

# Sealed Bids Submission Guide

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*Guidance for participants in Round 1*

*CfD Allocation to submit Sealed Bids*



Contracts for Difference  
*Sealed Bids Submission Guide*

28<sup>th</sup> January 2015

***This Guide must be read in conjunction with the Contracts for Difference (Allocation) Regulations 2014 (“the Allocation Regulations”), the Contracts for Difference (Definition of Eligible Generator) Regulations 2014 (the “Eligibility Regulations”) and the Contracts for Difference Allocation Framework (the “Allocation Framework”): failure to do so may result in failure to be awarded a Contract for Difference in the CFD Allocation process.***

***This Guide is for information only and in the event of any conflict or inconsistency between the Allocation Regulations, the Eligibility Regulations and the Allocation Framework in force, the Allocation Regulations, Eligibility Regulations and/or Allocation Framework take precedence over this Guide.***

***This Guide does not constitute legal or investment advice and applicants are urged to obtain their own independent advice.***

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## 1 Introduction

National Grid is the Delivery Body for Electricity Market Reform (EMR). Part of this role includes the qualification of applicants and the allocation of Contracts for Difference (CFD) in accordance with the CFD legislative framework and a number of Department of Energy and Climate Change (DECC) documents that are specific to each Allocation Round. Figure 1 below outlines the various steps in the process to qualify participants and allocate CFD contracts.

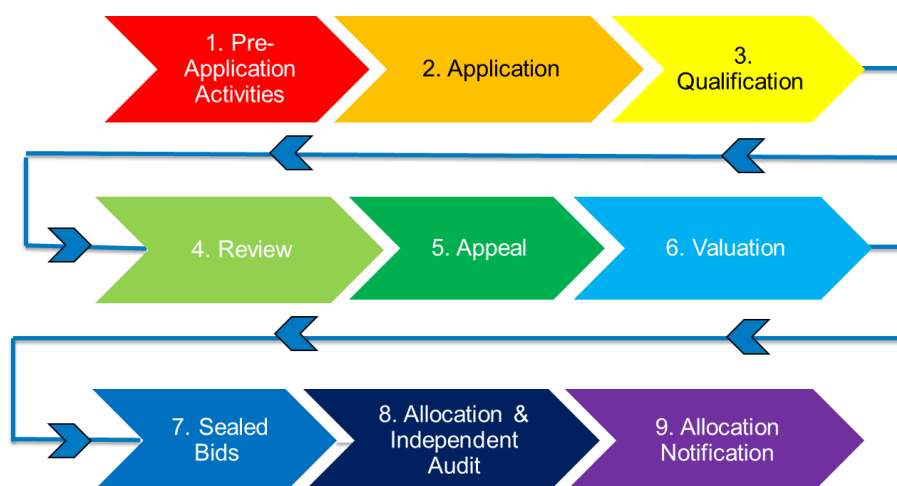


Figure 1 – Process flow for CFD activities

Once the qualification process is complete, the Delivery Body will proceed with CFD valuation and allocation.

During application valuation, the Delivery Body will compare the aggregate value of all qualifying applications for each delivery year with the applicable budgets for each pot and the minimum limit set for wave and tidal, to determine if there is a requirement for a competitive allocation process (auction).

Valuation of each application is carried out using the valuation formula set out in Schedule 2 of the CFD Allocation Framework.

If the pot budget is not exceeded each qualifying application will be offered a CFD at the Administrative Strike Price for its technology (unconstrained allocation). If the budget is exceeded, then the Delivery Body will run an auction (constrained allocation) to ration the available budget between the most competitive qualifying applicants.

Detailed rules on the auction process are set out in the Allocation Framework.

## 1.1 Who can submit sealed bids

Where an auction is necessary, the Delivery Body, in accordance with the Allocation Framework rule 10.1(ii) a (II), will issue a Notice of Auction to all Qualifying and Pending<sup>1</sup> applicants of a constrained pot, inviting them to submit their sealed bids.

