

Celtic Sea Floating Offshore Wind Leasing Round 5

eTendering Portal Registration User Guide



OffshoreWind | THE CROWN
ESTATE

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Introduction

This guide is provided to help prospective Bidders register on The Crown Estate's Jaggaer portal (the Portal) and provide an early indication of their interest in participating in the Celtic Sea Floating Offshore Wind Leasing Round 5 (Round 5) through the Portal.

Such early indications are intended to be for information purposes only and will not be binding.

Round 5 will commence when the relevant contract notice is published via the Find a Tender service and the PQQ documents are made available through the Portal.

Prospective Bidders that have registered on the Portal will be notified when the contract notice is published, expected to be late February 2024.

Due to the Portal configuration, this early indication of interest resides within the "PQQ" section of the Portal (see Section 6 below). For the avoidance of doubt, this represents a non-mandatory early indication of interest in Round 5 and is not the Round 5 PQQ.

Note: For the purposes of the Portal, prospective Bidders are referred to as 'Suppliers' and The Crown Estate is referred to as the 'Buyer'. All Figures shown in this document are purely illustrative and may not exactly resemble the display on the Portal.

Within this guide some terms are highlighted in bold text, where such bold text is used the guide is referencing a function or section of the Portal. Other capitalised terms, not highlighted in bold text, can be referenced in the Information Memorandum (IM) Glossary published by TCE alongside this guide.

The Portal can be accessed using the following link: <https://etendering.thecrownestate.co.uk>

1. Overview

- 1.1. This Section provides an overview of the different Sections of this guide. The guidance in this document can be used by you to help complete the registration process and answer the **Early Indication of Interest in Round 5 Questions**.

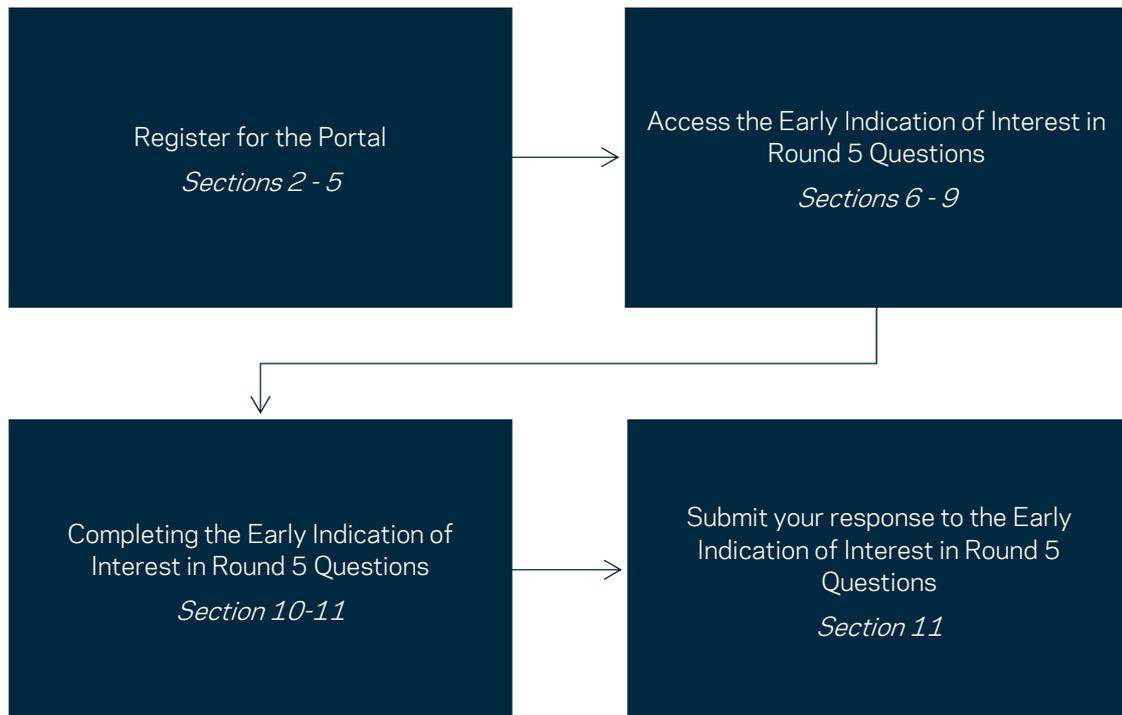


Figure 1 - Overview of the registration process and answering the Early Indication of Interest in Round 5 Questions.

2. Landing Screen

- 2.1. This Section describes how you can register and create an account from the landing screen section of the Portal.
- 2.2. The following link will take you to the landing screen of the Portal:
<https://etendering.thecrownestate.co.uk>
- 2.3. We recommend clicking on **How to register** and viewing the video guidance, before starting the registration process. This guidance is provided by the Portal provider, Jaggaer, a supplier to The Crown Estate.
- 2.4. The **Register** text button should be clicked to begin the registration process, as shown in Figure 2.

