions can be found in the attached draft Contractor's 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 (WPs), the expected total budget is between £90k and £100k. The Contract Price submitted with the tender must be derived from the cost breakdown table requested in Table 1, and must include the costs for optional work packages as well as all expenses. Suggestions (within budget) are welcomed. If the Contract Price exceeds the budget (including where the bid includes alternative suggestions), to avoid receiving a lower score for this criterion, please provide a clear and justified reason why the Contract Price exceeds the expected budget.
- 6.2. For the avoidance of doubt, 'suggestions' referred to in preceding paragraph means 'additional areas of work or alternative or substitute activities to those described in Annex A, that would further support the objective of the work' (see description of criterion 1).
- 6.3. The Contractor is required to fill in the following staff rate and project cost breakdown table as part of their tender. The project is expected to take approximately 8-12 months.

Table 1: Staff rates and project cost breakdown

Staff member	Time spent per work package (WP) in hours						Total time in hours	Staff rate (£)	Staff cost to project (£)
	WP 1	WP2	WP3	WP4	WP5	WPA: Project mgmt			
Project Sponsor	hr	hr	hr	hr	hr	hr	hr	£	£
Lead Consultant	hr	hr	hr	hr	hr	hr	hr	£	£
Analyst	hr	hr	hr	hr	hr	hr	hr	£	£
Etc.	hr	hr	hr	hr	hr	hr	hr	£	£
Total Time In hours	hr	hr	hr	hr	hr	hr		WPB: Expenses	£
Total cost of each WP	£	£	£	£	£	£		Total Cost	£

As detailed in section 4, the work packages are as follows:

- WP1: Critical review of existing connection types
- WP2: Exploration of extensions and innovations for existing connection types
- WP3: Critical review of alternative connection types
- WP4: Deep dive into a selection of alternative connection types
- WP5: Comparison Matrix and summary of recommendations
- WPA: Project management
- WPB: Expenses

6.4. All rates quoted in Table 1 must be in GBP (£) and represent the **Hourly Rate** for employment of staff members.

6.5. Bidders should be aware that the Carbon Trust and TWG usually require 2-3 weeks for the review and feedback procedure after delivery of each WP with at least one round of review comments to be accommodated. This should be taken into account when the table is completed.

7. Tender Evaluation Criteria

Bidders should take the following evaluation criteria into account when preparing and submitting their tenders. Tender documents should be no more than 20 pages excluding CVs.

Criterion 1: Approach to Work (Weighting: 30%)

Bidders are required to provide the evidence of the approach to work within the main body of the tender (not in a separate document).

<i>Description</i>	<i>Information required from bidders</i>
Proposed Approach	<p>Bidders are required to provide a detailed description on how they plan to develop each work package described in Section 4.</p> <p>The description should include an initial overview on the approach followed by a description on how each Work Package and task will be delivered.</p> <p>Also, bidders need to justify how their proposed approach meets the project objectives.</p>
Suggestions	<p>Suggestions of additional areas of work to those described in Section 4 of the ITT that the bidder proposes looking at as part of this study in order to achieve the required objectives, maintain an industry focus and provide valuable insights into the potential for reducing costs and risks for Round 3 offshore wind projects.</p> <p>Bidders are required to differentiate which are their additional areas of work from the proposed approach. Besides, bidders should specify if the proposed additions affect to the total price and quote them separately.</p>
Project management	<p>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 OWA TWG, to get information and manage potentially conflicting</p>

	relationships. It is not expected that the Contractor will have to run any workshops with stakeholders.
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Criterion 2: Experience (Weighting: 30%)

Bidders are required to provide the experience evidence as an appendix, at the end of the bid document (not in a separate document)

<i>Description (Projects of a similar nature)</i>	<i>Information required from Bidders</i>
Experience and knowledge of the different connection types used within the offshore wind industry.	<p>Bidders should elaborate on experience of the criteria described. Explain how these past experiences are relevant for this tender.</p> <p>In addition, the bidder 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 refer to submitted examples of previous work for other clients)</p>
Experience in designing or engineering connections for large steel structures.	<p>Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed.</p> <p>All experience / case studies should be attached as an appendix to the proposal, but a summary of each case should be listed in the proposal main text.</p>

Criterion 3: Staff Skills (Weighting: 20%)

Bidders are required to provide the staff skills evidence as an appendix, at the end of the bid document (not in a separate document)

<i>Description</i>	<i>Information required from bidders</i>
CVs/Resumes	Detailed CVs/Resumes for any staff who will be involved with this Contract together with proposed project structure, intended position of staff 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 selected staff that will be applicable 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 work described in Section 4.

Expert engagement	A close working relationship with key stakeholders such as connection innovators, offshore foundation fabricators, offshore wind farm developers, engineers and designers as well as the OWA Technical Working Group are seen relevant to the success of this project. Please supply ideas of how these groups can be engaged and leveraged.
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Criteria 4: Price (Weighting: 20%)

In the event that tenderers plan to use or rely on pre-existing intellectual property or knowhow for the project (e.g. existing O&M modelling tools), the Carbon Trust's expectation is that a premium will not be charged for leveraging this intellectual property or knowhow.

Description	Information required from bidders
Day rates and man-h for all staff grades	Bidders are required to provide day rates for all staff grades and to input the man-hours involved in each work package described in Section 4.
Fixed price for the project	<p>Project cost breakdown by work package, time and rate of person completing the work as specified in Section 6.3.</p> <p>Bidders are required to specify expected expenses apart from the estimated budget for each work package.</p> <p>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.</p> <p>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</p>