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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

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

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

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

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

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

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.

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.

(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