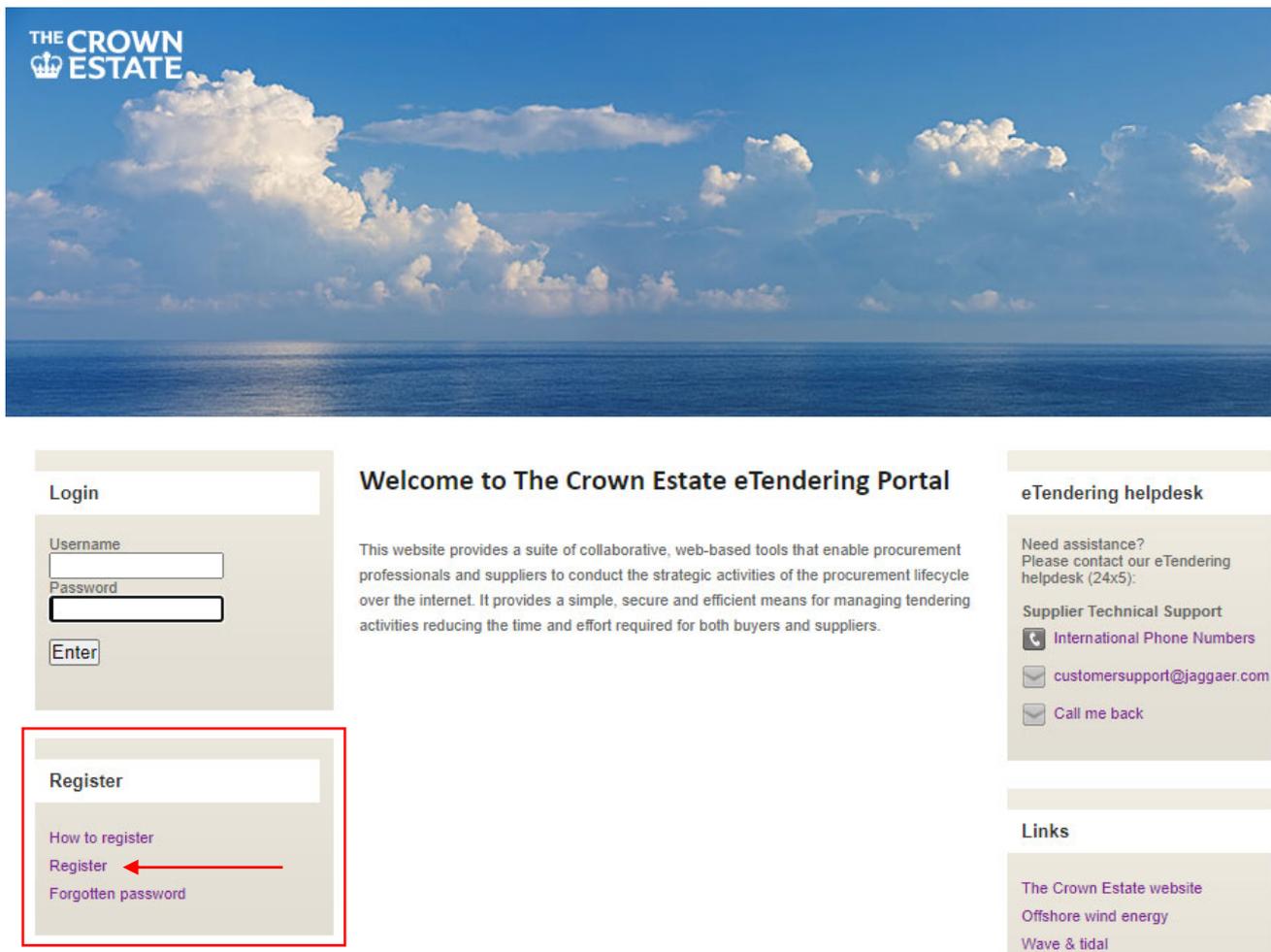


Figure 2 - Landing Screen.

3. User Agreement - Registering an Account

- 3.1. This Section describes the **User Agreement** you will need to agree to in order to register an account on the Portal and subsequently provide an early indication of interest in Round 5.
- 3.2. After clicking the **Register** button as shown in Figure 2, you will be prompted to review the **User Agreement** in respect of account creation.
- 3.3. To continue you will have to confirm that you have read and agree to the Portal **User Agreement** by clicking the **I agree** tick box as per Figure 3.
- 3.4. If you select, **I do not agree**, you will not be able to proceed further or access the account creation process.
- 3.5. Click the **Next** button to finalise your selection and progress to the remainder of the registration process.
- 3.6. If you wish to download and share the **User Agreement**, click the **Adobe PDF File** button to download a PDF version of the **User Agreement**.

