

Invitation to Tender (ITT)

SEMD Bottled Water Programme

CM3290

Caio Scarpetti



YorkshireWater

Defined Terms

Ariba	Yorkshire Water's SAP Ariba sourcing e-procurement system which is used to undertake this Procurement Process (unless otherwise stated by Yorkshire Water).
Bidder(s)	an entity (e.g. company, limited liability partnership, firm, joint venture, etc) participating in this Procurement Process to be considered for the opportunity to supply the relevant goods, services and/or works which are the subject matter of this Procurement Process.
Contract Opportunity	the opportunity to supply the relevant goods, services and/or works to Yorkshire Water on conclusion of the Procurement Process, which are the subject matter of this Procurement Process.
Contractual Compliance	the Contractual Compliance stage of the Procurement Process during which the Bidder(s) will have an opportunity to comment on (if stated by Yorkshire Water) and ultimately agree the terms and conditions of the Proposed Contract.
ITT or Invitation to Tender	the Invitation to Tender stage of the Procurement Process whereby Bidder(s) are assessed using award criteria to assess the quality and/or commercial aspects of their bid for the Proposed Contract.
ITT Criteria	the criteria by which the ITT will be assessed.
Procurement Process	the procurement process for the relevant Contract Opportunity from start to finish including the Selection stage, Contractual Compliance stage and ITT stage.
Proposed Contract	the contract that Yorkshire Water and the successful Bidder(s) will enter into following award of the Contract Opportunity on completion of the Procurement Process.
Selection	the Selection stage of the Procurement Process by which Yorkshire Water will identify one or more Bidder(s) which meet Yorkshire Water's minimum requirements.
Rules for the Procurement Process	Yorkshire Water's rules for the procurement process contained in the Bidder Agreement accepted by the Bidder in Ariba or otherwise communicated to the Bidder by Yorkshire Water.

1. Invitation to Tender (ITT)

1.1 Overview

The purpose of the ITT stage is to enable Yorkshire Water to assess, negotiate and evaluate the quality and commercial elements of the Bidders' tenders prior to awarding the Contract Opportunity.

This diagram shows an overview of the stages of the Procurement Process:

Selection stage	Contractual Compliance stage	ITT stage	Award of the Contract Opportunity
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1.2 Rules for the Procurement Process

Yorkshire Water's Rules for Regulated Procurement Processes apply to this Procurement Process. Please read the rules carefully and ensure that you comply with them. This ITT document should be read in conjunction with the rules.

1.3 Procurement Procedure

The procedure being used for this tender pursuant to the Procurement Act 2023 is the negotiated procedure with prior call for competition.

1.4 Proposed Details of the Contract Opportunity

This procurement aims to establish a contract arrangement for the provision, storage, and replenishment of 300 pallets of bottled water. The objective is to meet the requirements of the Security and Emergency Measures Direction (SEMD 2024).

The 300 pallets will form part of the overall solution to enable Yorkshire Water to deliver its strategy of providing alternative water supplies to 1.5% of customers by the end of AMP8.

The scope of the opportunity covers the stockholding and supply of bottled water at a central location within the Yorkshire region. It also requires the timely replenishment of consumed pallets in accordance with defined Service Level Agreements.

Suppliers must comply with DEFRA Emergency Planning Guidance v3 (2022), DWI AWS Guidance and SEMD regulatory requirements. They must also maintain appropriate logistics and delivery capability to ensure secure and rapid mobilisation of bottled water reserves when required.

The contract will initially run for five years. Yorkshire Water may extend the contract for one further year (5+1), subject to performance and operational need.

The estimated total contract value, including VAT, is £966,000. This equates to approximately £193,000 per annum.

Yorkshire Water is seeking a single supplier. The supplier must deliver resilience through pre-stockpiling. The supplier must also offer competitive and efficient pricing per pallet and mitigate cost volatility in packaging, transport and labour markets.

The successful supplier must demonstrate full regulatory readiness in order to minimise the risk of SEMD breaches. Participation in this procurement is open to suppliers able to provide bottled water supply, stockholding and/or logistics solutions. Suppliers must meet the minimum compliance and capability requirements.

As part of this procurement, the Selection Questionnaire (SQ) and Contractual Compliance will be included within this ITT. Suppliers will first be evaluated on the basis of their SQ submission. Only those suppliers who meet the minimum requirements will proceed to evaluation under the ITT.

The draft contract will be shared in accordance with the timescales set out in section 1.9, and suppliers will be required to undertake the Contractual Compliance process via Ariba.

1.5 ITT Submissions

Each Bidder should make its response to the ITT by completing and submitting the ITT documents provided by Yorkshire Water in full.

Please note that Bidders make their ITT submissions on the basis of the final version of the Proposed Contract issued to Bidders by Yorkshire Water and we would refer Bidders to the Rules for the Procurement Process in this regard.

1.6 ITT Process Overview

The intended sequencing of the tender process is detailed below. This is intended as a guide and whilst Yorkshire Water does not intend to deviate from the process, it reserves the right to do so.

ITT Round 1 – Contractual, Quality

Bidders will be required to submit an ITT in accordance with the timescales shown in paragraph 1.9. The ITT response shall include:

- Capability Questionnaire
- Commercial Questionnaire
- Selection Questionnaire (SQ)

Yorkshire Water will evaluate the submissions, in accordance with the criteria set out in paragraph 1.7.

