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Tender

900_26 Water Dispensers, Associated Consumables and Services

Leicestershire County Council, trading as ESPO

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

Notice identifier: 2025/S 000-078564

Procurement identifier (OCID): ocids-h6vhtk-05114f ([view related notices](#))

Published 1 December 2025, 3:14pm

Scope

Reference

900_26

Description

Multi supplier framework for the supply and maintenance of water coolers and associated equipment.

The Framework is NOT divided into lots.

Please refer to the tender documents for further details - the closing date for submission of Tenders is 12:00 (12 noon) on 15 January 2026.

To tender (please proceed to step (e) if an expression of interest has already been completed):

(a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '900_26' (via "View Opportunities" from the

EastMidsTenders Portal); (d) Express an interest; (e) Download the tender documents (from the ProContract Activity summary screen).

Any questions or clarifications relating to this tender opportunity should be submitted to ESPO as a message on the eProcurement Portal, once an Expression of interest has been completed.

Commercial tool

Establishes a framework

Total value (estimated)

- £4,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

The framework agreement has the option to extend for up to a further 24 months, and ESPO may choose to use the extension periods where:

- The framework is performing well;
- It continues to broadly meet customer needs.

ESPO reserves the right to implement the extension period in part, full, or in increments (such as 2x 12-month periods).

Total estimated value captured in this notice includes the option to extend the framework as noted above.

Options

The right to additional purchases while the contract is valid.

ESPO reserves the right to add or remove requirements throughout the life of the contract.

Main procurement category

Goods

Additional procurement category

Services

CPV classifications

- 18925000 - Water-bottle holders and holsters
- 31141000 - Water coolers
- 39370000 - Water installations

Contract locations

- UK - United Kingdom

Justification for not using lots

The framework agreement could potentially have been lotted into categories of water dispenser's. However, the main objective of the framework agreement is to establish a simple to use, quick and effective way for customers to procure their water dispenser, associated services and consumables requirement, and this approach (no lots) was deemed most suitable in achieving this objective.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

3%

Further information about fees

As a public body, ESPO have a statutory obligation to recover the costs incurred in the management of this Framework. This obligation is met by means of a Framework Fee which will be payable by the Suppliers to ESPO based on the total turnover of business conducted by them under the Framework.

For further details, please refer to the tender documents.

Framework operation description

It should be noted that the Framework could be used in a number of ways where water dispensers, associated consumables and services are required. Customers wishing to buy Goods and/or Services via the Framework will do so in the following way(s) in accordance with section 45 of the Procurement Act 2023 (and any subsequent

amendment or re-enactment thereof):

Call-off without competition

'Calling-off' Goods and/or Services from a Supplier identified who is: a) included in the Framework; b) suitable for meeting the Customer's specific needs; c) within the geographical region/sub-region of the Customer, and; d) identified as offering the most advantageous solution to the Customer's requirements, based on the Framework pricing, required water dispenser model and capacity and Social Value offering.

Call-off with competition (Further Competitive Selection Process)

'Calling-off' by conducting a further competitive selection process amongst those Suppliers identified in the Framework as being able to provide the required Goods/supply the required Services. This means that not all competitive selection processes will necessarily include all the Suppliers - a customer will only invite those Suppliers that are included in the Framework for the particular type and location of contract required. Customers will assess the suppliers as set out in the terms and conditions of the Framework.

Please note that once this Framework is established, the right is reserved by the Customer when running a further competitive selection process, to invite the Suppliers to participate in an eAuction.

Please refer to the tender documents for any further details.

ESPO Trading Limited Second Framework:

ESPO has established a commercial trading company, ESPO Trading Limited, whose target clients are third sector organisations such as national and local charities, public sector mutual organisations and other organisations involved in the delivery of services to or for the public sector. The successful Supplier may be asked to enter into an additional separate framework agreement (the Second Framework) with ESPO Trading Limited on materially similar terms to that found in the tender pack to be entered into by ESPO itself.

