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Tender

## **Insurance Services**

Shettleston Housing Association Ltd

F02: Contract notice

Notice identifier: 2024/S 000-006656

Procurement identifier (OCID): ocds-h6vhtk-04449e

Published 1 March 2024, 12:42pm

The closing date and time has been changed to:

**5 April 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Shettleston Housing Association Ltd

Helen McGregor House, 65 Pettigrew Street

Glasgow

G32 7XR

#### **Email**

[sha@shettleston.co.uk](mailto:sha@shettleston.co.uk)

#### **Telephone**

+44 1417630511

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<https://www.shettleston.co.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12142](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12142)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Insurance Services

#### **II.1.2) Main CPV code**

- 66510000 - Insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Insurance Services all as set out in the ITT and associated documents.

The contract is for SHA Group of Companies:

Shettleston Housing Association

Upkeep Shettleston Community Enterprise Ltd (subsidiary company)

East End Housing Development Company Ltd (subsidiary company)

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 66510000 - Insurance services
- 66515200 - Property insurance services

#### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

#### **II.2.4) Description of the procurement**

Insurance services required for tender are detailed in Appendix A and the 'Summary Insurance Renewals Workings 2024 v2' contained within the 'SHA Supplementary Documentation' zip file and associated documents.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 20%

Cost criterion - Name: Cost of Service / Weighting: 80%

#### **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 will be for a maximum period of 5 years; it will initially run for 36 months and then will have the option to extend for a further 2 single 12-month periods at the Associations discretion.

#### **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**

All as set out in the ITT

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## **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

All as stated in the ITT

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **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

All as stated in the ITT

This procurement is open to all:

Insurance Companies

Insurance Underwriters

Lloyds of London Syndicates

Lloyds Coverholders

Managing General Agencies.

#### **III.2.2) Contract performance conditions**

As per the ITT and Associated 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

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## **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**

Originally published as:

Date

1 April 2024

Local time

12:00pm

Changed to:

Date

5 April 2024

Local time

12:00pm

See the [change notice](#).

#### **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

1 April 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: All as stated in the ITT

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Please ensure that you read the ITT first as that outline the exact requirements and dates for the return of the SPD, Quality and Priced tender documents.

It is critical that you ensure you meet the requirements set in the ITT and provide evidence as requested.

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=759678](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=759678).

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](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.

(SC Ref:759678)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9TW

Country

United Kingdom