
Instructions for using the Smart Meter Communication Licence tender platform

The purpose of this document is to provide guidance on:

- Creating a new account/registering your interest via the Portal;
- using the tendering platform, including an overview of the folders; and
- submitting the Qualification Questionnaire, including file formatting and naming conventions.

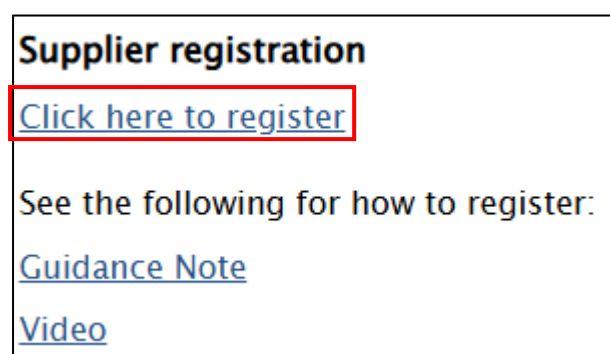
Applicants are advised to read this document before taking further action in the preparation and completion of their Qualification Questionnaire.

The Portal

Registering

This tender exercise is being run using electronic tendering software (referred to in this note as 'the Portal') provided by Jaggaer. This can be accessed on the URL:

<https://ofgem.bravosolution.co.uk/>. In order to participate in this process, it is first necessary for you to create a user account and register your interest on the Portal. You can do this by following the below instructions.



Supplier registration

[Click here to register](#)

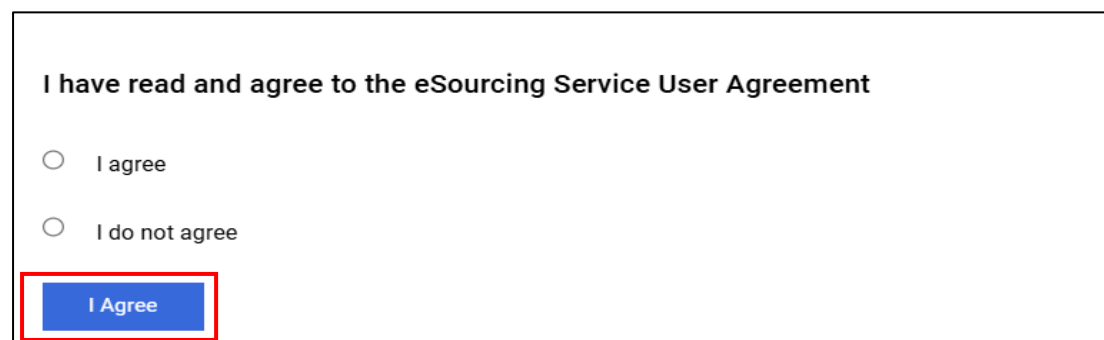
See the following for how to register:

[Guidance Note](#)

[Video](#)

Applicants should sign up by using the 'Click here to register' link under 'Supplier Registration'.

You are required to agree to the Portal user Agreement by clicking on "I Agree".



I have read and agree to the eSourcing Service User Agreement

☐ I agree

☐ I do not agree

I Agree

Instructions for using the Smart Meter Communication Licence tender platform

The screenshot shows a web interface for 'Registration Data'. On the left is a sidebar with 'Index' containing 'Main Organisation Data' (expanded) and 'Registration Data' (selected). The main area is titled 'Organisation Details' and contains two columns of form fields. The 'Save' button in the top right corner is highlighted with a red box.

Field Label	Field Type
* Organisation Name	Text input
* Address line 1	Text input
* City	Text input
* State/Country	Dropdown menu
* Postal Code	Text input
* Country	Dropdown menu (showing 'UNITED KINGDOM OF GREAT BRITAIN AND NORTH...')
* Main Organisation Phone Number	Text input
Organisation Fax Number	Text input
* Organisation Email Address	Text input
Web site	Text input
* Organisation Legal Structure	Dropdown menu
* Company Registration Number (if not registered enter N/A)	Text input
* VAT Number (if not registered enter N/A)	Text input

Enter your organisation and user details into the Registration Data form, as above and click "Save".

An automatic email will then be sent to you confirming your username and temporary password. When logging in for the first time the system will prompt you to change this to something more memorable.

