

Conditions of Participation

Laboratory Supplies, Consumables and Equipment Calibration

CM3093

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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.
Competitive Flexible Procedure	competitive tendering procedure under the Procurement Act 2023 that provides contracting authorities with the opportunity and flexibility to design and undertake a bespoke multi-stage 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.
Conditions of Participation or CoP	the Conditions of Participation stage of the Procurement Process by which Yorkshire Water will identify one or more Bidder(s) which meet Yorkshire Water's minimum requirements.
Conditions of Participation Criteria	the criteria by which the Conditions of Participation will be assessed.
Conditions of Participation Questionnaire	the questions asked at the Conditions of Participation stage.
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.
Procurement Act 2023	an act of the Parliament of the United Kingdom that defined public procurement. Replaces in full the Utilities Contracts Regulations 2016.

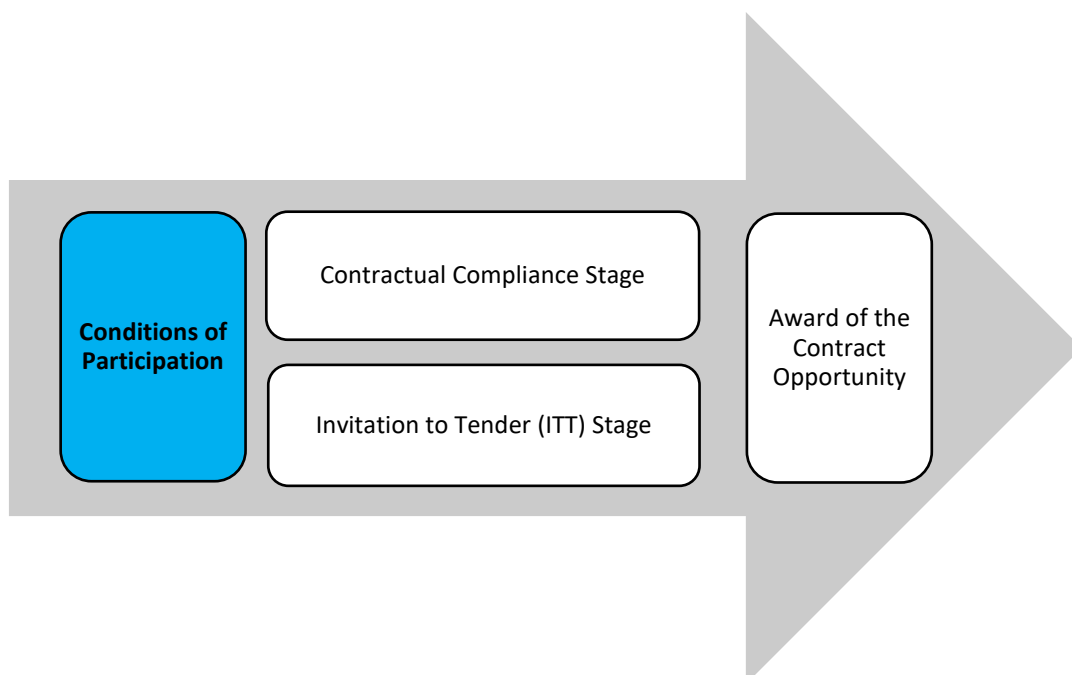
Procurement Process	the procurement process for the relevant Contract Opportunity from start to finish including the Conditions of Participation stage, Contractual Compliance stage and ITT stage.
Proposed Contract	the contract that Yorkshire Water and the successful Bidder(s) will enter into following award of the Contract Opportunity on completion of the Procurement Process.
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.
Yorkshire Water	Yorkshire Water Services Limited (a company registered in England with company number 02366682).

1. Conditions of Participation

1.1 Overview

The purpose of the Conditions of Participation stage is to identify Bidder(s) capable of meeting Yorkshire Water's minimum requirements.

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



1.2 Rules for the Procurement Processes

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 Conditions of Participation 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 competitive flexible procedure.

Yorkshire Water will evaluate the completed Conditions of Participation Questionnaire against the predefined Conditions of Participation Criteria to assess if the Bidder(s) are able to meet Yorkshire Water's minimum requirements to undertake the Proposed Contract.

1.4 Proposed Details of the Contract Opportunity

Yorkshire Water is seeking to establish a multi-supplier framework agreement for the **supply of laboratory consumables, reagents, and equipment calibration services**.

The purpose of this contract is to ensure the continued, compliant, and cost-effective provision of laboratory materials and services to **support Yorkshire Water's Clean Water and Wastewater laboratories**, which carry out routine sampling and analysis.

