



Australian Government
Clean Energy Regulator

**CLEAN
ENERGY
REGULATOR**

Auctions user guide

How to bid in an ERF Auction

The Emissions Reduction Fund

The Emissions Reduction Fund is a voluntary scheme that aims to reduce Australia's greenhouse gas emissions by providing incentives for a range of organisations and individuals to adopt new practices and technologies to reduce their emissions.

Emissions Reduction Fund projects must be conducted according to an approved method. A number of activities are eligible under the scheme, and individuals and organisations taking part may be able to earn Kyoto Australian carbon credit units (ACCUs). One ACCU is earned for each tonne of carbon dioxide equivalent (t CO₂-e) stored or avoided by a project. ACCUs may be sold to generate additional income: either to the government through a carbon abatement contract, or on the secondary market.

Emissions reduction purchases will be in the form of ACCUs. The Clean Energy Regulator will make these purchases through a carbon abatement contract (contract) at a price determined through the auction which will be a pay-as-bid reverse auction.

The auction will include only one round, so sequential bidding is not an option. Project participants (participants) making bids will not see what others are bidding.

Each bid made at the auction will relate to one or more projects registered for the Emissions Reduction Fund. If a participant's bid is successful, the participant will automatically enter into a contract with the Clean Energy Regulator on behalf of the Commonwealth of Australia covering the project(s) related to the bid. A participant making a successful bid will be paid the price under the contract that they bid.

To secure a contract your project must be registered and you must have successfully participated in an auction run by the Clean Energy Regulator. The contracted price will be the price you bid in the auction. By providing information in accordance with these steps you are offering to enter into a contract with the Clean Energy Regulator.

Introduction

The Clean Energy Regulator will purchase emissions reductions in the form of Australian carbon credit units (ACCUs) through a carbon abatement contract (contract), at a price determined by an Emissions Reduction Fund auction. Emissions Reduction Fund auctions will be conducted through the AusTender online bidding platform.

The purpose of this guide is to assist an authorised bidder to bid in an Emissions Reduction Fund auction through the AusTender online bidding platform. Each bid made at auction will relate to one or more project(s) registered for the Emissions Reduction Fund auction. This guide assumes that you are an authorised bidder for a particular auction in relation to a project(s). As an authorised bidder, you may wish to enter into a separate contract for another project or group of projects.

A participant must nominate an authorised bidder to submit, on the participant's behalf, an auction registration application and an auction bid.

For information about how the auction will be conducted by the Clean Energy Regulator, including how bids will be determined as successful, please refer to the [Emissions Reduction Fund auction guidelines](#).

Auction Bid

To participate in an auction you must have successfully completed auction qualification and auction registration.

Bidding in an auction for a project is the third stage in establishing your carbon abatement contract. If you wish to bid, you must provide the financial terms of your offer for the project to the Clean Energy Regulator using the auction bid form.

Authorised bidder

- A participant must nominate an authorised bidder to submit, on the participant's behalf, an auction registration application and an auction bid.
- Initially, the nomination must be submitted to the Clean Energy Regulator through the auction qualification form. Authorised bidders may be removed, new or additional authorised bidders may be nominated, or details of existing authorised bidders may be modified, through an approved form given to the Clean Energy Regulator.
- If a participant is an individual, the participant may nominate themselves as their authorised bidder.

The Clean Energy Regulator will email all authorised bidders an Approach to Market identifier (ATM-ID) and passcode. This ATM-ID and passcode will be required by you to locate and access the auction's restricted ATM in AusTender during the bidding window for the auction. The email will contain the attached and partially pre-populated auction bid form, which will contain:

1. the Contract Identifier (this identifies the offer to which the bid relates),
2. and authorised bidder name and details.

The **ONLY** requirement will be to enter the unit price in numbers into the auction bid form (see example below).

Bidding process once the auction qualification and auction registration forms have been successfully approved:

1. Receive bid email with ATM-ID and partially pre-populated bid form after successful auction registration.
2. Complete the bid form by entering the bid price and save it as a word document. **DO NOT** print and scan this document as a pdf or other file format.
3. Log onto AusTender using the ATM-ID to access the restricted ATM.
4. Upload the complete bid form into AusTender.

