

# Conditions of Participation

## Scaffolding Services

CM3223

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YorkshireWater

## Defined Terms

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<b>Ariba</b>	Yorkshire Water’s SAP Ariba sourcing e-procurement system which is used to undertake this Procurement Process (unless otherwise stated by Yorkshire Water).
<b>Bidder(s)</b>	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.
<b>Competitive Flexible Procedure</b>	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.
<b>Contract Opportunity</b>	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.
<b>Conditions of Participation or CoP</b>	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.
<b>Conditions of Participation Criteria</b>	the criteria by which the Conditions of Participation will be assessed.
<b>Conditions of Participation Questionnaire</b>	the questions asked at the Conditions of Participation stage.
<b>Contractual Compliance</b>	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.
<b>ITT or Invitation to Tender</b>	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.
<b>Procurement Act 2023</b>	an act of the Parliament of the United Kingdom that defined public procurement. Replaces in full the Utilities Contracts Regulations 2016.

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**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.

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**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.

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**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.

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**Yorkshire Water** Yorkshire Water Services Limited (a company registered in England with company number 02366682).

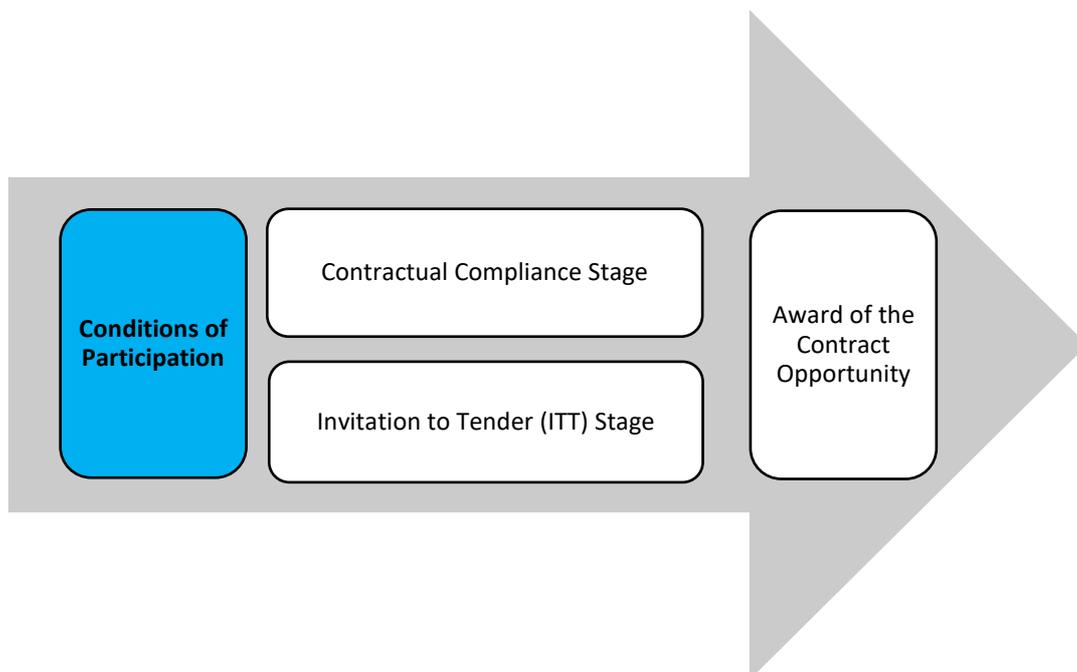
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## 1. Conditions of Participation

### 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 a two-stage Competitive Flexible Procedure (CFP) initiated via a Competition Notice on the Find a Tender Service (FTS) and managed through Ariba. The process includes a selection stage (Assessment Summary submission) followed by an invitation to submit tenders (ITT), with evaluation criteria weighted at 60% commercial and 40% technical.

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

The objective of this Procurement Process is to establish **new contractual arrangements for the provision of scaffolding services** across Yorkshire Water's operational estate, supporting planned and reactive works, emergency response, and capital delivery projects. These services are essential for enabling safe access to assets for inspection, maintenance, and repair activities, ensuring continuity of operations and compliance with Yorkshire Water's safety standards. This procurement opportunity is titled **CM3223 Scaffolding Services**.

The contract scope of service should include, but is not limited to:

- **Access and Scaffolding Works:**

Supply, erection, alteration, inspection, maintenance, and dismantling of scaffolding structures to provide safe temporary access for operational and capital works. Activities include access for tank and bridge maintenance, confined space entry, and removal or installation of assets and equipment.