Yorkshire Water may exercise a round of clarification/feedback sessions in accordance with paragraph 1.8.

1.7 ITT Award Criteria

Prior to evaluating tenders, Yorkshire Water will carry out an initial review of each tender to confirm completeness and compliance with the tender requirements and may, at its discretion, reject a tender which is incomplete and/or non-compliant and Yorkshire Water would refer Bidders to the Rules for the Procurement Process in this regard.

The award criteria for acceptance into the framework will be 100% focused on supplier capability and their agreement to YWS's contractual terms and compliance requirements. Only suppliers who meet these criteria will be accepted into the framework.

To ensure a high standard of submissions, suppliers must achieve a minimum threshold score of 70% in the capability assessment to qualify for inclusion in the framework.

Scored questions (as opposed to pass/fail questions), will be evaluated according to the evaluation methodology below, unless explicitly stated in the submission template, and then have the weighting for that question applied.

A score for each question will be awarded for the relevant category that the Bidder response falls into, e.g. 75% ('Good'). Scores in between the set percentages for the descriptors will not be awarded; for instance a score of 80% cannot be awarded.

For example, a question with a weighting of 15% (percentage points) to which the Bidder's response scores 75% in accordance with the evaluation methodology below will gain an overall score of 11.25% (percentage points) because $0.75 \times 15 = 11.25$.

The evaluation methodology for the capability questionnaire is as follows:

Score		Description
100%	Excellent	An excellent response that exceeds Yorkshire Water's expectations and demonstrates a significant range of evidenced understanding and knowledge. The response is clear and Yorkshire Water has complete confidence in the Bidder's skills for and knowledge of delivering contracts of this type. The Bidder's examples may exceed the capabilities required and/or the examples demonstrate significant delivered quality/value.
75%	Good	A good response which satisfies Yorkshire Water's expectations and demonstrates a range of evidenced understanding and knowledge. The response is clear. There are no concerns in the Bidder's skills or knowledge of the delivery of contracts of this type. The Bidder demonstrates they can fulfil the requirements.
50%	Fair	An adequate response which meets Yorkshire Water's expectations. The response may be unclear in places. The Bidder appears to have most of the skills required. The response may be somewhat generic and not sufficiently relevant to the requirements of the question or the Contract Opportunity generally. Examples given largely demonstrate the Bidder's capability and/or the response demonstrates the Bidder's skills and knowledge.
25%	Poor	A response which fails to meet key areas of Yorkshire Water's criteria. The response is unclear or includes areas of unexplained content. The response raises concerns in relation to the Bidder's skills and/or knowledge. The response has large gaps and/or is answered with little relevance to the question and/or Contract Opportunity.
0%	Unacceptable	A response which demonstrates a lack of understanding of the question and/or Contract Opportunity. The response includes significant areas which are unexplained or unclear. The response raises significant concerns in relation to the Bidder's skills and/or knowledge. Alternatively, the Bidder has failed to address the requirements of the question and provided a response of hardly any or no relevance.

For all pass/fail criteria, a 'fail' being incurred will mean that the Bidder fails in the process and will not progress further.

1.8 ITT Clarification/Feedback Meetings

Yorkshire Water may require ITT clarification/feedback meetings or telephone conference calls with the Bidder(s).

Quality Meetings

As part of this process Bidder(s) may be given feedback on their quality submission, with an indication of where their submission lies relative to other submissions received.

Feedback will be provided in a way which protects Bidders' confidential information; this may include using alternative methods of representing relative positions where there is a reasonable risk that commercially sensitive information may otherwise be disclosed.

Yorkshire Water will not disclose to other Bidders a Bidder's any sensitive information which reasonably could distort the competitive nature of the Procurement Process.

1.9 ITT Timescales

Process Stage	Date	Type of Activity	Description
ITT documents issued	29/09/25	Milestone	Yorkshire Water to issue of ITT documents
Clarification correspondence deadline	20/10/25	Milestone	The Bidder(s) can correspond via SAP Ariba to raise any matters for clarification up to this deadline
Selection Questionnaire deadline	24/10/25	Milestone	Bidder(s) to submit SQ via Ariba
Contractual Compliance Round 1 – Contract Draft issued	13/10/25	Milestone	Yorkshire Water to issue of draft for contract
Contractual Compliance Round 1 Deadline	27/10/25	Milestone	Bidder(s) to submit Contractual Compliance acceptance and challenges to be considered on Round 2
ITT submission deadline	03/11/25	Milestone	Bidder(s) to submit ITT via Ariba
ITT evaluation	13/11/25	Yorkshire Water Process	Yorkshire Water to evaluate the ITT submissions
ITT clarification/feedback	14/11/25	Meeting	[Possible] meetings/call to discuss the ITT submissions
Notification	14/11/25	Milestone	Yorkshire Water will formally notify successful and unsuccessful Bidder(s) of the outcome

These timescales are indicative and Yorkshire Water is not bound by them. Yorkshire Water will communicate any updated timescales to Bidders accordingly.

1.10 ITT Notification of Result

Yorkshire Water will notify all successful and unsuccessful Bidder(s) of the outcome of the ITT stage.