“The new auction bid form must be uploaded through AusTender as a word document”

The completed form must be submitted via the AusTender system – it must not be mailed or emailed outside of AusTender.

Each bid made at an auction will relate to one or more project(s) registered for the Emissions Reduction Fund. If a bid is successful, the participant will automatically enter into a contract with the Clean Energy

Regulator on behalf of the Commonwealth of Australia covering the project(s) related to the bid. A participant making a successful bid will be paid the price under the contract that they bid. If a project is not successful it can be rebid into a subsequent auction.

The prepopulated auction bid form will be provided to all participants that have been successfully registered to participate in the Emissions Reduction Fund by email. A sample auction bid form can be found at <http://www.cleanenergyregulator.gov.au/ERF/Forms-and-resources/auctions-and-contracts>.

The authorised bidder is only required to enter the bid Unit price in numbers (see below to complete the form before uploading into AusTender).

1. Unit Price: (required)

- ⓘ Unit price must be typed in the field below*
- ⓘ Unit price must not be blank*
- ⓘ Unit price must be for one Kyoto Australian Carbon Credit Unit only*
- ⓘ Unit price must be greater than or equal to \$0.01*
- ⓘ Unit Price must be an amount rounded to the nearest cent*

Unit Price in numbers

\$ AUDGST-exclusive

ⓘ DO NOT PRINT THIS FORM SAVE AND SUBMIT THROUGH AUSTENDER DURING THE BIDDING WINDOW

Bidding at the Emissions Reduction Fund auction is conducted through the AusTender bidding platform (www.tenders.gov.au). The auction will be conducted from 9.00am, 27 April 2016 to 5.00pm 28 April 2016 AEST. **NO** bids will be accepted outside of the bidding window time.

Bidding in an Emissions Reduction Fund auction through AusTender

AusTender is the Commonwealth Government procurement information system, and is used to lodge bids for Emissions Reduction Fund auctions. This section provides a step by step guide on how to bid in an Emissions Reduction Fund auction.

AusTender provides an online facility which publishes a range of tenders including Government Approaches to Market (ATMs).

In the context of Emissions Reduction Fund auctions, AusTender:

- provides documentation relevant to participating in an Emissions Reduction Fund auction (such as the auction withdrawal form, auction guidelines and this auction user guide), and
- allows Emissions Reduction Fund auction bids to be lodged securely.

The Clean Energy Regulator will use the restricted ATM option provided by AusTender. Restricted ATMs can only be accessed if you have been provided details to access the ATM. Once a participant is qualified and registered to participate in a particular auction, the Clean Energy Regulator will email all authorised bidders an ATM-ID and passcode and a pre-populated bid form for that auction. This ATM-ID and passcode will be required by you to locate and access the auction's restricted ATM.

You are required to create an AusTender user account using the email address of the authorised bidder in order to bid at auction. It is recommended you do this well in advance of the bidding window.

AusTender

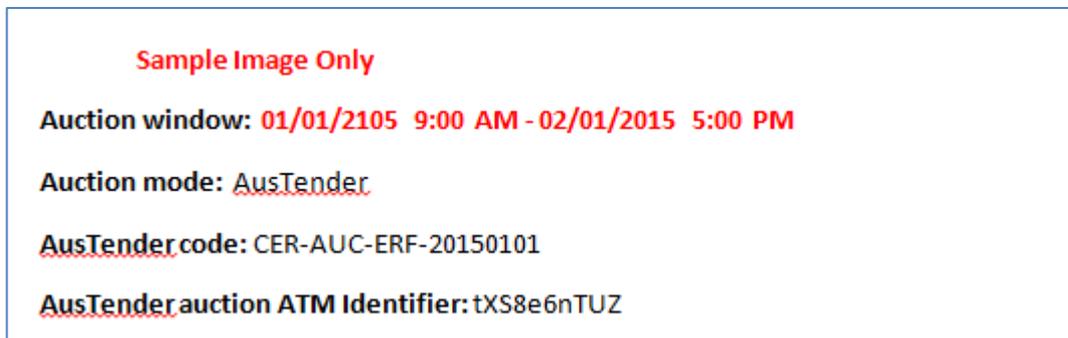
Visit the [AusTender website](#) to find out information on how to:

- create an AusTender user account
- logging into your AusTender account
- how to re-set passwords

Please ensure that you activate your AusTender account using the authorised bidders email address.