## 1.2 When can sealed bids be submitted

Sealed bids must be submitted during the sealed bid submission window which will be set out in the Auction Notice. The Delivery Body will not accept any sealed bids submitted after the submission closing date.

## 1.3 Consequences of not submitting a sealed bid

Where no sealed bid is submitted by an applicant during the submission window, the Delivery Body will assign the applicant a default bid with the same administrative strike price, target commissioning date and generating capacity of the original application.

## 1.4 Document Objectives

This document is intended to provide guidance to participants who will be required to submit sealed bids to the Delivery Body (step 7 in Figure 1) during a competitive allocation process.

This guide is organised as follow:

- Section 1: Introduction;
- Section 2: Sealed bids rules and examples;
- Section 3: Sealed bids form;
- Section 4: How to withdraw a sealed bids form;
- Section 5: Next steps;
- Section 6: Contact us.

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<sup>1</sup> An application becomes pending if the application is in appeal when the allocation process for the allocation round commences.



## 2 Sealed bids rules and examples

This section sets out the rules that applicants must follow when creating their sealed bids. Detailed rules on sealed bid submission are set out in the Allocation Framework rule 11 and 12.

#	Rule	Reference
1	Applicants may submit up to 10 sealed bids (flexible bids) per application;	AF Rule 11.5
2	All sealed bids must have a strike price (£/MWh), denominated in pounds sterling, in 2012 prices;	AF Rule 11.1(iii)(a) 11.7(i)
3	Each sealed bid must have a strike price not greater than the Administrative Strike Price relevant for that technology and Delivery Year;	AF Rule 11.1(iii)(a)
4	Each sealed bid must contain the applicant's target commissioning date (TCD) and start date of the target commissioning window (TCW);	AF Rule 11.1(iii)(b)
5	Each sealed bid must contain the capacity of the applicant's CFD unit;	AF Rule 11.1(iii)(c)
6	The Delivery Year of each bid must not be earlier than the first Delivery Year of the original application;	AF Rule 11.6(iii)
7	All sealed bids submitted by an applicant must have a capacity that is no greater than the capacity specified in the original application;	AF Rule 11.6(iv)
8	All sealed bids of an application must be made at different strike prices;	AF Rule 11.6(i)
9	The lowest strike price bid in each delivery year must be expressed to be to the nearest whole pence (e.g. £100.01);	AF Rule 11.4
10	All sealed bids prices except for the lowest one in each delivery year must be expressed to the nearest 0.1 pence (i.e. £100.011);	AF Rule 11.6(ii)
11	There cannot be more than three sealed bids for the same Delivery Year;	AF Rule 11.5
12	Only one sealed bid can have the same first Delivery Year and same capacity of the original application;	AF Rule 11.2
13	The TCD for each bid must fall within the target commissioning window (TCW) for that sealed bid;	AF Schedule 4
14	Where the technology type of a CFD Unit is AD (with or without CHP), Hydro, Onshore Wind or Solar PV the capacity of each sealed bid for that CFD unit must be greater than 5MW;	AF Rule 5.1(ii)
15	Where the technology type of a CFD Unit is Hydro the capacity of each sealed bid for that CFD unit must not be greater than 50MW;	AF Appendix 1
16	For phased projects: a sealed bid must include a single Strike Price to apply to all phases;	AF 12.1(i)
17	For phased projects: for each sealed bid the total capacity of all phases will have a capacity no greater than 1500 MW;	AF Rule 5.1(i)(a)
18	For phased projects: for each sealed bid the first phase must represent at least 25% of the total capacity of the CFD Unit after all phases are completed;	AF Rule 5.1(i)(b)
19	For phased projects: for each sealed bid the first phase is targeted to complete by a date no later than 31st March 2019;	AF Rule 5.1(i)(c)
20	For phased projects: for each sealed bid the target commissioning date of the last phase is no later than 2 years after the date referred in the point above.	AF Rule 5.1(i)(d)

The sealed bids form has been design to comply with the rules listed above. However, it is applicants' responsibility to know and apply all sealed bids rules specified in the Allocation Framework.

