



## CFD Round 2 Sealed Bids Guidance

August 2017



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# Main Menu

This interactive menu sets out all of the key activities involved in the Sealed Bids Window including how to save, submit and withdraw bids. You can also learn how to remove your entire CFD Application from the process.

**Select the icons below to navigate to relevant sections of the document:**

**1. Creating Sealed Bids**

**2. Validation Rules for Sealed Bids**

**3. Withdrawing your Application**

**Sealed Bid Video Guidance**



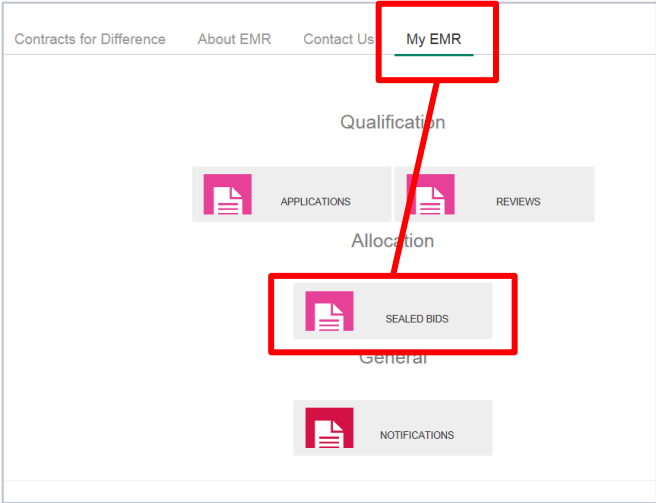
**Auction Scenarios Video Guidance**



# 1. Creating Sealed Bids (1 of 4)

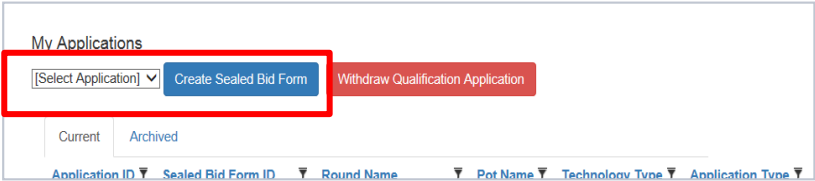
## 1) Accessing the Sealed Bids form

- Log in to the **EMR Delivery Body Portal** and navigate to **My EMR**.
- Select the **Sealed Bids** icon.



## 2) Creating a Sealed Bids form

- Select your **CFD Application** from the drop down
- Click on **Create Sealed Bid Form**



# 1. Creating Sealed Bids (2 of 4)

## 3) Editing the Sealed Bid form

- Select your newly created Sealed Bid form. You can **View** or **Edit** the form here.
- Click on **Edit**.

Created By		Created On	Status	Last Modified By	Last Modified On			
epmainadmin		07/08/2017 11:03:31	Withdrawn	cfdepmainadmin	07/08/2017 12:15:10	View	Edit	Withdraw SB
epmainadmin		07/08/2017 12:15:25	Withdrawn	cfdepmainadmin	07/08/2017 13:09:08	View	Edit	Withdraw SB
epmainadmin		07/08/2017 13:35:18	Saved			View	Edit	Withdraw SB

## 4) Adding a Sealed Bid

- Scroll down to Flexible Bids
- Click on Add Sealed Bid

Flexible Bids

Created on 07/08/2017 13:35:18 by cfdepmainadmin

Action	Sealed Bid ID	TCW - Start Date	TCW - End Date	TCD	Delivery Year	Administrative Strike Price (£/MW)	Lowest Strike Price Bid for Delivery Year	Lowest Strike Price for Delivery Year (£/MW)	Strike Price Bid (£/MW)	Initial Installed Capacity Estimate (MW)
		Single Phase	Single Phase	Single Phase	Single Phase					Single Phase

No Sealed Bids

Add Sealed Bid

# 1. Creating Sealed Bids (3 of 4)

## 5) Editing an individual Sealed Bid

- Edit the **Strike Price**, **Capacity**, **TCW Start Date** and **TCD** as required by changing values in the boxes;
- Click on **Save**

CFD-2017-07-3492-SB07

117 13:35:18 by cfd.epma

**Add New Sealed Bid**

Strike Price Bid (£/MW) 67.00

Capacity (MW) 5.50

TCW Start Date 01/04/2021

TCD 23/04/2021

Save Cancel

lowest Strike Price for Delivery Year (£/MW)

Strike Price Bid (£/MW)

button is inactive it means you are not required to submit Sealed Bids to the Delivery Body at this time.

## 6) Submit the Sealed Bid form

- Click on **Submit** once you have created all of your Sealed Bids

Submit Withdraw SB Print

Pot Name	Technology Type	Application Type	Name of CfD Unit	TCW - Start Date
Pot 7	Tidal Stream	General	Tidal Unit1	01/04/2021

# 1. Creating Sealed Bids (4 of 4)

## 7) Clearing Validation Errors

- Validation errors occur when Sealed Bid requirements have not been met.
- To clear Validation errors click on the **pen icon** to edit the Sealed Bid parameters. Repeat this process for all bids containing errors and re-submit.

Validation Errors

1

Sealed Bid CFD-2021-CFD\_Sealed\_Bids\_Demo-CFD-2017-07-3492-SB09-01 has a strike price that breaches the DECC limit 0 for that technology type and delivery year based on the capacity for the bid.