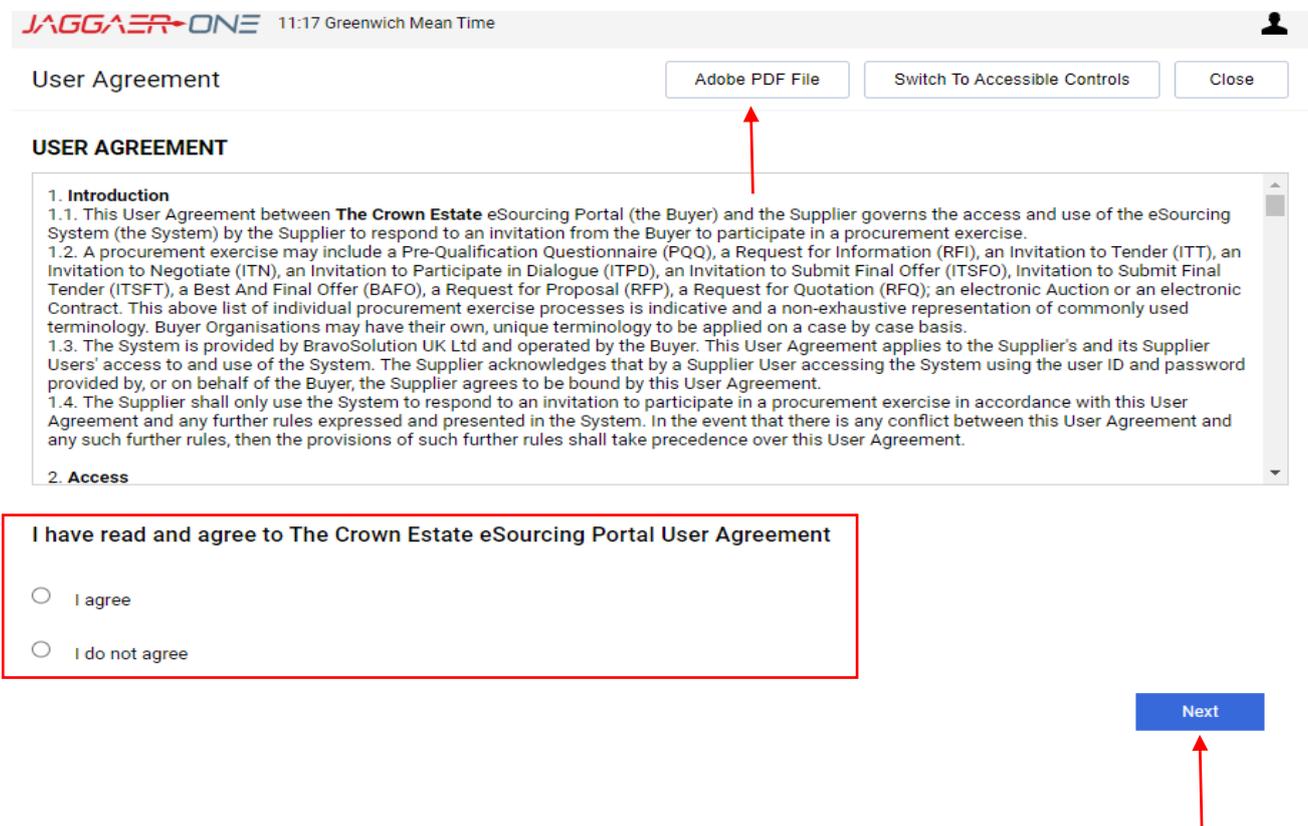
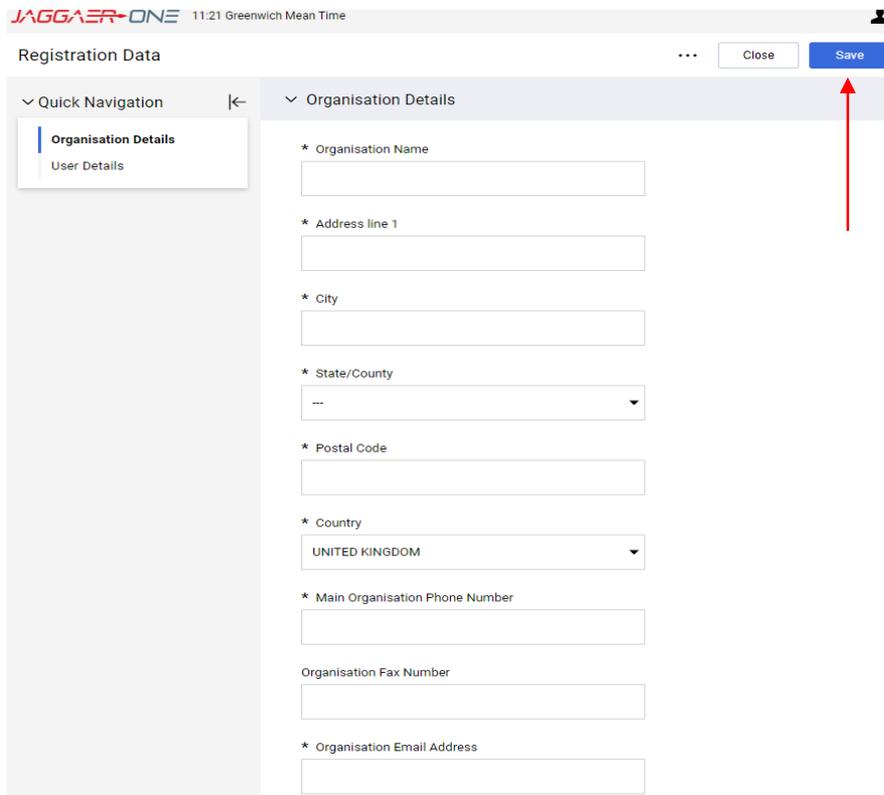


Figure 3- User Agreement.

4. Registration Data - Organisation Details and User Details

- 4.1. This Section describes how to complete the **Organisation Details** and **User Details** sections of the **Registration Data** page of the Portal.
- 4.2. The **Organisation Details** entered should be for:
 - the Sole Bidder if the organisation intends to participate in Round 5 as a Sole Bidder; or
 - the expected lead Consortium Member where it is an expected Consortium who submits the early indication of interest in Round 5.
- 4.3. The **User Details** should be provided for an individual within your organisation who will hold overall responsibility for completing your Round 5 early indication of interest and managing other interactions with the Portal.
- 4.4. All questions marked with an (*) must be completed as part of the **Registration Data** to proceed with the registration.
- 4.5. After entering your **Organisation Details** and **User Details**, click the **Save** button to proceed as shown in Figure 4 and Figure 5.



The screenshot shows the 'JAGGAER ONE' portal interface. At the top, it displays '11:21 Greenwich Mean Time' and a user profile icon. The main heading is 'Registration Data'. Below this, there are two tabs: 'Organisation Details' (selected) and 'User Details'. The 'Organisation Details' form contains several fields, all marked with an asterisk (*):

- * Organisation Name
- * Address line 1
- * City
- * State/County (dropdown menu)
- * Postal Code
- * Country (dropdown menu, currently showing 'UNITED KINGDOM')
- * Main Organisation Phone Number
- Organisation Fax Number
- * Organisation Email Address

At the top right of the form area, there are three buttons: a menu icon (three dots), a 'Close' button, and a 'Save' button. A red arrow points to the 'Save' button.

Figure 4 – Organisation Details.

▼ User Details

Title <input type="text" value="---"/>	* Last Name <input type="text"/>
* First Name <input type="text"/>	* Telephone <input type="text"/>
Mobile (please enter "+" "country code" and "your mobile phone number" with no spaces) <input type="text"/>	Fax Number <input type="text"/>
* Primary Email Address <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.</i> <input type="text"/>	Role within Organisation <input type="text" value="---"/>

Figure 5 – User Details.

5. Registration Confirmation

- 5.1 This Section explains how the **Registration Confirmation** process functions within the Portal.
- 5.2 After entering all necessary elements of the **Registration Data**, you will be taken to a **Registration Confirmation** page on the Portal as shown in Figure 6.
- 5.3 The user who provided their **User Details** (as described in Section 4 above) will receive an email confirming their registration to the Portal, this will contain the user's Portal login details.
- 5.4 You can click the **Close Window** text button to close the **Registration Confirmation** message and return to the login landing screen.

Please Note: The email containing the **Registered User's** username and temporary password can take time to be delivered to your inbox. Please allow a few hours for the email to be delivered and check for the email in your junk/spam folder before contacting Jaggaer / The Crown Estate regarding the **User Registration**. After receiving this email you will be able to update your password next time you login to the Portal.

