

# Service Reference Sheet

## Tender Evaluation, Procurement & Financial Support

### 1.0 Related Services

**Pre-Construction & Installation Engineering, Project & QHSE Management, Client Representation, Operations & Maintenance and Innovation Development.**

### 2.0 Introduction

Primo Marine has extensive expertise, in-depth knowledge and experience to provide independent Tender, Procurement & Financial advisory services tailored for the requirements of the offshore Dredging, Oil and Gas, Renewable Energy and Power sectors. A comprehensive offering, designed to provide critical management advisory services throughout all stages of the project.

### 3.0 Scopes

Primo Marine has provided independent engineering expertise into many of Europe's largest installation projects, from interconnectors i.e. BritNed, NordLink, NorNed, to export cables i.e. DolWin, HelWin to Offshore Wind Farms i.e. Amrumbank, Butendiek and Thornton Bank.

### 4.0 Comprehensive Packages

Primo Marine offers Tender Evaluation, Procurement & Financial Support expertise, either as part of an overall "comprehensive service package", in combination with Pre-Construction & Installation Engineering, Project & QHSE Management, Client Representation and Operations & Maintenance or as bespoke individual packages related to Tendering, Procurement and Financial Management.

**Primo Marine provides the following Tender Evaluation, Procurement & Financial Support services.**

### 5.0 Tender Evaluation – Onshore and Offshore Technical Support

Primo Marine provides Technical Tender Evaluation solutions to support a more realistic CAPEX/OPEX balance for projects, in terms of ensuring successful route engineering and burial compared to the costs of dealing with obstacles and obstructions during the installation phase, as well as the potential cost of damage, failure and maintenance over the lifetime of the cable.

The solutions are designed to reduce the risk level during tendering and avoid incapacitating key areas which are required to reduce installation and maintenance costs for the project. Incorporated within the Technical Tender Evaluation Services is:

- The management of survey campaigns, including hydrographic, geophysical and geotechnical disciplines, designed to monitor the seabed including specialist packages such as UXO (incorporating UXO desk top studies).
- Designing survey campaigns to support the pre-construction phase by acquiring crucial data for route engineering, including but not limited to:
  - Specialist packages such as UXO campaigns, seabed mapping, etc.
  - Definition for geophysical and geotechnical survey campaigns.

- Burial Assessment Studies designed to:
  - Reduce cable burial risk.
  - Assess trenchers which are required for effective burial.
  - Preparation of cable installation and burial tender documents.
  - Assess cable installation and burial tenders received.
- Burial Assessment Studies (on behalf of Contractors) designed to:
  - Propose suitable trencher on BAS received.
  - Assess nominated trencher on BAS received.
  - Assess cable installation and burial tender documents prior to submission.
- Providing input to the Invitation to Tender (ITT) documents with regards to the protection of cables as well as providing a basis for assessment of the received tenders with regards to the offered cable protection methods.
- Preparation of route engineering accurately for permit application and optimised for effective tendering.
- Soil types: a multitude of studies and subject matter expertise to ensure sufficient assessment of soils to avoid an increased risk on burial performance and high tender and installation costs.
- Conducting all technical capability reviews relating to selected parties.
- Advising with all project documentation and the management of.
- Translation of technical issues into contract and permit requirements.

### 6.0 Tender Evaluation – Tender Management

Primo Marine offers Tender Management expertise. Designed to provide critical management advisory services throughout the complete lifecycle of the project. Incorporated within the Tender Management service offering is:

- Assisting with the complete preparation of all pre-qualification, requests for quotation and expression of interest documents:
  - Including all aspects of Technical, Commercial, Contractual and Clarification preparation.
  - The complete generation and management of documents (including all supporting attachment).
  - The reviewing of prepared documents in terms of accuracy, completeness and highlighted key gaps.
  - The inclusion of EU procurement regulations.
  - The inclusion of differing contracting principles such as BIMCO, FIDIC & LOGIC.
- Assisting with the complete preparation of tender documentation:
  - Including all aspects of Technical, Commercial, Contractual and Clarification preparation.
  - The complete generation and management of documents (including all supporting attachment).
  - The reviewing of prepared documents in terms of accuracy, completeness and highlighted key gaps.
  - The inclusion of EU procurement regulations.
  - The inclusion of differing contracting principles such as BIMCO, FIDIC & LOGIC.
- The pre-identification and qualification of all respective parties in accordance to predetermined specifications.
- Completing verification, evaluation and selection of selected parties on defined criteria.
- The conducting of contractual negotiations (see contractual management).
- The provision of independent expertise in support of all meetings in regard to subject matter expertise.