Allocation Framework Rule 11.1 (iii) (a)

For each sealed bid, applicants must submit a strike price bid capped at the Administrative Strike Price (ASP) of the bid under consideration.

For the same application (e.g. for a solar PV technology project) there could be two or more bids which have different ASPs. For instance the ASP of bid 1 could be 115.00 £/MWh in delivery year 16/17, a strike price bid of 114.00 £/MWh could be submitted for bid 1. However, bid 2 could have an ASP of 110 £/MWh in delivery year 17/18, therefore applicants will not be able to submit strike price bids higher than 110 £/MWh for that delivery year.

Allocation Framework Rule 11.4, 11.6 (ii)

The first bid placed in each delivery year must be the cheapest bid of the delivery year under consideration and therefore must be to the second decimal place (to the pence). The remaining two bids within the same delivery year must be higher than the first one and must be to the third decimal place (to the 0.1 pence).

In the table below are provided examples of valid and invalid strike price bids for three sealed bids within the same delivery year (Table 1).

Example	Bid 1: 2 decimal places (cheapest bid)	Bid 2: 3 decimal places	Bid 3: 3 decimal places	Outcome	Reason
1	83.99	84.000	84.001	All valid bids	All valid bids because: - All Strike prices are different; - The cheapest bids are the cheapest amongst the three; - The cheapest bid is to the pence and all other bids are to the tenth of a penny.
2	84.00	84.001	84.002	All valid bids	
3	84.00	84.001	84.010	All valid bids	
4	84.10	84.101	84.110	All valid bids	
5	84.00	84.100	84.110	All valid bids	
6	84.01	84.011	84.012	All valid bids	
7	84.00	84.000	84.001	Bid 2 Invalid	There cannot be two or more sealed bids with the same strike price.
8	84.01	84.010	84.011	Bid 2 Invalid	There cannot be two or more sealed bids with the same strike price.
9	84.99	84.980	84.990	Bid 2 and 3 Invalid	The cheapest bid is not the cheapest amongst the three and there cannot be two or more sealed bids with the same strike price.
10	84.99	84.989	84.988	Bid 2 and 3 Invalid	The cheapest bid is not the cheapest amongst the three and should be to the pence.
11	84.00	84.000	84.000	Bid 2 and 3 Invalid	There cannot be two or more sealed bids with the same strike price.

Table 1 - Example of valid/invalid strike price bids for three sealed bids within the same delivery year.



Allocation Framework Rule 11.2

This section provides some relevant examples of acceptable bid capacities that could be submitted to the Delivery Body during a constrained allocation process in relation to the following rule 11.2 of the Allocation Framework: only one sealed bid can have the same first Delivery Year and same capacity of the original application.

Table 2 and 3 provide some examples of valid and invalid capacity submissions for single phased and three phased projects (assuming all sealed bids are submitted at different strike price bids).

Example	15/16	16/17	17/18	18/19	Outcome	Reason
Original Application (single phase project)	34.89 MW	-	-	-	-	-
Bid 1	34.89 MW	-	-	-	Valid	Valid bid because only one sealed bid can have the same first Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 1)	34.89 MW	-	-	-	Invalid	Invalid bid because there is already a bid (bid 1) with the same Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 2)	34.88 MW	-	-	-	Valid	Valid bid because this sealed bid has a different capacity compared to the original application in the first Delivery Year (which is 34.89 MW).
Bid 3	34.88 MW	-	-	-	Valid	There can be more bids with the same first Delivery Year as the original application but all must have a different capacity compared to the original application (which is 34.89 MW).
Bid 4	-	34.89 MW	-	-	Valid	There can be more bids with the same capacity of the original application but they cannot be in the first Delivery Year of the original application.
Bid 5	-	34.89 MW	-	-	Valid	
Bid 6	-	34.89 MW	-	-	Valid	

