

You can use this document to prepare your project proposal for submitting for NextGen District. It provides an overview of all the questions asked in the online web form, as well as the attachments you need to upload. Questions marked with an asterisk (*) are required.

Important note:

In several sections of the web form you will be asked to upload (several) attachments. It is important that you upload all requested attachments at once by clicking on the 'Choose files' button and selecting all relevant files together. If not, only the last selected file will actually be uploaded. So please prepare your files together in the same folder in advance.

If you have any questions, please contact invest@portofantwerpbruges.com for more information.

1. Intro

How would you pitch the project proposal (with max. 240 characters)?

2. Contact details

Name of the company
VAT number
Street and number
Postal code
Location
Country
When was the company founded?

Contact details of the contact person responsible for the follow-up of the project proposal:

First name
Surname
Position
E-mail
Land line or mobile

Contact information of second contact person:

First name
Surname
Position
E-mail
Land line or mobile

Will this project proposal be carried out in a partnership or consortium?

In case of a partnership or consortium, please clarify the following:
The role of each player in the project and the way in which they contributes to the project
The form of the (future) partnership relationship (example: common legal structure, or consortium agreement)

Name of partnership or consortium
Company number
Street and number
Postal code
Location

When was the partnership or consortium formed?

Document upload:

- *(Mandatory)* A cover letter stating that the company is applying. This letter must be signed in writing (not digital), by legal representative(s).
- *(Mandatory)* Articles of association that demonstrate this legal validity of the representative(s). In the case of a partnership, this must be demonstrated for all partners.
- *(If applicable)* If the application is submitted by a partnership, attach an organisation chart which clearly shows the structure and the different subsidiaries and/or associated companies. This applies to both foreign and Belgian entities.

3. Financial capacity

Document upload:

Attach the company's annual accounts here.

- In the case of a partnership, the annual accounts of all partners must be attached, together with a declaration that the partners will guarantee the financial capacity of the project company.
- If the company is not sufficiently financially robust, a guarantee is expected from a third party (such as a holding company, parent company or similar).

4. Relevant experience

Provide a general description of the project team and the experience of the project members involved (CVs, scientific publications, awards). Please attach any supporting document.

What is the history behind this project?

What are the most important and most comparable projects (prior to, or parallel to this project) which have been carried out in the past 3 years?

Document upload:

(Optional) Any documents to indicate the experience of the project members involved.

5. Project Details

What is the goal of the project proposal?

What problem will the project proposal solve?

Who are the intended customers?

What is the long-term vision?

If applicable, what is the current TRL level of the applied technology?

- TRL 1 - Fundamental research
- TRL 2 - Applied research
- TRL 3 - Proof of Concept
- TRL 4 - Implementation and test prototype
- TRL 5 - Validation prototype
- TRL 6 - Demonstration prototype in test environment
- TRL 7 - Demonstration prototype in operational environment
- TRL 8 - Product/Service is complete and operational.
- TRL 9 - Market introduction product/service/process

If applicable, have there been any trial installations providing insight into the feasibility of the technology? Add documents to demonstrate.

Document upload:

(If applicable) Documents demonstrating that trial installations have already taken place that provide insight into the feasibility of the technology.

6. Strengthening the port platform and NextGen District

Maritime traffic

What incoming volumes are expected yearly (import)?

What outgoing volumes are expected yearly (export)?

Does it involve the generation of new volumes? Yes/No

If the project includes a production process, add the product flows, based on the mass balance for your main and by-products.

Complementarity

Who are the main competitors?

Which parties are based in the Port of Antwerp-Bruges?

What is the distinguishing factor of the project proposal?

Synergies

Which partnerships can be detected with existing port companies, and within NextGen District?

Employment

How many FTEs will the project proposal directly employ?

How many FTEs will the project proposal indirectly employ?

Document upload

(If applicable) Attach documents supporting the generation of new traffic (such as a concrete market demand based on LOI's).

(If applicable) Attach documents to substantiate concrete, confirmed partnerships.

7. Project maturity

Feasibility study

Has a feasibility study already been conducted showing that the project is economically and technologically feasible within three years? What was the result of this study?

If a feasibility study was conducted, please attach it.

Financial plan

What is the total cost (capex)?

What is the total operating cost (opex)?

Which investments will be realised within the first three years?

Implementation planning

What are the main phases/milestones related to the realisation of the project proposal, with a start of infrastructural works within three years?

Supply and offtake

Is there already a guaranteed supply of raw materials? What are the volumes and specifications? Concrete commitments with partners are added for substantiation.

Is there already a guaranteed market for the products? What are the volumes and specifications? Concrete commitments with partners are added for substantiation.

What are the utility needs (volumes and specifications)? What mode of transport is envisaged?

What is the need for low-calorific heat (<120°C), and what is the potential for the exchange of waste heat?

Ground plan

Add a (first draft of) a site plan to show how the desired site will be laid out, with a distinction between industrial buildings, offices and peripheral facilities (parking and storage places, etc.).

Document upload:

(If applicable) Conducted feasibility study

(Mandatory) The completed profitability template (to be downloaded via the separate appendixes).

(If applicable) If investment is already guaranteed, add an LOI.

(Mandatory) Add an implementation schedule.

(If applicable) Attach documents demonstrating supply and offtake (contract, cooperative agreements, LOIs, MOUs etc.)

(Mandatory) A (first draft of) a site plan.

8. Mobility

Through which transport mode will the incoming volumes be transported?

If already known, provide an indication in absolute terms of volume per mode, frequency and origin.

Through which transport mode will the outgoing volumes be transported?

If already known, provide an indication in absolute terms the volume per mode, frequency and destination.

Is there an ambition to achieve a modal shift, and how does this translate into concrete commitments?

What concrete measures will be implemented to ensure sustainable commuting?

9. Sustainability

What waste and residual streams (estimate in volumes) will be generated?

Describe the ambition, and any concrete measures, in terms of water.

Describe the ambition, and any concrete measures, in terms of energy.

Describe the ambition, and any concrete measures, in terms of sustainable construction.

Describe the ambition, and any concrete measures, in terms of a quality system.

With a view to testing against POAB's LCA tool, we request the following elements:

- Cradle-to-gate or cradle-to-grave
- Main product and any by-products
- Main product and any by-products (virgin, according to the BAU principle), for benchmarking purposes
- Estimated yearly production of main product over a span of 10 years (if only data for 1 year: assume constant)
- Conversion factor for the substituted main product (BAU) to obtain the same function as the delivered main product
- Conversion factor for substituted by-product (BAU) to obtain the same function as the delivered by-product
- Raw material inputs to be able to satisfy production in the first year

- Transport necessary to be able to satisfy production in the first year
- Extra inputs/processes (energy, water, emissions, waste treatment) necessary to be able to satisfy production in the first year
 - These need to be specified as specific as the raw material inputs (e.g. waste treatment: an input of 1524 kWh electricity, 57 tonnes tap water, 528 tonnes phosphoric acid, 85 tonnes caustic soda & 24 tonnes polypropylene is needed)
- In the case of cradle-to-grave
 - Transport to client necessary in the first stated year
 - EOL (end-of-life) treatment of main product and by-product in the first year
- Name technology

If already available and applicable add an LCA analysis.

Document upload:
(If applicable) LCA analysis

10. Corporate Social Responsibility (CSR)

In what way are CSR-ambitions implemented through the realisation of the project proposal? What concrete commitments will be made?

11. GDPR clause

I agree to the processing of my personal data. Port of Antwerp-Bruges may contact me as part of this tendering procedure.