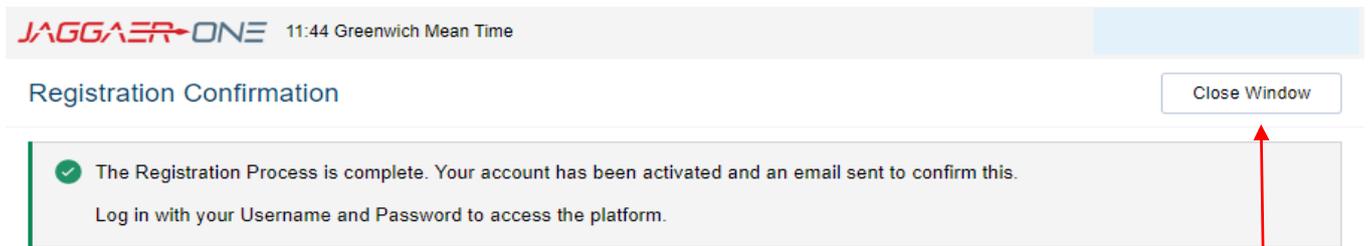


Figure 6 – Registration Confirmation.

6. Accessing the Early Indication of Interest in Round 5 Questions

- 6.1 This Section describes how to access the **Early Indication of Interest in Round 5 Questions** through the **PQQs Open to All Suppliers** section of the Portal.
- 6.2 If necessary, re-enter your login details on the landing screen to be taken to the **Main Dashboard** section of the Portal.
- 6.3 From the **Main Dashboard**, or elsewhere on the Portal, click the globe icon to enter the **Sourcing** menu as shown in Figure 7.
- 6.4 To access the **PQQs Open to All Suppliers** section of the Portal click on the **PQQs** text button, and then click the **PQQs Open to All Suppliers** text button as shown in Figure 7.
- 6.5 **Early Indication of Interest in Round 5 Questions** is listed within the **PQQs Open to All Suppliers** section of the Portal. To access, click on the **Early Indication of Interest in Round 5 Questions** text button in the **PQQ Title** column as per Figure 8.

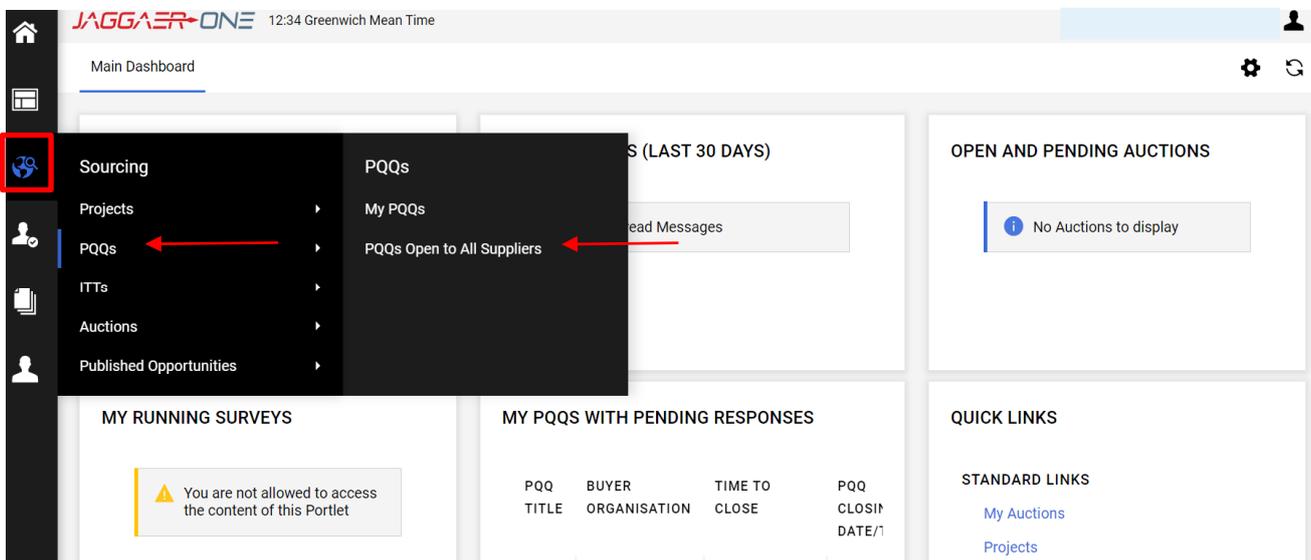
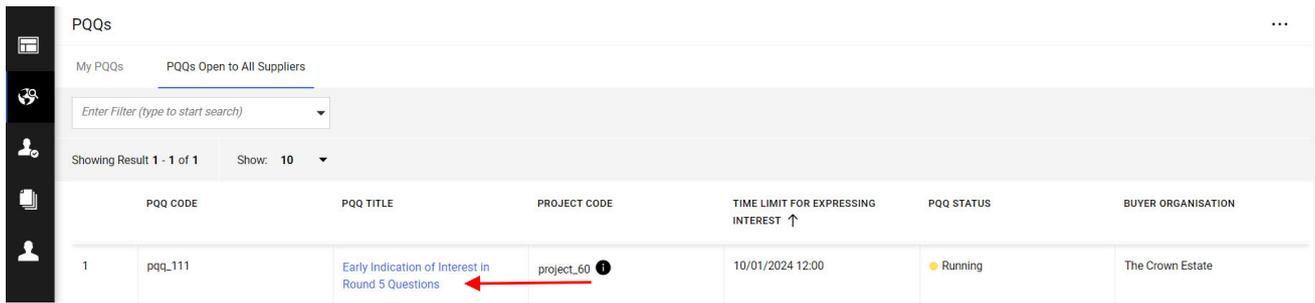


Figure 7 - PQQ's Open to All Suppliers.

- 6.6 It is noted per Figure 8, the PQQ Code '**pqq_111**' is a representative example of the Portal Structure. In the Portal where you complete your early indication of interest in Round 5, the PQQ Code will be '**pqq_95**'.