- **Design and Compliance:**

All scaffolds shall be designed and executed in accordance with BS 5975, BS EN 12811, BS EN 39/74, and NASC. The contractor must implement suitable temporary-works procedures, provide competent design personnel, and comply with all legal and Yorkshire Water safety requirements.

- **Equipment and Materials:**

The contractor shall supply and maintain all scaffold tubes, fittings, boards, and associated materials, ensuring they are fit for purpose, inspected, and certified before use.

- **Health, Safety & Competence:**

All activities must comply with CDM Regulations 2015, Work at Height Regulations 2005, and Yorkshire Water's site safety rules.

Only CISRS-certified scaffolders and supervisors may work on site. All staff must complete Yorkshire Water site inductions and adhere to PPE and hygiene standards.

- **Inspection and Handover:**

The contractor shall complete formal scaffold handover certificates at erection, maintain inspection records in line with TG20 guidance, and provide reports electronically within 24 hours of inspection when requested.

- **Planned, Reactive & Emergency Works:**

The supplier must deliver both planned and reactive scaffolding works and maintain a 24/7 standby gang for emergency response within agreed timescales.

- **Environmental & Sustainability:**

Services must be delivered in line with Yorkshire Water's sustainability objectives, including material reuse, waste reduction, and responsible environmental management.

- **Logistics and Site Management:**

The contractor shall provide suitable transport and lifting equipment, manage site storage safely, and coordinate with other contractors to maintain site efficiency and safety.

- **Performance & Reporting:**

The supplier shall support KPI reporting on safety, responsiveness, quality, and service delivery, enabling Yorkshire Water to monitor performance throughout the contract term.

- **Subcontracting:**

Bidders must declare any intended use of subcontractors and outline how competence and compliance will be managed within their supply chain.

**Contract Overview:**

The framework will be divided into **two regional lots – Lot 1 West and Lot 2 East** – to ensure complete geographical coverage and operational resilience. The demand is expected to be split evenly between the two lots.



Figure 1 – Regional Split across Lots

The **estimated annual value** of the framework is approximately **£0.79 million**, with a total estimated value of **£3.26 million** over the four-year term (evenly split across both lots).

The proposed contract duration is **4 years**, with options to extend for up to **a further maximum of 4 years (2 + 2)**, subject to satisfactory performance and business requirements.

### Lot Award Process

The ITT will contain two separate lots (**West & East**) for bidders to bid on and will be evaluated separately. A **single supplier** can win with both lots, effectively covering the whole region.

The next highest-scoring bidder(s) (in accordance with the same evaluation principles) for each lot will be appointed as dormant backup suppliers to ensure continuity in the event of performance or capacity issues. There shall be a minimum of one (1) and a maximum of two (2) backup suppliers in total across Lot 1 & Lot 2.

## 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:

Question Ref	Question Category	Question Type
1.1-1.2	Pre-requisite	Pass / Fail
2.1-2.5	Introduction	Info Only
3.1-3.3	Regulatory and Conflict of Interest	Info Only
3.4	Regulatory and Conflict of Interest	Pass / Fail
3.5	Regulatory and Conflict of Interest	Info Only
4.1 – 4.2	Financial	Pass / Fail
5.1 – 5.7	Health & Safety	Pass / Fail
6.1 – 6.2	Environmental	Pass / Fail
7.1 – 7.7	Human Rights	Pass / Fail
8.1	Quality Management	Pass / Fail
9.1 – 9.6	Information Security	Pass / Fail
10.1 – 10.3	Insurance	Pass / Fail
11.1 – 11.6	Compliance	Pass / Fail
11.7	Compliance	Info Only
11.8 – 11.9	Capability	Pass / Fail
11.10 – 11.11	Capability & Compliance	Scoring

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 **scored questions** is as follows:

Score		Description
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.
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.
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.
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.
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.

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

Should Yorkshire Water feel it necessary to shortlist, Yorkshire Water intends to take forward a maximum of six (6) Bidders per Lot.

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
CoP documents issued	14.11.25	Milestone	Yorkshire Water to issue the CoP documents.
Clarification correspondence deadline	2.12.25	Correspondence	Bidder(s) can correspond via Ariba in order to raise any matters for clarification.
CoP submission deadline	9.12.2025	Milestone	Bidder(s) to submit CoP responses via Ariba.
CoP evaluation	10.12.2025– 22.12.2025	Yorkshire Water Process	Yorkshire Water to evaluate the CoP submissions.
CoP notification	23.12.2025	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.