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Tender

Insurance Services

University Of Edinburgh

F02: Contract notice

Notice identifier: 2023/S 000-008374

Procurement identifier (OCID): ocds-h6vhtk-03b531

Published 22 March 2023, 3:54pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Email

alice.newey@ed.ac.uk

Telephone

+44 1316502508

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://www.ed.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Services

Reference number

EC0967

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The University wishes to Tender for 5 elements of it's insurance programme:

Motor

PA and Travel

Liability

Terrorism

Artworks and Special Collections

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Motor Insurance

Lot No

1

II.2.2) Additional CPV code(s)

- 66514110 - Motor vehicle insurance services
- 66516100 - Motor vehicle liability insurance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Motor Insurance

II.2.5) Award criteria

Quality criterion - Name: Cover / Weighting: 40

Quality criterion - Name: Claims Service / Weighting: 13

Quality criterion - Name: Quality Control / Weighting: 5

Quality criterion - Name: Transition / Weighting: 5

Quality criterion - Name: Added Value / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 2

Price - Weighting: 30

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

Start date

1 August 2023

End date

31 July 2026

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions available

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) Description

II.2.1) Title

Liability Insurance

Lot No

3

II.2.2) Additional CPV code(s)

- 66516000 - Liability insurance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Employers and Public Liability

II.2.5) Award criteria

Quality criterion - Name: Cover / Weighting: 40

Quality criterion - Name: Claims Service / Weighting: 13

Quality criterion - Name: Quality Control / Weighting: 5

Quality criterion - Name: Transition / Weighting: 5

Quality criterion - Name: Added Value Services / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 2

Price - Weighting: 30

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

Start date

1 August 2023

End date

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This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions available

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) Description

II.2.1) Title

Personal Accident and Travel Insurance

Lot No

2

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Personal Accident and Travel Insurance Services

II.2.5) Award criteria

Quality criterion - Name: Cover / Weighting: 40

Quality criterion - Name: Claims Service / Weighting: 10

Quality criterion - Name: Emergency Overseas Medical Provision and Major Loss Assistance / Weighting: 7

Quality criterion - Name: Quality Control / Weighting: 4

Quality criterion - Name: Transition / Weighting: 4

Quality criterion - Name: Added Value Services / Weighting: 4

Quality criterion - Name: Community Benefits / Weighting: 1

Price - Weighting: 70

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

Start date

1 August 2023

End date

31 July 2026

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months extensions available

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) Description

II.2.1) Title

Terrorism Insurance

Lot No

4

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Terrorism Insurance

II.2.5) Award criteria

Quality criterion - Name: Cover / Weighting: 40

Quality criterion - Name: Claims Service / Weighting: 13

Quality criterion - Name: Quality Control / Weighting: 5

Quality criterion - Name: Transition / Weighting: 5

Quality criterion - Name: Added Value Services / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 2

Price - Weighting: 30

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

system

Start date

1 August 2023

End date

31 July 2026

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months extensions available

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) Description

II.2.1) Title

Artworks and Special Collections Insurance

Lot No

5

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Artworks and Special Collections

II.2.5) Award criteria

Quality criterion - Name: Cover / Weighting: 40

Quality criterion - Name: Claims Service / Weighting: 13

Quality criterion - Name: Quality Control / Weighting: 5

Quality criterion - Name: Transition / Weighting: 5

Quality criterion - Name: Added Value Services / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 2

Price - Weighting: 30

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

Start date

1 August 2023

End date

31 July 2026

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions available

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

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

Bidders must be authorised and regulated by the Financial Conduct Authority

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Financial Stability

Bidders are required to submit commentary on the adequacy of their financial strength to successfully complete their contractual obligations, including submission of the bidder's current standard and poor rating (or equivalent).

Insurance

Bidders must have or commit to obtain before the start of any contract:

Employers Liability - GBP 10million

Public Liability - GBP 5m

PI & E&O - GBP 5m

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Experience

For each category of insurance the bidder wishes to bid for, please submit one case study demonstrating similar provision to an HE institution, or client with comparable characteristics and requirements.

Each case study must provide:

- full details of the scope of the services undertaken for the client including the type and extent of policy cover;
- The Client, the dates and duration of the services and contract;

Please note that the University reserves the right to gain confirmation from the stated Client that the services were indeed undertaken for the Client as described in the bidder's case study.

III.2) Conditions related to the contract

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

12 May 2023

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

12 May 2023

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: 01 01 2026

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23740. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

N/A

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

There is the potential for the long term contract value of all 5 lots to exceed GBP 4 million, therefore it is included in this tendering process.

Information is given in the ITT document.

(SC Ref:725340)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom