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Tender

Water Coolers and Associated Items

the Education Authority

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Procurement identifier (OCID): ocds-h6vhtk-04fdaa

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Scope

Reference

CAT-25-008

Description

The EA invites tenders for the Contract CAT-25-008 Water Coolers and Associated Items. The Contract is divided into two Lots as follows: • Lot 1 Bottle Fed Water Coolers and Associated Items and Lot 2 Mains Fed Water Coolers and Associated Items. A maximum of 1 Contractor will be awarded a place on each Lot. Tenderers may bid for and be appointed to one or more Lots.

This Contract is established by the Education Authority (“EA”) and is open to the EA, including NI educational bodies as follows, who at some point, during the life of the Contract may wish to utilise the agreement and should have access at any point, with the permission of EA. This Contract is not intended to replace any current agreements that participating or non-participating institutions may already have in place.

Department of Education - Schools Plus

Primary and Post Primary schools under the control of the EA, Catholic Maintained Schools, Independent Schools in NI, Irish Medium Schools in NI, both Controlled and Voluntary Grammar Schools, Nursery School for NI (both controlled, and Catholic Maintained), school meals kitchens on-site at all of these schools, and Controlled Youth Centres.

NICIE - School Finder

Grant Controlled Integrated Education Schools in NI

Independent Schools in NI

Independent School in NI

EA Teachers' and Educational Centres

Council for the Curriculum, Examination and Assessment NI (CCEA)

Controlled Schools Support Council (CSSC)

Northern Ireland Council for Integrated Education (NICIE)

Pre-Schools and Nurseries included in the Pre-School Education Programme (PSEP)

Due to the independent nature of the Schools within Northern Ireland there is no obligation for all schools to become party to the Contract if a value for money solution can be achieved through another Contract or arrangement.

Total value (estimated)

- £330,000 excluding VAT
- £396,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2029
- 4 years

Main procurement category

Goods

CPV classifications

- 15981000 - Mineral water
 - 15981100 - Still mineral water
 - 41110000 - Drinking water
 - 31141000 - Water coolers
-

Lot 1. Lot 1 - Bottle Fed Water Coolers and Associated Items

Description

Lot 1 is for the supply and delivery of Bottle Fed Water Coolers and Associated Items.

Lot value (estimated)

- £290,000 excluding VAT

- £348,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Lot 2 - Mains Fed Water Coolers and Associated Items

Description

Lot 2 is for the supply and delivery of Mains Fed Water Coolers and Associated Items

Lot value (estimated)

- £40,000 excluding VAT
- £48,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Enquiry deadline

26 August 2025, 11:59pm

Tender submission deadline

11 September 2025, 11:59pm

Submission address and any special instructions

<https://etendersni.gov.uk/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

29 September 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 June 2029

Award criteria

Name	Type	Weighting
AC1 - Total Contract Price	Price	100%

Other information

Payment terms

The Supplier must ensure that the Buyer has issued a Purchase order number in advance of any goods being delivered.

Payments will only be made on receipt of an invoice quoting the relevant purchase order number.

The Supplier must ensure that purchase orders received are accurate in that they state the correct contract prices, or return for correction prior to the order being fulfilled, as discrepancies could result in delays to invoice payments where purchase orders and invoices do not match.

Invoices must be in pounds Sterling (GBP).

Suppliers must submit invoices directly to the address as specified on the order.

Supplier must submit a group statement for outstanding invoices on a monthly basis. The supplier may liaise with EA Accounts Payable to identify the information required on the statement.

The Supplier must replace or make good at their own expense any items that are or become defective as a result of poor design, materials or service.

Payment shall be made through the Bankers Automated Clearing System. The Supplier will be required to provide bank account details to the Buyer to facilitate this method of payment.

The Buyer reserves the right to withhold payment against any invoice which is not submitted in accordance with the Contract, or which covers or purports to relate to goods which have not been provided in accordance with the Contract and shall forthwith notify the supplier accordingly in writing.

During the Term the Buyer reserves the right to review ordering and/or invoicing procedures with the Supplier.

For an invoice to be considered valid it must be legible, from which a clear scanned image

can be produced, and clearly show the following information:

- Purchase Order number (only one purchase order per invoice)
- Invoice number
- Invoice date / tax point
- Supplier name, address, postcode and VAT registration number
- Remittance name and address where this is different to above
- Goods details which match the PO details, including quantity billed, item description, unit of measure, unit price and total value (only goods delivered should be on an invoice)

All invoices must be made payable to the Supplier and not to any nominated sub-contractor(s).

Description of risks to contract performance

This Contract will be divided into 2 Lots with one Supplier appointed to each Lot. Suppliers may bid for and be appointed to one or both Lots.

Lot 1 – Bottle Fed Water Coolers and Associated Items

Lot 2 – Mains Fed Water Coolers and Associated Items

The estimated value of the Contract over the whole (4 year) period is within the range of £280,000 – £330,000 (ex VAT) and £336,000 - £396,000 with VAT. A breakdown per Lot as:

Lot 1 – Bottle Fed Water Coolers and Associated Items = £250,000 - £290,000 (ex VAT)

Lot 2 – Mains Fed Water Coolers and Associated Items = £30,000 - £40,000 (ex VAT)

The Contract Value has been estimated based on the four year duration.

The lower range value for Lot 1 is based on the most recent annual spend under the former contract, with the application of indexation over the next four years but also includes additional 20% value for contingency purposes within the Contract for capital enhancement, which may or may not occur, and additional levels of contingency for other

unplanned works that may be required over the lifetime of the Contract. This upper limit also includes the provision for Voluntary Grammar schools and other Public Bodies who may avail of this contract. The upper range value for Lot 1 the most recent annual spend under the former contract and indexation over the next four years but also includes a 40% additional value for contingency purposes within the Contract for capital enhancement, which may or may not occur, and additional levels of contingency for other unplanned works that may be required over the lifetime of the Contract. This upper limit also includes the provision for Voluntary Grammar schools and other Public Bodies who may avail of this contract.

The lower range value for Lot 2 is an estimated value as this is a new requirement with usage unknown. This includes the application of indexation over the next four years but also includes additional 20% value for contingency purposes within the Contract for capital enhancement, which may or may not occur, and additional levels of contingency for other unplanned works that may be required over the lifetime of the Contract. This upper limit also includes the provision for Voluntary Grammar schools and other Public Bodies who may avail of this contract. The upper range value for Lot 2 is an estimated value as this is a new requirement with usage unknown. This includes the application of indexation over the next four years but also includes additional 40% value for contingency purposes within the Contract for capital enhancement, which may or may not occur, and additional levels of contingency for other unplanned works that may be required over the lifetime of the Contract. This upper limit also includes the provision for Voluntary Grammar schools and other Public Bodies who may avail of this contract.

The EA reserves the right to move value between the Lots as required, however, the overarching value will not exceed £330,000 (ex VAT) or £396,000 (inc. VAT). EA do reserve the right to modify the contract for any of the reasons noted in the Specification Schedule, Section 21 Additional Services, and so the actual value of the contract/s may be greater than noted above.

There is no guarantee that any orders will be placed in any quantity during the period of the Contract.

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

the Education Authority

- Public Procurement Organisation Number: PPHJ-6982-JPXY

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Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