The screenshot shows a web interface for 'PQQs'. On the left is a dark sidebar with icons for a dashboard, search, notifications, documents, and a user profile. The main content area is titled 'PQQs' and has a sub-header 'My PQQs' with a link to 'PQQs Open to All Suppliers'. Below this is a search bar with the placeholder text 'Enter Filter (type to start search)'. A status bar indicates 'Showing Result 1 - 1 of 1' and 'Show: 10'. The main data is presented in a table with the following columns: PQQ CODE, PQQ TITLE, PROJECT CODE, TIME LIMIT FOR EXPRESSING INTEREST, PQQ STATUS, and BUYER ORGANISATION. The table contains one row with the following data: PQQ CODE 'pqq_111', PQQ TITLE 'Early Indication of Interest in Round 5 Questions', PROJECT CODE 'project_60', TIME LIMIT FOR EXPRESSING INTEREST '10/01/2024 12:00', PQQ STATUS 'Running', and BUYER ORGANISATION 'The Crown Estate'. A red arrow points from the 'project_60' cell to the 'Early Indication of Interest in Round 5 Questions' cell.

PQQ CODE	PQQ TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST	PQQ STATUS	BUYER ORGANISATION	
1	pqq_111	Early Indication of Interest in Round 5 Questions	project_60	10/01/2024 12:00	Running	The Crown Estate

Figure 8 – Early Indication of Interest in Round 5 Questions (Note, per 6.6, the PQQ code 'pqq_111' will not match the Portal where you complete your early indication of interest in Round 5).

7. Bidder Acknowledgement

- 7.1 This Section describes the **Bidder Acknowledgement** you will need to agree to in order to access the **Early Indication of Interest in Round 5 Questions**.
- 7.2 When you click to enter the **Early Indication of Interest in Round 5 Questions** for the first time (as per Figure 8) you will be prompted to review the Round 5 **Bidder Acknowledgement**.
- 7.3 To continue you will have to confirm that you have downloaded, read and agree to the **Bidder Acknowledgement** by clicking the **I Agree to All Terms and Conditions** tick box as per Figure 9.
- 7.4 If you select, **I don't agree**, you will not be able to proceed further.
- 7.5 Click the **Confirm** button to finalise your selection and progress to the **Express Interest** confirmation stage of the Portal process.

← Contract Acceptance Cancel Confirm

i Please download and read the Terms and Conditions Document available below. Please confirm your agreement in order to have access to the details of Negotiation

x You must first download the Terms and Conditions Document by clicking on the document name

Supplier Agreement

Terms and Conditions Document

Bidder Acknowledgement - Round 5 - 051223 (1).d... 57 KB

Confirm that you have downloaded and read the Terms and Conditions Document

I Agree to All Terms and Conditions

I don't Agree

Figure 9 – Round 5 Bidder Acknowledgement.

8. Express Interest Confirmation

- 8.1 This Section describes how to complete the **Express Interest** confirmation via the Portal in order to access the **Early Indication of Interest in Round 5 Questions**.
- 8.2 After accepting the Round 5 **User Agreement** you will be prompted to complete the **Express Interest** confirmation section of the Portal.
- 8.3 To complete the **Express Interest** confirmation, you must click the **Express Interest** button as shown in Figure 10.
- 8.4 Clicking the **Express Interest** confirmation button will prompt an **Information** pop-up box to appear on the Portal. You must acknowledge the information displayed by clicking the **Confirm** button as shown in Figure 11.
- 8.5 You should note that the text contained within the **Information** pop-up is pre-generated by the Portal. Where the **Information** pop-up mentions 'this RFI' it is describing the information attached to the specific **Early Indication of Interest in Round 5 Questions** you accessed as part of Section 6 of this guide. The information and documentation attached to the **Early Indication of Interest in Round 5 Questions** will subsequently be accessible from the **My PQQs** section of the Portal as explained in Section 9 of this guide.
- 8.6 Clicking the **Confirm** button will allow you to access and take you to the **Early Indication of Interest in Round 5 Questions** which is explained in Sections 10.2 and 10.3 of this guide.
- 8.7 At this stage, **Users** will receive an email confirming that they have been successfully self-invited to the **Early Indication of Interest in Round 5 Questions**.

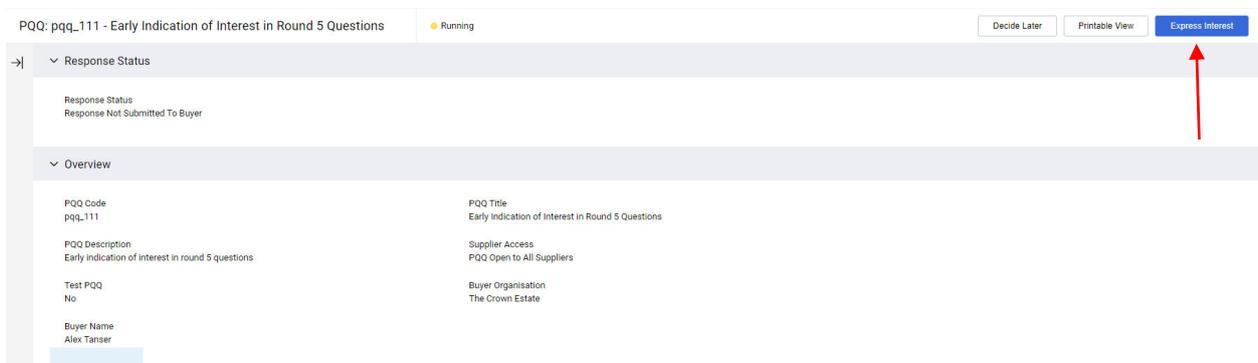


Figure 10 – Early Indication of Interest in Round 5 Questions PQQ.