Table 2 - Examples of capacity submission for single-phased projects

Example	15/16	16/17	17/18	18/19	Outcome	Reason
Original Application (three phase project)	100.00 MW	80.00 MW	90.00 MW	-	-	-
Bid 1	100.00 MW	80.00 MW	90.00 MW	-	Valid	Valid bid because only one sealed bid can have the same first Delivery Year and same capacity of the original application (AF Rule 11.2). The first Delivery Year of a phase project is the Delivery Year of the first phase (AF Rule 12.1(ii)).
Bid 2 (attempt 1)	100.00 MW	80.00 MW	90.00 MW	-	Invalid	Invalid bid because there is already a bid (bid 1) with the same Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 2)	100.00 MW	79.00 MW	90.00 MW	-	Invalid	Invalid bid because there is already a bid (bid 1) with the same Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 3)	100.00 MW	80.00 MW	89.00 MW	-	Invalid	Invalid bid because there is already a bid (bid 1) with the same Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 4)	100.00 MW	79.00 MW	89.00 MW	-	Invalid	Invalid bid because there is already a bid (bid 1) with the same Delivery Year and same capacity of the original application (AF Rule 11.2).
Bid 2 (attempt 5)	99.99 MW	80.00 MW	90.00 MW	-	Valid	Valid bid because this sealed bids has a different capacity compared to the original application in the first Delivery Year.
Bid 3	99.99 MW	80.00 MW	90.00 MW	-	Valid	There can be more bids with the same first Delivery Year of the original application but all must have a different capacity compared to the original application.
Bid 4	-	100.00 MW	80.00 MW	90.00 MW	Valid	There can be more bids with the same capacity of the original application but they cannot be in the first Delivery Year of the original application.
Bid 5	-	100.00 MW	80.00 MW	90.00 MW	Valid	
Bid 6	-	100.00 MW	80.00 MW	90.00 MW	Valid	

Table 3 - Examples of capacity submission for three-phased projects

### 3 Sealed bids form

This section sets out the steps that must be followed by applicants to access, fill and submit a sealed bids form.

#### 3.1 Notice of Auction

**From:** *Delivery Body*

**To:** *All qualifying and pending applicants*

**Via:** *Egress Secure Email*

All qualifying and pending applicants will receive a Notice of Auction from the Delivery Body via their Egress Secure Email account. In the Notice of Auction the Delivery Body will:

- Inform applicants that the budget value of a pot(s) has been exceeded and therefore a competitive allocation is required for that pot;
- Inform applicants that the value of the minima capacity has been exceeded;
- Invite applicants subject to a constraint to submit sealed bids to the Delivery Body through Egress Switch;
- Set the sealed bids submission opening and closing dates;
- Provide a link to the sealed bids withdrawal form and application withdrawal form (uploaded on the EMR Portal: <https://www.emrdeliverybody.com>).

#### 3.2 The sealed bids form

Applicants subject to a constraint will receive a sealed bids form for each qualifying or pending application. Each sealed bids form is “application specific” in that it contains the following pre-populated “application specific” details:

- CFD Application ID of the project;
- CFD sealed bids form ID;
- CFD Unit Name (or the CFD Unit Name for each phase for offshore phased projects);
- Applicant Name;
- Technology;
- Original Application Target Commissioning Date (or the Target Commissioning Date for each phase for offshore phased projects);

- Original Application Target Commissioning Window Start Date (or the Target Commissioning Window Start Date for each phase for offshore phased projects);
- Original Application Initial Installed Capacity (or the Initial Installed Capacity for each phase for offshore phased projects);
- Delivery Year (or Delivery Year for each phase of offshore phased projects);
- Administrative Strike Price.

This pre-populated information will be used by the sealed bids form to validate all bids submitted.

### 3.3 Completing the CFD sealed bids form

This section sets out all sections and information that must be entered by applicants into the sealed bid form before submitting it to the Delivery Body through Egress Switch.

The sealed bids submission form is divided into two sections:

- Section 1: Initial Application
- Section 2: Flexible Bids

**Initial Application**  
*[This section is to be populated by National Grid only]*

Lock Application    Unlock Application    Validate App

Applicant Name	Application ID	CFD ID	Sealed Bid Number	Sealed Bids Form ID	CFD Sealed Bid ID	Name of CFD Unit

**Flexible Bids**  
*[This section is to be populated by the Applicant]*

Add Bid    Delete Last Bid    Validate Bids

Name	CFD ID	Sealed Bids Form ID	Sealed Bid Individual ID	TCW - Start Date	TCW - End Date	TCD

Figure 2 - Sealed bids form Screenshot

#### Section 1: Initial Application Details

This section shows all information relative to a specific applicant and project. The information provided in this section is:

- CFD Application ID, CFD sealed bids form ID, Name of CFD Unit, Applicant Name, Technology, Original Application Target Commissioning Date, Original Application Target Commissioning Window Start Date, Original Application Initial Installed Capacity, Delivery Year, Administrative Strike Price (see Figure 3).

Information displayed in this section is protected and not editable by applicants.

**Initial Application**  
*(This section is to be populated by National Grid only)*

Lock Application    Unlock Application    Validate App

Applicant Name	Application ID	CFD ID	Sealed Bid Number	Sealed Bids Form ID	CFD Sealed Bid ID	Name of CFD Unit
National Grid	NGET-01-01	CFD-NGET-01-01	1	SB01	CFD-NGET-01-01-SB01	Frosinone Solar Farm

Technology	Pot	TCW - Start Date	TCW - End Date	TCD	Delivery Year	ASP (£/MW)	Capacity - Initial Installed Estimate (MW)
Solar PV (>5MW)	1	28/06/2015	28/09/2015	15/07/2015	2015/2016	£120.00	50.00

Figure 3 - Original Application Details Section (second row is the continuation of the row above)

## Section 2: flexible bids submission

Section two of the sealed bids form allows applicants to add sealed bids in relation to the specific CFD unit defined in section one of the forms.

To create a sealed bid, applicants will have to click on the “Add Bid” button. A row will appear in the flexible bids table below for the applicant to be populated with all necessary information to submit a sealed bid (Figure 4).

To delete bids that have already been entered applicants will have to click on the “Delete Last Bid” button. **Applicants will not be able to submit empty sealed bids.**

**Flexible Bids**  
*(This section is to be populated by the Applicant)*

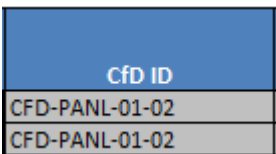
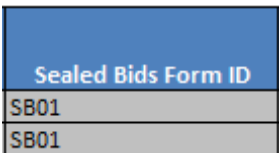
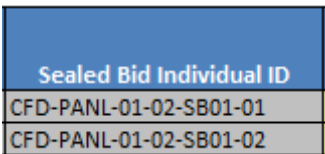
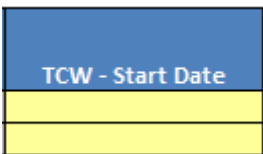
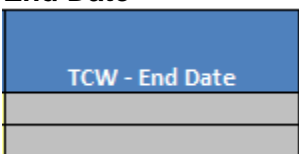
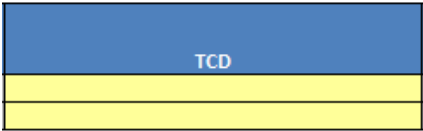

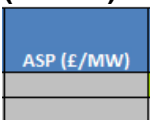
Add Bid    Delete Last Bid    Validate Bids

Name	CFD ID	Sealed Bids Form ID	Sealed Bid Individual ID	TCW - Start Date	TCW - End Date
Bid 1	CFD-NGET-01-01	SB01	CFD-NGET-01-01-SB01-01		
Bid 2	CFD-NGET-01-01	SB01	CFD-NGET-01-01-SB01-02		

Figure 4 - Add Bid and Delete Last Bid buttons in the Flexible Bids section

The table below shows all the fields in the flexible bids table of the sealed bids form.