Access the restricted ATM by using the provided ATM-ID and passcode

Once you have qualified and registered for a specific auction, the Clean Energy Regulator will email you the details (including the ATM-ID and passcode) required to access the Emissions Reduction Fund auction within AusTender.



During the bidding window you will be able to access the restricted ATM by searching for the ATM-ID in the search box on the top right of the homepage.



Once you have correctly entered the ATM ID, and the bidding window is open, you can enter the Clean Energy Regulator supplied passcode.



Once you have successfully entered the passcode, you will be presented with the ATM view page which provides a brief description of the auction and links to relevant documents such as the auction bid form.

Once you have accessed the restricted AusTender ATM, you will be presented with the ATM view page displaying the details of the ATM, including:

- the date when the Emissions Reduction Fund auction was published
- the date and time the auction will close
- description of the auction (ATM)
- contact details relevant to the auction (ATM)
- link to access relevant auction documents ('Go to ATM Documents')
- link to the auction bid form lodgement page ('Go to Lodgement Page').

6.2 Lodging the auction bid form

Once you have accessed the restricted ATM and have downloaded the relevant auction documents, follow the steps below to lodge an auction bid form and make your bid in the Emissions Reduction Fund auction.

- carefully and accurately complete the *Auction Bid and Offer to enter into a carbon abatement contract – Financial Terms* form (auction bid form). This is the form that you will need to complete by entering the unit price in numbers. This form **MUST BE UPLOADED AS A WORD DOCUMENT** (not a PDF) and lodged within the bidding window in order to make your bid in the auction.
- please note that even though the AusTender platform allows you to lodge multiple bids, the [auction guidelines](#) state that the Clean Energy Regulator will accept the first eligible bid made on behalf of a participant in that auction in relation to the project(s) relating to the bid. Any subsequent bid made on behalf of the participant relating to the same project(s) at the auction will be disregarded.
- lodge your auction bid form by clicking on the '**Browse**' button(s) and selecting the auction bid form(s). Once you have uploaded all auction bid form(s) you wish to lodge, click the '**Lodge Response**' button **once only**.
 - do not print and scan the auction bid form, it **MUST** be uploaded into AusTender as a word document.
 - when your auction bid has been successfully lodged, you will receive:
 - » an email receipt confirming lodgement. This email will be sent to the address that you used to create your AusTender account, and
 - » an on-screen receipt.
 - wait until the AusTender lodgement receipt displays on-screen (see example below) - do not log out, close your browser, click the browser back button or navigate away from the lodgement page.
 - both the email and the on-screen receipt will contain the following information:
 - » the lodgement time (ACT Local Time)
 - » the date and details of the lodged auction bid form
 - » 'Submitted by' – the first and last name of the authorised bidder who lodged the auction bid form, and
 - » the 'Company name' and 'Email Address' of the authorised bidder who lodged the auction bid form.
- Print and store one of the receipts as proof of lodgement.

If you do not receive a receipt within a short timeframe, please notify the AusTender Help Desk and contact the Clean Energy Regulator contact line on 1300 553 542 as soon as possible, within the bidding window.

AusTender bidding

The [auction guidelines](#) state that the Clean Energy Regulator will accept the first eligible bid made on behalf of a participant in that auction in relation to the project(s) relating to the bid. Any subsequent bid made on behalf of the participant relating to the same project(s) at the auction will be disregarded

When submitting your bid, please allow sufficient time for transmission of all files in your response, including time for any problems analysis and resolution.