2

Sealed Bid CFD-2021-CFD\_Sealed\_Bids\_Demo-CFD-2017-07-3492-SB09-01 has a total capacity of 340.00, which is greater than the total application capacity of 54.50.

CFD-2021-CFD\_Sealed\_Bids\_Demo-CFD-2017-07-3492-SB09-01 has the TCD outside the TCW

CFD-2021-CFD\_Sealed\_Bids\_Demo-CFD-2017-07-3492-SB09-01 has a TCD 08/03/2021 earlier than the TCD 01/04/2021 for the application

## 8) Withdrawing a Sealed Bids form

- Click on **Withdraw SB** to remove your bids from the process. Note – you will have to create a new Sealed Bids form once you have withdrawn.
- To complete the process, click on **Withdraw SB** from the sealed bids form. Then click **Back to My Applications** to return to the previous screen.

07/08/2017 15:12:47

Submitted

cfid.epmainadmin

07/08/2017 15:14:26

View

Edit

Withdraw SB

3492-SB08

Status: Submitted

Submit

Withdraw SB

Print

## 2. Validation Rules – Strike Price

- Applicants must submit the strike price, denominated in pounds sterling;
- No bids can be submitted above the relevant Administrative Strike Price;
- The sealed bid with the lowest strike price in a Delivery Year must be expressed to the nearest pence e.g. £100.01;
- The sealed bid with the highest strike price in a Delivery Year can be expressed to the nearest tenth of a pence e.g. £100.011

Delivery Year	Administrative Strike Price (£/MW)	Lowest Strike Price Bid for Delivery Year	Lowest Strike Price for Delivery Year (£/MW)	Strike Price Bid (£/MW)	Initial Installed Capacity Estimate (MW)
Single Phase					Single Phase
2021/22	115.00	Yes	25.12	25.12	60.50
2021/22	115.00	No	25.12	75.123	40.25



## 2. Validation Rules – TCD/TCW

- Applicants must submit the Target Commissioning Date (TCD) and Target Commissioning Window (TCW) start date relative to each specific bid;
- The TCD for each bid must fall within the TCW for each sealed bid;
- The TCD must be the same or later than the original Application;
- Applicants cannot submit more than 2 sealed bids per Delivery Year;

Sealed Bid ID	TCW - Start Date	TCW - End Date	TCD	Delivery Year
	Single Phase	Single Phase	Single Phase	Single Phase
CFD-2021-Sealed Bids-CFD-2017-17-4414-SB01-01	15/06/2021	14/06/2022	22/07/2021	2021/22
CFD-2021-Sealed Bids-CFD-2017-17-4414-SB01-02	15/06/2021	14/06/2022	08/12/2021	2021/22
CFD-2021-Sealed Bids-CFD-2017-17-4414-SB01-03	13/04/2022	12/04/2023	15/05/2022	2022/23
CFD-2021-Sealed Bids-CFD-2017-17-4414-SB01-04	15/06/2022	14/06/2023	22/11/2022	2022/23

## 2. Validation Rules – Capacity

- Sealed bids can only have the same Capacity or less than the original Application;
- Where the technology type of any given CFD Unit that requires a minimum MW figure to be input, sealed bids cannot be submitted below this minimum threshold i.e. -
  - Anaerobic Digestion must have capacity >5.00MW
  - Where ‘altered’ has been selected capacity must be >=5.00MW
  - For Offshore Wind, capacity of Phases 2 and/or 3 must be >=5.00MW

Delivery Year	Administrative Strike Price (£/MW)	Lowest Strike Price Bid for Delivery Year	Lowest Strike Price for Delivery Year (£/MW)	Strike Price Bid (£/MW)	Initial Installed Capacity Estimate (MW)
Single Phase					Single Phase
2021/22	115.00	Yes	25.12	25.12	60.50
2021/22	115.00	No	25.12	75.123	40.25



**Capacity** – where referenced, Initial Installed Capacity and Provisional Capacity Estimate are to be considered as one and the same.

## 2. Validation Rules - General

- Applicants may withdraw their entire CFD Unit Application(s) during the sealed bids submission window;
- Applicants may withdraw and re-submit bids during the sealed bids submission window;
- No bids will be accepted by the Delivery Body after the sealed bid submission window has closed;
- Applicants who do not submit a sealed bid will be assigned a default bid equal to the Administrative Strike Price, the Target Commissioning Date (TCD) and the Capacity of their original Application;
- Bids must have a different combination of strike price, Capacity, and TCD;
- For each Application an Applicant may submit only one sealed bid for the same TCD and the same Capacity as set out in the original Application.

### 3. Withdrawing from the CFD Process

Qualifying Applicants have the opportunity to withdraw their Application entirely from the CFD process in the Sealed Bids window without incurring the [Non-Delivery Disincentive](#).

#### WARNING

If you withdraw entirely from the CFD process at this stage your Application cannot be recovered.

#### 1) Select Application to Withdraw

- Select Application and click on Withdraw Qualification Application.

#### 2) Confirm Application to Withdraw

- Read the disclaimer and click on **Withdraw**;
- Click on **Yes** to confirm Withdrawal.
- WARNING** - Selecting Yes shall Withdraw the Qualifying Application from the CFD Process including Auction, this final stage is irreversible.