Accessing the SMCL tender

The Qualification stage is open to participation by any registered applicant on the Tendering portal. After logging into the portal click on 'Pre-Qualification¹ Documents (PQs) open to all applicants' (left side of screen)

User Profile

- [Manage Your Profile](#)
- [Modify Password](#)
- [Manage Users](#)

My procurement Projects

- [Projects](#)
- [Pre Qualification Documents \(PQ's\) open to all applicants](#)
- [My Pre Qualification Documents \(PQ's\)](#)
- [My Qualifications to Tender \(QTTs\)](#)
- [My Invitations to Tender \(ITTs\)](#)

Offshore transmission useful links

- [Final Statement on the competitive tender process](#)

The Ofgem Tendering Portal

The Ofgem Tendering Portal provides e-tendering facilities for the offshore electricity transmission competitive tender process and the Offtaker of Last Resort auction process.

Offshore electricity transmission tender process

The tender process consists of the stages: Enhanced Pre-Qualification (EPQ) and Invitation to Tender (ITT) (although in some cases the EPQ stage may be replaced by a Pre Qualification (PQ) stage and a Qualification to Tender (QTT) stage). The objective of each tender process will be to identify a preferred bidder who, subject to meeting outstanding requirements, will be appointed the successful bidder. Following a standstill period, the successful bidder will be granted an OFTO licence.

Click on the link for the 'Smart Meter Communication Licence (SMCL)'.

	PQ/QTT CODE	PQ/QTT TITLE	PROJECT CODE
1	pqq_63	Smart Meter Communication Licence (SMCL)	project_54

Click 'Express Interest'. Click 'Ok' on the next two message boxes that appear. This will move the tender into the 'My Pre Qualification Documents' area on the home page.

- [Projects](#)
- [Pre Qualification Documents \(PQ's\) open to all applicants](#)
- [My Pre Qualification Documents \(PQ's\)](#)
- [My Qualifications to Tender \(QTTs\)](#)
- [My Invitations to Tender \(ITTs\)](#)

Further help

Guidance on using the Portal can be found by using the inbuilt system 'help' function.

For more specific queries, please contact:

¹ Note that the terminology of these stages has been set by OFTO. As a result 'pre-qualification' is the same as the SMCL Qualification Stage

- Jaggaer Helpdesk (open 8am to 6pm) on telephone number (+44)(0)800 069 8630 or via their online support function (select 'Submit a Supplier Support Request') at <https://www.jaggaer.com/supplier-support>
- Kirstan McCartney or Fraser Murray at Ofgem for specific questions relating to the Smart Meter Communication Licence tender process by email at DCCRegulation@ofgem.gov.uk

Completing the Questionnaire

The full submission process is broken up into 8 parts, as shown below.

1.3 QUALIFICATION QUESTIONNAIRE - QUESTION SECTION		
	NOTE	NOTE DETAILS
1.3.1	Contents	The Qualification Questionnaire is arranged into 6 parts, with 2 additional document requirements. These are as follows:
1.3.2	Part 1	Identification Information
1.3.3	Part 2A	Grounds for mandatory exclusion
1.3.4	Part 2B	Grounds for discretionary exclusion
1.3.5	Part 3	Conflicts and independence
1.3.6	Part 4	Acceptance of Licence fundamentals
1.3.7	Part 5	Financial standing
1.3.8	Part 6	Capabilities to deliver the Licence
1.3.9	Part 7	Conflicts of interest declaration form
1.3.10	Part 8	Signed confidentiality agreement

Before attempting to complete the Qualification Questionnaire, please ensure that you have fully reviewed the entire contents of the documents available in the 'Attachments' area of the tender platform. This area of the tender platform is structured as below:

1	1. Instructions (0)	
2	2. Qualification Questionnaire	(0)
3	3. Templates (0)	
4	4. Guidance Documents (0)	
5	5. Clarification Question documents	(0)

Please ensure that you use the Qualification Questionnaire template provided when responding to all questions, ensuring that your response to each section is within the stipulated page limits.

All completed Qualification Questionnaire templates and supporting documentation must be uploaded to the Portal, email or other submission methods will not be accepted.

The Qualification Questionnaire template is provided in MS Word format. Applicants are instructed to upload all completed Qualification Questionnaire templates in PDF format. Completed templates must not be returned locked or password protected.