#	Field	Description
1	<b>Bid Name</b> <div> <div>Name</div> <div>Bid 1</div> <div>Bid 2</div> </div>	This column shows the number of bids entered by the applicant. Applicants can add bids by clicking on the Add Bid button. Applicants will not need to fill this column.

#	Field	Description
2	<b>CfD ID</b> 	<p>This column shows the CFD application ID related to a specific CFD Unit.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the CFD ID cell in the initial application section (this information is entered by the Delivery Body).</p>
3	<b>Sealed Bids From ID</b> 	<p>This column shows the version of the sealed bids form.</p> <p>Version one: SB01, Version two: SB02, and so on.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the sealed bid number cell in the initial application section (this information is entered by the Delivery Body).</p>
4	<b>Sealed Bid Individual ID</b> 	<p>This column shows the sealed bid individual ID for each flexible bid entered by the applicant.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the number of bids entered, the CFD ID and the sealed bids form ID.</p>
5	<b>Target Commissioning Window Start Date</b> 	<p>In this column applicants will have to enter the Target Commissioning Window Start Date of each sealed bid submitted.</p> <p>Applicants will have to fill this column.</p> <p>The date format of this column is: DD/MM/YYYY.</p> <p>This is a mandatory field.</p>
6	<b>Target Commissioning Window End Date</b> 	<p>This column shows the Target Commissioning Window End Date relative to each sealed bid entered by the applicant.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the Target Commissioning Window Start Date entered by the applicant for each sealed bid.</p>
7	<b>Target Commissioning Date</b> 	<p>In this column applicants will have to enter the Target Commissioning Date of each sealed bid submitted.</p> <p>Applicants will have to fill this column.</p> <p>The date format of this column is: DD/MM/YYYY.</p> <p>This is a mandatory field.</p>
8	<b>Delivery Year</b> 	<p>This column shows the Delivery Year relative to each sealed bid entered by the applicant.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the Target Commissioning Date entered by the applicant for each sealed bid.</p>
9	<b>Administrative Strike Price (£/MWh)</b> 	<p>This column shows the Administrative Strike Price relative to each sealed bid entered by the applicant.</p> <p>Applicants will not need to fill this column.</p> <p>This column will auto-populate based on the Target Commissioning Date entered by the applicant for each sealed bid and the CFD unit Technology.</p>



#	Field	Description
10	<b>Lowest Strike Price Bid for a specific delivery year</b> <div> <div>Lowest Strike Price Bid for Delivery Year</div> <div>Yes</div> <div>No</div> </div>	This column tells whether the price entered for a specific sealed bid is the lowest within the bid's Delivery Year. Applicants will not need to fill this column. This column is driven by the Strike Price Bids entered by the applicant for each delivery year.
11	<b>Lowest Strike Price Bid for a specific delivery year (£/MWh)</b> <div> <div>Lowest Strike Price for Delivery Year (£/MWh)</div> <div>£0.00</div> <div>£0.00</div> </div>	This column shows what the lowest strike price bid is for a specific sealed bid within a specific delivery year. Applicants will not need to fill this column. This column will auto-populate based on the Strike Price Bids entered by the applicant and delivery year of each bid.
12	<b>Strike Price Bid (£/MWh)</b> <div> <div>Strike Price Bid (£/MWh)</div> <div></div> <div></div> </div>	In this column applicants will have to enter the Strike Price Bid of each sealed bid submitted. Applicants will need to fill this column. This is a mandatory field.
13	<b>Bid Capacity</b> <div> <div>Capacity - Initial Installed Estimate (MW)</div> <div></div> <div></div> </div>	In this column applicants will have to enter the bid initial estimated capacity of their projects. Applicants will need to fill this column. For phased projects applicants will need to fill the capacity fields in subsequent way (starting from the earliest delivery year up to the latest). This is a mandatory field.

Field number 5, 7, 12, and 13 of the table above are all mandatory and must comply with sealed bids rules specified in the Allocation Framework Section 11 and 12 (summarised in section 2 of this guide).

### 3.3.1 Sealed bids form validation

Once all sealed bids have been entered into the form, applicants must validate them by clicking on the “Validate Bids” button (Figure 5).