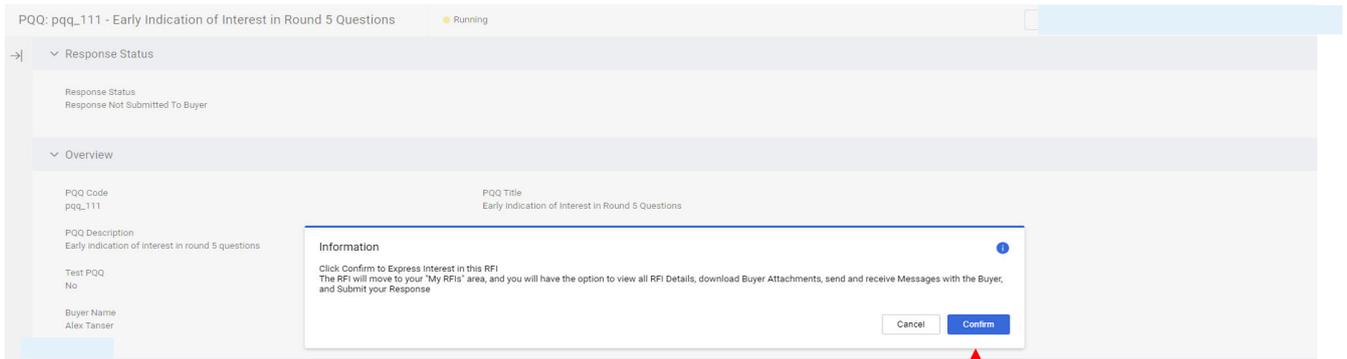


Figure 11 – Express Interest Information pop-up.

9. My PQQs

- 9.1 This Section describes how to access the **My PQQs** section of the Portal where the **Early Indication of Interest in Round 5 Questions** can be accessed if you leave the Portal at any point before completing the questions and after completing the previous steps outlined in this guide.
- 9.2 On the **Main Dashboard** click the globe icon to enter the **Sourcing** menu.
- 9.3 To access the **My PQQs** section of the Portal click on the **PQQs** text button, and then click the **My PQQs** text button as shown in Figure 12.
- 9.4 The **Early Indication of Interest in Round 5 Questions** is listed within the **My PQQs** section of the Portal, to access it click on the **Early Indication of Interest in Round 5 Questions** text button in the **PQQ Title** column as shown in Figure 13 which will take you to the **PQQ Response Management Area**.

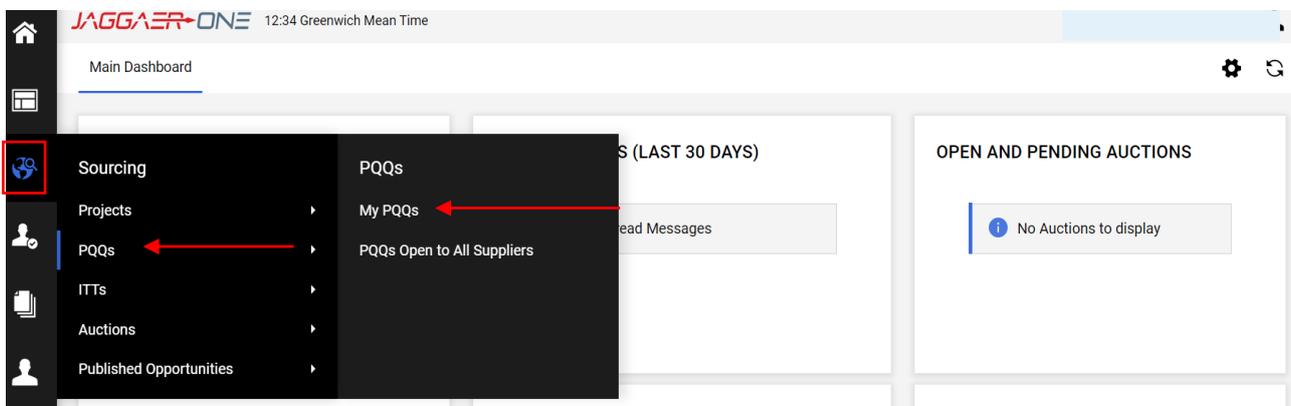


Figure 12 - Accessing the My PQQs section of the Portal.

 The screenshot shows the 'My PQQs' section of the portal. It features a search bar, a dropdown menu set to 'All PQQs', and a table of results. The table has columns for PQQ CODE, PQQ TITLE, PROJECT CODE, PQQ CLOSING DATE/TIME, PQQ STATUS, RESPONSE STATUS, and BUYER ORGANISATION. One entry is visible, with 'Early Indication of Interest in Round 5 Questions' highlighted in the PQQ TITLE column.

PQQ CODE	PQQ TITLE	PROJECT CODE	PQQ CLOSING DATE/TIME	PQQ STATUS	RESPONSE STATUS	BUYER ORGANISATION
1	Early Indication of Interest in Round 5 Questions	project_60	10/01/2024 12:00	Running	Response Not Submitted To Buyer	The Crown Estate

Figure 13 - Accessing the My PQQs section of the Portal.

10. Accessing the Early Indication of Interest in Round 5 Questions

- 10.1 This Section describes how to access the **Early Indication of Interest in Round 5 Questions** on the Portal.
- 10.2 After entering the **Early Indication of Interest in Round 5 Questions**, you will enter the **Response Management** Area of the Portal. To complete the **Early Indication of Interest in Round 5 Questions** click on the **My Response** text button as shown below in Figure 14.

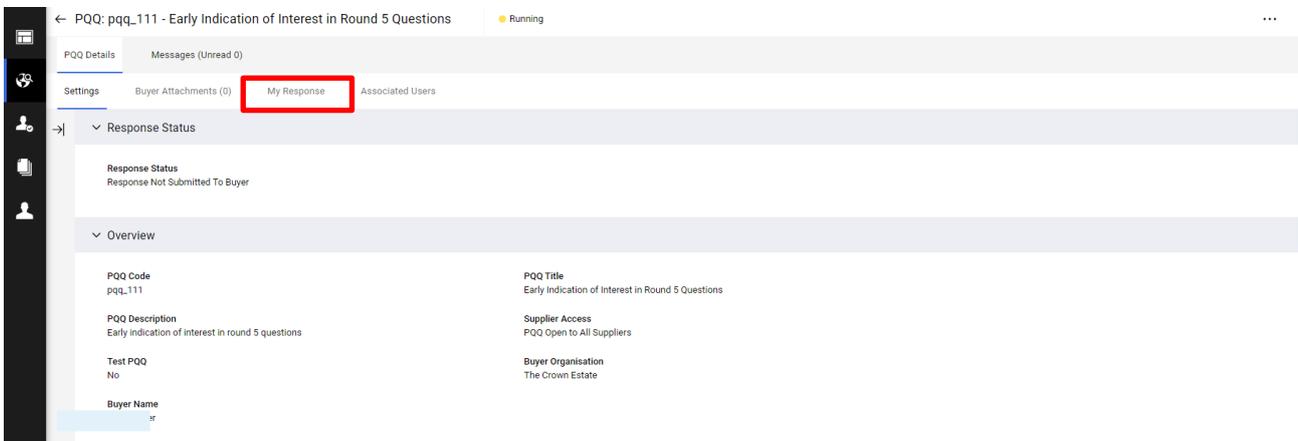


Figure 14 - The PQQ Response Management Area.