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## Tender Evaluation, Procurement & Financial Support

### 7.0 Tender Evaluation – Contractual & Commercial Management

Primo Marine offers Contractual & Commercial Management expertise. Designed to provide critical management advisory services throughout the complete lifecycle of the project. Incorporated within the Contractual & Commercial Management service offering is:

- The conducting of contractual negotiations (see contractual management).
- Assisting with the contract award phase including complete contractual management and meeting attendance.
- The provision of Contract & Commercial Management in regard to monitoring of contract and cost control, including variation against cost, time and contract.
- The provision of independent expertise in support of all meetings in regard to subject matter expertise.
- Advisory support in regard to contract risk management.
- The management of contractual issues, queries and questions.
- The preparation of subcontracts, frameworks including negotiation of terms and conditions.
- The alignment and management of all contractual and supporting documents such as insurances and certificates.
- Providing change-order and variation management.
- Assisting with all clarification meetings.

### 8.0 Procurement Support – Procurement Management

Primo Marine offers Procurement Management expertise. Designed to provide critical management advisory services throughout the complete lifecycle of the project. Incorporated within the Procurement Management service offering is:

- The provision of independent expertise in support of all meetings in regard to subject matter expertise.
- The management of complete procurement process to ensure adherence to the established specifications, competency and availability – utilising established supplier/partnership network.
- The conducting of compulsory supplier days and meetings to ensure adherence to the established policies and objectives.
- Supplier Audits and Evaluation.
- Periodic risk based assessments of all pre-identified contractors' and approved suppliers:
  - Visits & inspections including local facilities i.e. ports.
  - Audits of procedures, competences, availability etc.
  - Vessel assurance.
  - Inspection & certification reviews.
- The preparation of subcontracts, frameworks including negotiation of terms and conditions.
- The alignment and management of all contractual and supporting documents such as insurances and certificates.
- Assisting with all clarification meetings.

### 9.0 Financial Support – Financial Management

Primo Marine offers Financial Management expertise. Designed to provide critical management advisory services throughout the complete lifecycle of the project. Incorporated within the Financial Management service offering is:

- The provision of independent expertise in support of all meetings in regard to subject matter expertise.
- Project Management:
  - The provision of independent interface management either as supporting bespoke packages, or assuming complete responsibility for performance including budgetary control.
  - Translation of technical issues into contractual and permit requirements
  - Close-out protocols covering areas such as documentation, meetings and insurance brokers advisory services (claim management).
  - Budgetary control and reporting including scenarios, sensitivity analysis.
  - Cost control and reporting including weighting activities, baseline planning, s-curve performance, monitoring percent complete values and forward planning, actual including project s-curves.
  - Monitoring expenditure and financial commitments.
  - Variation management, control and negotiations.
  - Management of change.
  - Claim and contractual management.
  - Loss adjustor services, auditor roles.
  - Incident and Risk Management.
- Peer Management:
  - The conducting of complete peer reviews.
  - Establishing and management of the project risk register.
  - Providing of subject matter expertise including pro-active problem solving of events, challenges and issues (including the arranging and management of third parties).
  - Interfacing with all signification parties to provide technical solutions.
  - Advising on all project documentation including the management of.
- Liaison Management:
  - The provision of liaising expertise.
  - Interfacing with all key stakeholders and authorities, covering permitting and approvals.
  - Supporting with authorities.
  - Interfacing with all key stakeholders and authorities related to crossing designs and agreements.
  - Offshore interfacing with Contractors, Marine Warranty Surveyors throughout the offshore scope.
  - Licensing management and the support of.

### 10. Tender Evaluation – Innovation Development

Primo Marine offers a dedicated Innovation Development service, to support the complete tendering and award phases. The application of practical expertise and experience to preparation, scope definition, evaluation, verification, selection and finally contract negotiation ensures mitigation of all technical risk profiles in offshore projects. Primo Marine also provides offshore performance management through the provision of its Client Representative offering. Incorporated within the Tendering service is:

- Definition of work packages.
- Technical preparation and evaluation.
- Technical verification and selection.
- Contract negotiations.
- Client Representation – operational performance management.