The screenshot shows the AusTender website interface. At the top, there is the Australian Government logo and the text 'aus TENDER THE AUSTRALIAN GOVERNMENT TENDER SYSTEM'. Below this is a navigation bar with 'Home', 'Search', and 'Advanced Search' options. The main content area is titled 'Response Receipt' and includes a breadcrumb trail: 'Current ATM List > Current ATM View > Lodge a Response > Response Receipt'. The primary message is 'Your response has been successful.' Below this, it states 'The details are as follows:' and lists 'ATM ID: DoP_2_2014' and 'ATM Title: Marketing Services'. It also provides the response ID '000023121' and the list of files lodged: 'Test 3 - Hyphen.docx (28 KB)'. The receipt time is noted as '2:28 pm, 24-Jul-2014'. On the left side, there is a sidebar with a 'Welcome Jane Watson' message, a 'Logout' button, and a 'View' section with links to 'Current ATMs', 'Closed ATMs', 'Contract Notices', 'Standing Offer Notices', 'Current Multi-Use Lists', and 'Closed Multi-Use Lists'.

Obligation not to disclose bidding strategy

- A participant or authorised bidder must not disclose a bid, a proposed bid, or bid-related information that could reasonably be expected to affect or be capable of affecting the integrity or outcome of an auction.
- The [auction guidelines](#) allow bid, proposed bid, or bid-related information to be disclosed under certain circumstances, such as for the purpose of obtaining finance. Please see the auction guidelines for further information.

Auction bid form checklist

- Have submitted the correct completed bid form
- Have you entered the correct bid amount (in numbers)
- Do not print the auction bid form

6.3 Withdrawing from an Emissions Reduction Fund auction

The [auction guidelines](#) state that “an authorised bidder of a participant may withdraw an eligible bid made at an auction during the bidding window for that auction only”.

To withdraw from an auction during the bidding window, you must:

- download the ‘auction registration withdrawal application’ (auction withdrawal form) from the “Go to ATM Documents” page (which is located on the same page as the auction bid form – see above), and
- complete, sign and lodge the form within the bidding window.

Once a valid withdrawal form has been successfully lodged in AusTender, the Clean Energy Regulator will not accept any other bid in that Emissions Reduction Fund auction for the project(s) relating to the withdrawal. By withdrawing an auction bid, you revoke your registration for that particular auction for those project(s) relating to the bid withdrawal. You will need to re-register in order to participate in any future Emissions Reduction Fund auctions in relation to such project(s).

The Clean Energy Regulator may also cancel an eligible bid made at an Emissions Reduction Fund auction by, or on behalf of, a participant if:

- it is requested in writing during the bidding window for that auction by an authorised bidder of the participant, and
- the Clean Energy Regulator is satisfied that the authorised bidder is unable to withdraw the bid during that window due to a fault or malfunction relating to:
 - » a computer system
 - » a facility (within the meaning of the *Telecommunications Act 1997*), or
 - » a carriage service (within the meaning of that Act) provided to the public.

Once the bidding window for the auction has closed, an eligible bid submitted during the bidding window cannot be withdrawn.

Contact the Clean Energy Regulator on 1300 553 542 in the first instance to request a bid cancellation.

Auction results

Notifying authorised bidders

The Clean Energy Regulator will notify each participant and authorised bidder of the result of their bid made at auction, within five business days of the closing of the auction.

Information publication

The Clean Energy Regulator may publish on its website:

- information about an Emissions Reduction Fund auction, including the purchasing process, summary information or statistics, and
- annual (financial year) reports about purchases of eligible carbon credit units.

The [Emissions Reduction Fund Register](#) (the Register) will also set out information about each carbon abatement contract that the Clean Energy Regulator has entered into, on behalf of the Commonwealth, including the:

- name of the carbon abatement contractor and their project
- duration of the contract, the number of eligible carbon credit units to be delivered, and
- number of units the contractor has delivered to the Clean Energy Regulator.

The Register will not publish confidential commercial information such as the unit price to be paid under any contract or the auction benchmark price.

Further information and assistance

AusTender technical assistance

For technical assistance (such as help on accessing AusTender or with issues resetting your password) please contact the AusTender Help Desk by phone or email:

- Phone: 1300 651 698
- International: +61 2 6215 1558
- Email: tenders@finance.gov.au

The AusTender Help Desk is available between 9am and 5pm ACT Local Time, Monday to Friday (excluding ACT and national public holidays).

Clean Energy Regulator assistance

Any non-technical auction related issues (such as how to complete the provided forms) should be directed to the Clean Energy Regulator contact centre by phone (preferred) or email:

- Phone: 1300 553 542
- Email: enquiries@cleanenergyregulator.gov.au