The framework will cover the supply of goods and services including, but not limited to:

- **Lot 1** – Laboratory Supplies and Consumables:
 - Analytical reagents and chemicals
 - Laboratory glassware and plasticware
 - Filtration materials and membranes
 - Microbiology consumables
 - General laboratory consumables
- **Lot 2** – Equipment Calibration Services:
 - Calibration of laboratory balances, meters, and probes
 - Calibration of spectrophotometers and analysers
 - Calibration of titration and thermal equipment
 - Calibration of bench-top instruments (e.g., centrifuges, microscopes)

Suppliers are expected to demonstrate the ability to provide a **reliable, high-quality, and sustainable supply chain** capable of supporting continuity for critical laboratory testing operations.

Suppliers must also have the **capability or readiness to transact via SAP Ariba** for ordering, invoicing, and catalogue management.

The **estimated annual value** of the framework is approximately **£0.4 million**, with a total estimated value of £1.2 million over the three years term (£1.15 million for laboratory supplies and consumables, and £0.05 million for calibration).

The proposed contract duration is **3 years**, with options to extend for up to **a further 5 years (3 + 5)**, subject to satisfactory performance and business requirements.

1.5 Conditions of Participation Questionnaire

Each Bidder should make its response to the Conditions of Participation by completing and submitting the Conditions of Participation Questionnaire in full.

No alterations or additions to the Conditions of Participation Questionnaire shall be permitted, unless authorised by Yorkshire Water via the clarification process.

The Conditions of Participation Questionnaire contains criteria for qualitative selection and will be used to shortlist bidders, in accordance with the criteria set out below.

Yorkshire Water reserves the right to hold multiple rounds of Conditions of Participation whereby Bidders may be removed from the Procurement Process if they do not meet a certain threshold and as such will not progress to later rounds of CoP and/or ITT.

1.6 Conditions of Participation Criteria

Prior to making a detailed evaluation of the Conditions of Participation Questionnaire response, Yorkshire Water will carry out an initial review of each response to confirm completeness and compliance with the requirements and may, at its discretion, reject a Conditions of Participation Questionnaire response which is incomplete and/or non-compliant.

The Conditions of Participation Criteria are as follows:

Section	Questions	Criteria
Pre-requisite	1.1 – 1.2	Pass / Fail
Introduction	2.1 – 2.5	Info Only
Regulatory & Conflict of Interest	3.1 – 3.5	Info Only – Pass / Fail
Financial	4.1 – 4.2	Pass / Fail
Health & Safety	5.1 – 5.7	Pass / Fail
Environmental	6.1 – 6.2	Pass / Fail
Human Rights	7.1 – 7.7	Pass / Fail

Quality Management	8.1	Pass / Fail
Information Security	9.1 – 9.6	Pass / Fail
Insurance	10.1 – 10.3	Pass / Fail

Lot 1 only:

Section	Questions	Criteria
Product Coverage	11.1	Info Only
Minimum Order Quantities	11.2	Info Only
Product Certification & Standards	11.3	Pass / Fail
Traceability	11.4	Pass / Fail
Safety Data Sheets	11.5	Pass / Fail
Order Management System	11.6	Pass / Fail
Alcumus	11.7	Pass / Fail
Compliance	11.8	Scored (30%)
Technical Support	11.9	Scored (40%)
Substitution	11.10	Scored (30%)

Lot 2 only:

Section	Questions	Criteria
Calibration	11.1	Pass / Fail
Location	11.2	Pass / Fail
Standards and Accreditations	11.3	Pass / Fail
Alcumus	11.4	Pass / Fail

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 questions 11.08, 11.09, 11.10 and 11.1 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.

Following evaluation and application of any pass/fail questions, Yorkshire Water reserves the right to shortlist bidders.

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

1.7 Conditions of Participation Timescales

Process Stage	Date	Type of Activity	Description
Selection documents issued	11/11/25	Milestone	Yorkshire Water to issue the Selection documents.
Clarification correspondence deadline	18/11/25	Correspondence	Bidder(s) can correspond via Ariba in order to raise any matters for clarification.
Selection submission deadline	5/12/25	Milestone	Bidder(s) to submit Selection responses via Ariba.
Selection evaluation	6/12/25 - 18/12/25	Yorkshire Water Process	Yorkshire Water to evaluate the Selection submissions.
Selection notification	19/12/25	Milestone	Yorkshire Water to notify successful and unsuccessful Bidder(s) and advise on the commencement of the ITT process.

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

1.8 Conditions of Participation Notification of Result

Yorkshire Water will notify all Bidder(s) of the outcome of the Conditions of Participation Stage.

Successful Bidder(s) will be invited to the next stage of the Procurement Process. Unsuccessful Bidder(s) will be notified.