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Tender

## **Fuel & Fuel Card Services**

Southern Water Services Ltd.

F05: Contract notice – utilities

Notice identifier: 2021/S 000-027372

Procurement identifier (OCID): ocds-h6vhtk-02f25a

Published 1 November 2021, 10:45pm

### **Section I: Contracting entity**

#### **I.1) Name and addresses**

Southern Water Services Ltd.

Southern House

Worthing

BN13 3NX

#### **Email**

[paul.knight@southernwater.co.uk](mailto:paul.knight@southernwater.co.uk)

#### **Telephone**

+44 1903264444

#### **Country**

United Kingdom

#### **NUTS code**

UKJ - South East (England)

**Internet address(es)**

Main address

<https://www.southernwater.co.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://southernwater.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://southernwater.bravosolution.co.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.6) Main activity**

Water

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Fuel & Fuel Card Services

Reference number

prj\_2424

#### **II.1.2) Main CPV code**

- 30163100 - Agency fuel cards

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Southern Water is going to market for its fuel & fuel card service. This will likely be a 3 year contract, with an option to extend for a further 2 years.

Region/Network - Southern Water's region covers Kent, Sussex, Hampshire and Isle of Wight.

Fleet Size - Southern Water has a requirement for approximately 850 fuel cards. Cards to be issued to a single vehicle, being linked and traceable to a said vehicle (standard requirement). By exception and as requested, a card may be issued to an individual.

Average litres used per annum – 1.16m litres.

The Goods and Services which the Service Provider will be asked to provide under this agreement are as listed below:

Supply of fuel cards

Service provider shall provide SW fuel cards to be used in SW's commercial vehicle fleet and HGVs.

Fuel cards need to:

- Work as a means of payment at all of the covered stations for the purchase of fuel, oil

and Ad Blu

- Have the ability to activate a solution for the purchase of alternative fuels
- Allow the purchase of fuel with the prices/pricing methodology agreed in the contract
- Disallow the purchase of any other goods than fuel oil and Ad Blu
- Be linked and traceable to a single vehicle (standard requirement), or an individual where required. Or a Bearer card will be requested.
- Be chip and pin enabled with mileage and registration input.
- Be able to be limited to certain stations

Helpdesk (email and telephone) available Monday to Friday, 9-5pm

Website/online portal available 24/7

Reporting

Data is critical. Service provider shall report as a minimum, monthly, the fuel transactions for all cards, broken down by manager, including the data of refuelling transactions line by line. Details of what should be included in the reports will be included in the requirements/contract documents.

Card management

Service provider shall make sure that it's possible within a defined lead time to: report lost/stolen cards, stop cards, replace PINs, request replacements, create new fuel cards, change costs centres.

Invoicing

Invoicing monthly, including cost centre details

Account Management

Service provider shall appoint an account manager, who will be a single point of contact regarding all commercial questions or other issues regarding the fuel cards. They will also attend regular meetings as detailed in the requirements/contract.

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 30163100 - Agency fuel cards

### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

### **II.2.4) Description of the procurement**

Southern Water will shortly be going to market for its fuel & fuel card service. This will likely be a 3 year contract, with an option to extend for a further 2 years.

Region/Network - Southern Water's region covers Kent, Sussex, Hampshire and Isle of Wight.

Fleet Size - Southern Water has a requirement for approximately 850 fuel cards. Cards to be issued to a single vehicle, being linked and traceable to a said vehicle (standard requirement). By exception and as requested, a card may be issued to an individual.

Average litres used per annum – 1.16m litres.

The Goods and Services which the Service Provider will be asked to provide under this framework agreement are as listed below:

Supply of fuel cards

Service provider shall provide SW fuel cards to be used in SW's commercial vehicle fleet and HGVs. This can be a request from Southern Water or our Fleet Management provider. Fuel cards need to:

- Work as a means of payment at all of the covered stations for the purchase of fuel, oil
- Have the ability to activate a solution for the purchase of alternative fuels
- Allow the purchase of fuel with the prices/pricing methodology agreed in the contract
- Disallow the purchase of any other goods than fuel oil and Ad Blu

- Be linked and traceable to a single vehicle (standard requirement), or an individual where required. Or a Bearer card will be requested.
- Be chip and pin enabled with mileage and registration input.
- Be able to be limited to certain stations

Helpdesk (email and telephone) available Monday to Friday, 9-5pm

Website/online portal available 24/7

#### Reporting

Data is critical Service provider shall report as a minimum, monthly, the fuel transactions for all cards, broken down by manager, including the data of refuelling transactions line by line. Details of what should be included in the reports will be included in the requirements/contract documents.

#### Card management

Service provider shall make sure that it's possible within a defined lead time to: report lost/stolen cards, stop cards, replace PINs, request replacements, create new fuel cards, change costs centres.

#### Invoicing

Invoicing monthly, including cost centre details

#### Account Management

Service provider shall appoint an account manager, who will be a single point of contact regarding all commercial questions or other issues regarding the fuel cards. They will also attend regular meetings as detailed in the requirements/contract.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

This contract is subject to renewal

Yes

Description of renewals

extension by up to 24 months

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

See tender documentation

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

30 November 2021

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

1 December 2021

Local time

10:00am



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Southern Water Services Limited

Worthing

Country

United Kingdom