Flexible Bids

[This section is to be populated by the Applicant]

Add Bid

Delete Last Bid

Validate Bids

Name	CfD ID	Sealed Bids Form ID	Sealed Bid Individual ID	TCW - Start Date	TCW - End Date
Bid 1	CFD-NGET-01-01	SB01	CFD-NGET-01-01-SB01-01		
Bid 2	CFD-NGET-01-01	SB01	CFD-NGET-01-01-SB01-02		

Figure 5 - Validate Bids button in the Flexible Bids section

This button will check if all the mandatory fields have been filled and will verify that all sealed bids submitted comply with the sealed bids rules specified in the Allocation Framework and summarised in section 2 of this guide.

It is the applicants' responsibility to know and comply with all sealed bid rules specified in the Allocation Framework.

In case of validation errors, applicants will be notified by a pop up message highlighting the specific issue relating to each sealed bid.

**Applicants must validate and save the sealed bids form before sending it to the Delivery Body via Egress Switch.**

**It is in the interest of the applicant to make sure that all sealed bids are valid before submitting the form to the Delivery Body. The Delivery Body will not consider invalid sealed bids during the competitive allocation process.**

### 3.4 Technical governance on the CFD sealed bids form

The CFD sealed bids form has been developed using Microsoft Excel and applicants will need Microsoft Windows (XP or 7) in order to complete the form successfully.

When using the sealed bids form with Microsoft Excel 2003, users of 2003 version of Excel will notice that when the entering the lowest strike price in any delivery year, i.e. to two decimal places (e.g. 100.22), that the display created in the cell will be three decimal places (e.g. 100.220). Please note that this is only a display issue and does not affect the calculations or validations within the template. We have highlighted this in the forms so users of 2003 Excel will be reminded that this isn't an issue when the form is first opened.

Users of later versions of Excel will correctly see only two decimal places displayed created (e.g. 100.22).

Please ensure that the following guidance notes are adhered to when using the sealed bid form.

- **Macros must be enabled in order for this tool to function as designed.** To check your settings, go to: File>Options>Trust Centre>Trust Centre Settings>Macro Settings and enable all macros;
- **Do NOT manually hide or unhide rows.** The questions you are required to answer will be shown to you. Do NOT insert or delete rows;
- **Do NOT copy and paste data into cells;**
- **Do NOT copy and paste the form in another excel file;**
- **Do NOT rename the sealed bids from file.**

### 3.5 Sealed bids form submission

**From:** All qualifying and pending applicants

**To:** Delivery Body

**Via:** Egress Switch

All qualifying and pending applicants will have to:

- Fill the sealed bids form and validate it;
- Send the validated sealed bids form to the Delivery Body through Egress Switch at the following URL: <https://secureform.egress.com/emr/>

Once a sealed bids form has been submitted, the Delivery Body will send an acknowledgment to the applicant of their sealed bids submission through Egress Secure Email.

**Sealed bids sent via any other medium will not be accepted by the Delivery Body.**

#### 3.5.1 How to submit a sealed bids form

Applicants will have to send validated sealed bids form to the Delivery Body through Egress Switch: <https://secureform.egress.com/emr/>

The person submitting a sealed bids form must be a registered user (Authorised Person, Main Admin, or CFD Nominated Users). The Delivery Body will not accept sealed bids forms sent by unregistered users; however where necessary the main admin could always register additional users with the Delivery Body.

Diagram 4a: The Egress Switch Upload Screen (upper section)

**nationalgrid** | **Electricity Market Reform**  
DELIVERY BODY

### EMR Data Submissions

Send files relating to either Contracts for Difference (CfD) or the Capacity Market (CM) securely to the EMR delivery body.

To facilitate the transfer of both large and sensitive data, we have put in place this system. You can use this site to upload one or more files. The files are then securely transferred to the EMR Administrative Team at National Grid.

Please complete all fields marked \*

#### Useful Links

Further information can be found on the Delivery body portal pages, [EMR Delivery Body](#).