- 10.3 From within the **My Response** section, click on the **Intend to Respond** button as shown in Figure 15 which will allow you to complete the **Early Indication of Interest in Round 5 Questions**.

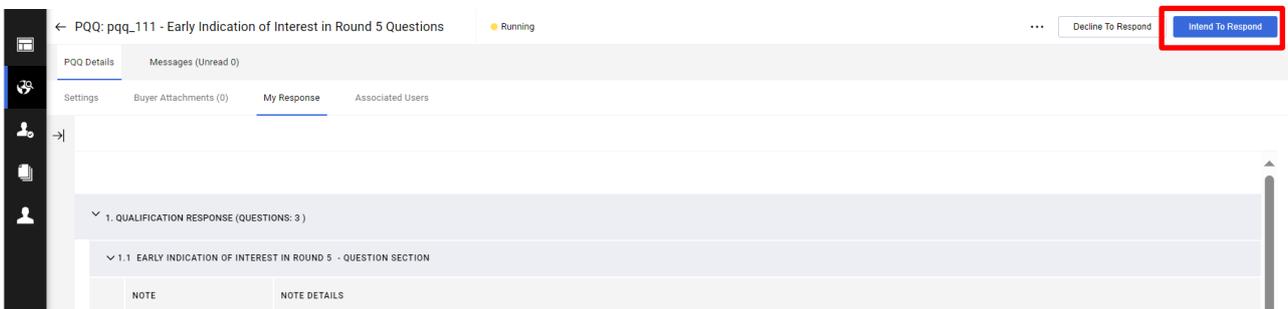


Figure 15 - Intend to Respond Button.

11. Completing the Early Indication of Interest in Round 5 Questions

- 11.1. This Section explains how to complete the **Early Indication of Interest in Round 5 Questions**.
- 11.2. The **Early Indication of Interest in Round 5 Questions** is contained within the **Qualification Response Envelope** which is accessible from the **My Response** section of the Portal.
- 11.3. To enter the **Qualification Response Envelope**, click on the blue **Qualification Response** text button in the **Envelope** column of the **My Response** page or click the **Pencil** icon button next to the **Qualification Response** heading as shown in Figure 16.

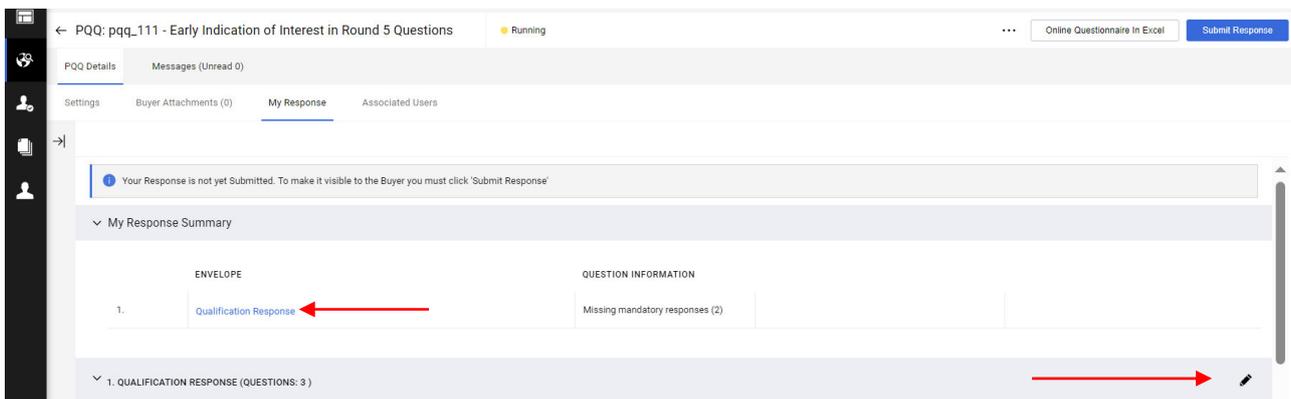


Figure 16 - Accessing the Express an Interest in Round 5 Question via the My Response section of the Portal.

- 11.4. Within the **Qualification Response Envelope** there are three questions for you to answer, the **Early Indication of Interest in Round 5 Questions**.
- 11.5. To answer question **Early Indication of Interest: Question 1** (mandatory question), review the text within the **Question** column, if you accept to be bound by the text within the **Question** column and wish to provide an early indication of interest in Round 5, answer the 'Yes or No' question by selecting the **Yes** option via the drop-down menu. Note, if the **No** option is entered you will not provide an early indication of interest in Round 5, and TCE may remove your access to the Portal.
- 11.6. To answer question **Early Indication of Interest: Question 2** (mandatory question), review the text within the **Question** column and select one of the options.
- 11.7. To answer question **Early Indication of Interest: Question 3** (non-mandatory question), review the text within the **Question** column and enter the relevant names of Consortium

Members within the text box, or type N/A or leave the text box blank if not applicable.

- 11.8. Having answered all three questions, click the **Save And Exit Response** button as shown in Figure 17 below. This will not submit your response but instead save your answer and return you to the **My Response** page of the Portal.