Any Second Framework agreement will be a purely commercial agreement and will, for the avoidance of doubt, not be governed by the Procurement Act 2023 or other public procurement legislation. ESPO Trading Limited may enter into the second framework agreement with the successful supplier and make it available to third sector clients who themselves are not required to follow the Procurement Act 2023 or other public procurement legislation. Accordingly, this is provided for tenderers information only.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

As a Centralised procurement authority as defined in the Procurement Act 2023, the Framework is open for use by Public Bodies (defined at <https://www.espo.org/amfile/file/download/file/9608/>) that also fall into one of the following classifications of user throughout all administrative regions of the UK: Local Authorities; Educational Establishments (including Academies); Central Government Departments and Agencies; Police, Fire & Rescue and Coastguard Emergency Services; NHS and HSC Bodies, including Ambulance Services; Registered Charities; Registered Social Landlords; The Corporate Office of the House of Lords, The Corporate Officer of the House of Commons; or any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament. Details on general classification of end user establishments and geographical areas are available at: <https://www.espo.org/legal>.

Contracting authority location restrictions

- UK - United Kingdom

Participation

Legal and financial capacity conditions of participation

Tenderers should meet the following Conditions of Participation:

- Financial Capacity - Companies, Public Sector organisations and Third Sector organisations should have 'positive net assets' as determined from their Latest Year's Published Accounts.
- Modern Slavery - Tenderers who are subject to the Modern Slavery Act 2015, must be compliant with the annual reporting requirements of Section 54 of the Modern Slavery Act

2015.

- Insurance - Tenderers will have in place if awarded a customer contract £5m Employers Liability Insurance, £10m Public Liability Insurance, £10m Product Liability Insurance.
- Compliance with Equality Legislation - Tenderers must demonstrate their compliance with the equality legislation.
- Tenderers must confirm they will comply with the Framework Specification and the terms and conditions of the Framework Agreement.

Please also refer to the tender documents for conditions of participation (note: the Procurement Specific Questionnaire including Conditions of Participation questions, is captured as a Question set in the eProcurement Portal, ProContract, and is completed online there once a response has been started).

Technical ability conditions of participation

Tenderers should meet the following Conditions of Participation:

- Technical and Professional Ability - Tenderers should possess experience of supplying/providing water dispensers and/or associated products and/or associated services and/or associated consumables, demonstrated by ongoing and historical contract information.
- Health and Safety - Tenderers must provide a satisfactory description of the arrangements they have in place or will have in place if awarded the contract to manage health and safety effectively and control significant risks relevant to the requirement.
- Business Continuity - Tenderers must demonstrate their approach to business continuity in relation to the requirements.
- Carbon Reduction Plans - Tenderers must confirm they have a published carbon reduction policy statement or must provide evidence of a commitment to carbon reduction in relation to the requirement.
- Tenderers must confirm whether they are a full member of the Water Dispenser and Hydration Association (WHA). For Tenderers who are NOT a full member of the Water Dispenser & Hydration Association (WHA) the Tenderer must fully detail the processes they have in place to ensure compliance with relevant legislative standards and how they ensure that the highest standards of hygiene and safety of drinking water are adhered to.

Please also refer to the tender documents for conditions of participation (note: the Procurement Specific Questionnaire including Conditions of Participation questions, is captured as a Question set in the eProcurement Portal, ProContract, and is completed online there once a response has been started).

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

8 January 2026, 5:00pm

Tender submission deadline

15 January 2026, 12:00pm

Submission address and any special instructions

Refer to all instructions captured via <https://www.eastmidstenders.org/>.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 March 2026

Award criteria

Name	Type	Weighting
Price	Price	60%
Non-Price	Quality	40%

Other information**Applicable trade agreements**

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure**Procedure type**

Open procedure

Documents

Associated tender documents

<https://www.eastmidtenders.org/>

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Technical specifications to be met

<https://www.eastmidtenders.org/>

Please refer to the tender documents (see above for further details including summary instructions on how to access these).

Contracting authority

Leicestershire County Council, trading as ESPO

- Public Procurement Organisation Number: PYDD-1122-TCVN

Barnsdale Way, Grove Park, Enderby

Leicester

LE19 1ES

United Kingdom

Contact name: Food, Communities and Technology Procurement Team

Email: tenders@espo.org

Website: <https://www.espo.org/>

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government