#### About you

Please enter your contact details.

First name*	<input type="text"/>
Last name*	<input type="text"/>
Phone number	<input type="text"/>
Mobile number*	<input type="text"/>
Email address*	<input type="text"/>

The lower half of the form enables applicants to attach and upload files. To do this, applicants will have to:

- Select CFD Sealed bids on the [Type of Submission] drop down box;
- Click on the Add Files button;
- A file dialog box will appear which enables Users to select their files.

Applicants will have to:

- Enter an alternative email address in the Submission Copy section if they would also like a copy of their submission sent to an alternative contact. This is optional so does not need to be completed if not necessary;
- Complete the security question and click Send.

At this point applicants' submissions will now have been sent to the Delivery Body and they will receive an automatic delivery receipt from Egress Switch. Applicants will need to log into Egress Secure Email to view this notification.

The Delivery Body have received the sealed bids form, the Delivery Body will:

- Verify that the form has been submitted by an authorised user as identified in the registration documents;
- Verify that the form has been submitted within the sealed bids submission window;

***Applicants must be aware that a sealed bids form that fails to comply with one or both the point above will not be considered in the relevant auction.***

## 4 How to withdraw sealed bids

Applicants participating in an auction may:

- Completely withdraw their applications during the submission window;
- Withdraw and re-submit sealed bids forms during the submission window.

The CFD sealed bids withdrawal form and the CFD application withdrawal form are available on the EMR Delivery Body Portal which can be accessed using the following URL: <https://www.emrdeliverybody.com>

### 4.1 Withdrawal from an Allocation Round

During the sealed bids submission window, applicants may withdraw their applications. Withdrawn applications will not be considered any further in the Allocation Round.

To withdraw an application, applicants will have to download, fill and submit the CFD application withdrawal form called: “CFD application withdrawal form”.

Applicants can submit a CFD application withdrawal form via Egress Switch by selecting “CFD application withdrawal” on the [Type of Submission] drop down box.

After an application is withdrawn applicants will not be able to submit sealed bids for the application withdrawn.

Applicants will be notified by the Delivery Body when an application is withdrawn.

**Only the Authorised Person and the Main Administrator can withdraw an application.**

### 4.2 Sealed bids withdrawal

During the sealed bids submission window, applicants may withdraw and resubmit sealed bids previously submitted to the Delivery Body.

To withdraw some or all sealed bids submitted, applicants will have to download, fill and submit the sealed bids withdrawal form called: “CFD sealed bids withdrawal form”.

Applicants can submit a CFD sealed bids withdrawal form via Egress Switch by selecting “CFD sealed bids withdrawal” on the [Type of Submission] drop down box.

Applicants will be notified by the Delivery Body when a sealed bids withdrawal form is received.

Applicants must then re-submit a new CFD sealed bids form to the Delivery Body before the Submission Closing Date. Section 3.5.1 of this guide shows all the steps that must be followed by applicants to submit a new sealed bids form.

If all sealed bids are withdrawn and not re-submitted on or before the Submission Closing Date, the Delivery Body will assign the applicant a default bid with the same administrative strike price, target commissioning date and generating capacity of the original application.

**All registered users are able to submit a sealed bids withdrawal form.**

## 5 Next Steps

Once the sealed bids submission window closes the Delivery Body will allocate Contracts for Difference according to rules provided in the Allocation Framework relative to the first Allocation Round.

At the end of an allocation round the Delivery Body will give notice to each qualifying Applicant which will set out whether or not that applicant is successful.

Following allocation notifications, the Delivery Body will complete the CFD allocation process by publishing an Allocation Round report and an Appeals Register.

## 6 Contact Us

If you would like to have more information on any aspect covered in this guide, there are a number of ways you can get in touch with us:

### **National Grid – EMR Delivery Body, CFD Team**



Phone: 01926 655300



Email: [emr@nationalgrid.com](mailto:emr@nationalgrid.com)

or visit our dedicated website: [www.emrdeliverybody.com](http://www.emrdeliverybody.com)