PQQ: pqq_111 - Early Indication of Interest in Round 5 Questions Running Save Changes Cancel **Save And Exit Response** Validate Response

1. QUALIFICATION RESPONSE (QUESTIONS: 3)

1.1 EARLY INDICATION OF INTEREST IN ROUND 5 - QUESTION SECTION

NOTE	NOTE DETAILS
1.1.1	<p>Guidance</p> <p>Capitalised terms used in this early indication of interest have the meanings given to them in the Information Memorandum available on The Crown Estate website.</p> <p>You are invited to provide an early indication of your organisation's interest in participating in Round 5, ahead of Round 5 commencing when the relevant contract notice is published via the Find a Tender service and the PQQ documents are made available through the Portal by registering on this Portal and answering the following questions.</p> <p>Such early indication is intended to be for information purposes only and is not intended to be binding, or otherwise restrict your ability to participate in Round 5 and/or submit a PQQ response, or not, as the case may be. Any responses provided will be treated as confidential and will not be disclosed to anyone outside by TCE for any reason.</p> <p>You will be notified through the Portal when the contract notice is published.</p>

QUESTION	DESCRIPTION	RESPONSE
1.1.2	<p>Early Indication of Interest in Round 5: Question 1</p> <p>* The Crown Estate reserves the right to refuse to grant or to deny access at any time to the Portal to any person that The Crown Estate considers, in its absolute discretion, does not have a genuine intention to participate in Round 5 as either a Sole Bidder or a Consortium Member in order to secure seabed rights in respect of a PDA as contemplated by the Information Memorandum.</p> <p>Please acknowledge that you have read and understood this statement and confirm on behalf of your organisation that you have a genuine intention to participate in Round 5 as a Sole Bidder or a Consortium Member in order to secure seabed rights in respect of a PDA as contemplated by the Information Memorandum.</p>	Yes
1.1.3	<p>Early Indication of Interest in Round 5: Question 2</p> <p>* Is your organisation intending to participate in Round 5 as a Sole Bidder (single entity) or as a Consortium Member?</p> <p>Note that providing this information is not mandatory – please select "Don't know / prefer not to say" if you don't know or prefer not to disclose to TCE this information.</p> <p>Please only select one option from the list.</p>	...
1.1.4	<p>Early Indication of Interest in Round 5: Question 3</p> <p>If your organisation is intending to participate in Round 5 as a Consortium Member, please provide the names of all proposed Consortium Members (including your organisation – no more than six in total).</p> <p>Note that providing this information is not mandatory at this stage – please leave blank or type "N/A" if you don't know or prefer not to disclose to TCE this information.</p>	

Characters available 2000

Figure 17 - Saving your response.

- 11.9. To submit your response to the **Early Indication of Interest in Round 5 Questions** click the **Submit Response** button as shown in Figure 18. You will not be able to submit your response unless the mandatory questions have been completed.
- 11.10. After submitting your response, you will receive a confirmation email stating that your response was submitted.

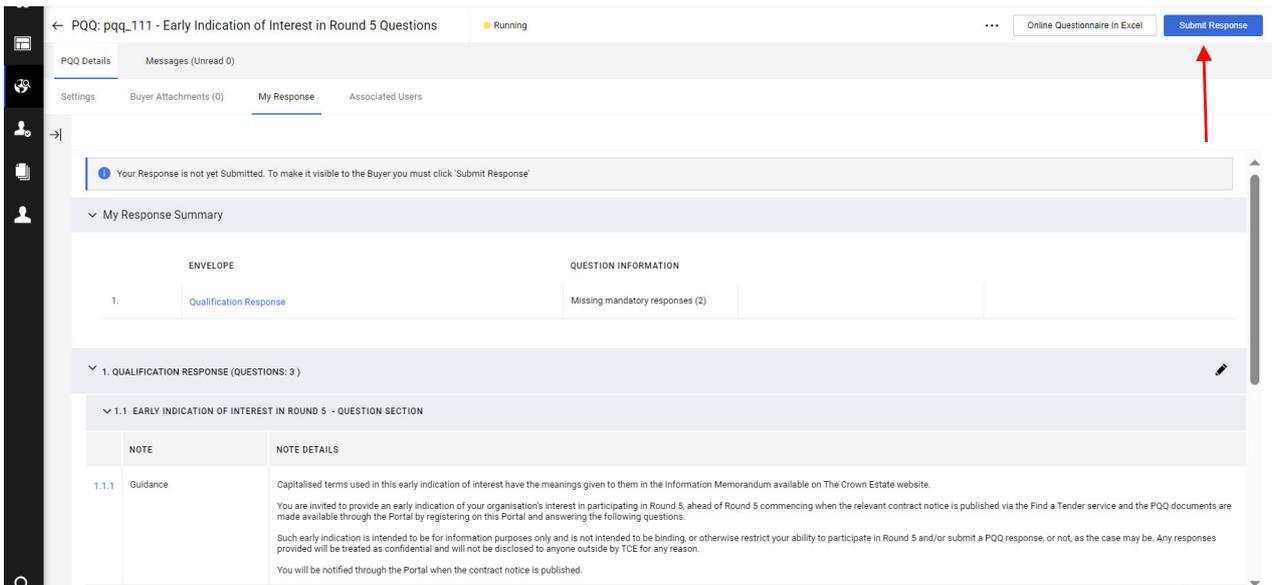


Figure 18 - Submitting your response.

Please Note: The email containing the confirmation that your response was submitted can take time to be delivered to your inbox. Please allow a few hours for the email to be delivered and check for the email in your junk/spam folder before contacting Jaggaer or The Crown Estate regarding submission of your response.

11.11. You will not be automatically granted Portal access to the Round 5 PQQ by completing the **Early Indication of Interest in Round 5 Questions**. The Round 5 PQQ will commence in late February 2024, when the relevant contract notice is published via the Find a Tender service, at that point TCE will notify any potential Bidder who completed the **Early Indication of Interest in Round 5 Questions** and who is considered to have a legitimate interest in Round 5 to register for the Round 5 PQQ via the Portal.

The Crown Estate
1 St James's Market
London
SW1Y 4AH

Contact

Email: round5@thecrownestate.co.uk
[@TheCrownEstate](https://www.thecrownestate.co.uk)
[thecrownestate.co.uk](https://www.thecrownestate.co.uk)