If an Applicant would like to ask Ofgem a clarification question concerning any aspect of this tender exercise, this must be done using the 'Clarifications Template' supplied (in folder 3 of the Portal) and submitted via the messaging area in the Portal. If you require any assistance in using the messaging area, please contact the Jaggaer Helpdesk. Clarification responses made available to all Applicants will be uploaded to folder 5 of the Portal, with a new version being uploaded each Tuesday and Friday, where required.

File content formatting

When preparing your submission response, please ensure that you observe the following:

- a) Only use the Qualification Questionnaire templates that we have provided, which must not be amended.
- b) Where relevant, additional supporting documents should be returned only in Word, Excel and/or PDF formats and no documents should be locked or set with passwords.
- c) Do not embed documents within other documents.

File naming

When naming files for return as part of your bid submission, please consider the below points.

- a) All supporting files should be named with the Qualification Questionnaire section number to which the supporting document relates and the name of the Applicant or Applicant Group submitting the bid.
- b) To limit the number of characters utilised in a file name, use acronyms where applicable. For example, where an Applicant's name is 'Applicant Group Organisation Limited', please use 'AGOL' in your file names.
- c) If returning a zip file, please ensure that the file contained within the zip file follows this same file naming convention.







Other points to consider regarding file name nomenclature are as follows:

- File names cannot contain the characters \ / : * ? " < > |
- Keep file names short (and certainly no more than 128 characters long) and ensure that names are meaningful.
- Do not use the 'full stop' character at either the beginning or the end of a file name.

File Uploading

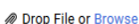

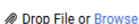

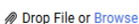

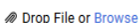

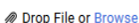

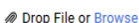

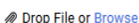





Please ensure that you upload each part of your Qualification Questionnaire submission (completed Questionnaire template, Qualification certificate(s) and supporting information) to the appropriate upload areas in the Portal, as shown below:

Section 1.4 of the tender portal contains an upload area for you to upload the various required documents and supporting information, as shown below. Please note that Section 1.4.4, 1.4.5 and 1.4.6 are mandatory upload areas while sections 1.4.9 to 1.4.17 for supporting information are optional upload areas should, should supporting evidence be required.

1.4.4	Completed Qualification Questionnaire template	* Upload your completed Qualification Questionnaire template here.	 Drop File or Browse 
1.4.5	Confidentiality Deed	* Upload your completed and signed Confidentiality Deed	 Drop File or Browse 
1.4.6	Conflict of Interest declaration	Upload your completed and signed Conflict of Interest declaration	 Drop File or Browse 

All supporting documentation should be uploaded to the supporting documentation folder for the section to which it relates. Where an Applicant provides documentation in support of any response to this Qualification Questionnaire, there should be clear reference made to this documentation in the text of the Applicant's response.

Instructions for using the Smart Meter Communication Licence tender platform

1.4.9	Part 1, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.10	Part 2A, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.11	Part 2B, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.12	Part 3, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.13	Part 4, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.14	Part 5, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.15	Part 6, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.16	Part 7, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 
1.4.17	Part 8, supporting information	Provide any documentation relevant in support of your response to this section of the Qualification Questionnaire	 Drop File or Browse 

Where multiple documents are being provided in support of a response to a particular section, Applicants are required to collate these into one document per section.

Applicants must then confirm that they have uploaded each mandatory document, and it is requested that should supporting documentation also have been included that the checkbox for this is also checked.

	QUESTION	DESCRIPTION	RESPONSE
1.5.3	Qualification Questionnaire	* Have you completed your Qualification Questionnaire	<input type="checkbox"/> Attached?
1.5.4	Confidentiality Deed	* Have you uploaded your Confidentiality Deed	<input type="checkbox"/> Attached?
1.5.5	Conflict of Interest Declaration	* Have you uploaded your Conflict of Interest Declaration	<input type="checkbox"/> Attached?
1.5.6	Supporting Documentation (Optional)	Where applicable, have you uploaded any Supporting Documentation?	<input type="checkbox"/> Attached?

Please note that only one file can be uploaded per attachment question in the Portal. Where it is necessary for you to upload multiple files in response to a particular section of the questionnaire, please upload this to the Portal as a Zip file.

Note that there is a maximum file size limit of 50MB when uploading a single file (including Zip files) – any files larger than this must be resized or split prior to attempting upload.