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Tender

Tenant Contents Insurance

East Lothian Council

F02: Contract notice

Notice identifier: 2021/S 000-003761

Procurement identifier (OCID): ocds-h6vhtk-029619

Published 25 February 2021, 9:16am

Section I: Contracting authority

I.1) Name and addresses

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

Email

procurement@eastlothian.gov.uk

Telephone

+44 1620827827

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.eastlothian.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tenant Contents Insurance

Reference number

ELC-20-2422

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of tenants home contents insurance and related advisory and management services.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

East Lothian

II.2.4) Description of the procurement

East Lothian Council is inviting bids from competent service providers for the provision of Tenants Home Contents Insurance and related advisory and management services.

II.2.5) Award criteria

Quality criterion - Name: Training & Support / Weighting: 5

Quality criterion - Name: Scope of Cover / Weighting: 15

Quality criterion - Name: Additional Benefits / Weighting: 5

Price - Weighting: 75

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended by East Lothian Council for two further periods of 1 year.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Procurement (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As a minimum, you are able to demonstrate:

The organisation has Membership Association of British Insurance.

The organisation is Authorised by Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation (see question 4a of SPD).

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement that tenderers financial standing will pass the requirements of the East Lothian Council financial health evaluation (Appendix 9 Financial Health Evaluation Flowchart).

The tenderer must hold or commit to obtain, prior to commencement of the contract the following types and levels of insurance:

- Employers (Compulsory) Liability Insurance GBP 10m each and every claim (unless exempt)
- Public Liability Insurance GBP 5m each and every claim
- Professional Indemnity GBP 2m each and every claim.

Minimum level(s) of standards possibly required

The financial information will be evaluated using the East Lothian Council financial health evaluation flowchart (Appendix 9). The financial information provided will require to meet the following criteria.

- i) The ratio of total assets to total liabilities (net assets) should be positive in 2 out of 3 years.
- ii) The accounts should not show a loss in 2 consecutive years.
- iii) The accounts should not show a loss in 1 year and negative net current assets in any 1 year.

Where the information provided does not meet item (i) but there is an improving trend East Lothian Council may consider items (ii) and (iii) and will have discretion, with regard to the evidence provided and taking into account the level of risk to East Lothian Council, as to whether a bidder will pass this requirement.

The tenderer will require to submit evidence in the form of their audited accounts or equivalent (as detailed in the tender documents), along with details of any significant changes since the last year end.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice.

Minimum level(s) of standards possibly required

Please provide at least two relevant examples of similar services carried out during the last three years.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Membership Association of British Insurance.

Authorised by Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation.

III.2.2) Contract performance conditions

Please see tender documents.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

29 March 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 March 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 14/01/2026

VI.2) Information about electronic workflows

Electronic payment will be used

VI.3) Additional information

1. The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have documents policies and procedures for quality management (details in the tender documents).

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=645130.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

As part of the Council's wider duties towards its citizens, the Council wishes to engage with suppliers, providers and contractors to deliver benefits to our young people, through work experience opportunities, training opportunities or links with schools as well as engaging in supply chain initiatives.

For successful tenderers there will be a contractual obligation for the delivery of Community Benefits once the aggregated spend with East Lothian Council contracts has reached GBP 50K in any financial year.

(SC Ref:645130)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=645130

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom