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Tender

Museum and Civic Regalia Insurance

Sheffield City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-009051

Procurement identifier (OCID): ocds-h6vhtk-06146e

Published 2 February 2026, 3:00pm

Scope

Reference

100107495

Description

Sheffield City Council in partnership with Sheffield Museums Trust is the owner / custodian of a diverse collection of Museum Exhibits, ranging from fine art to heavy machinery closely related to the City's industrial heritage. Ensuring the future of the collections for coming generations requires the financial protection of a first-class insurance solution fit for a collection of Museum Exhibits of the quality within the collection and which also supports the aims of the Museum Trusts in bringing visiting collections to the City.

Total value (estimated)

- £235,000 excluding VAT

- £282,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 66510000 - Insurance services

Contract locations

- UKE32 - Sheffield

Participation

Legal and financial capacity conditions of participation

15.1.1 Legal Capacity to perform the contract: (i) Supplier must provide details of all Suppliers/ Sub-Contractors that they will use to deliver this contract. (ii) Where relying on a Sub-Contractor to deliver the Essential Elements of the contract, the Supplier, must confirm that they will enter into a legally binding contract with each Sub-Contractor. 15.1.2 Insurance Requirements: (i) Employers Liability - minimum of £10,000,000 (ten million

pounds) (ii) Public Liability - minimum of £5,000,000 (5 million pounds) (iii) Professional Indemnity - minimum of £2,000,000 (2 million pounds) (The above insurance levels are not required for participation but will be needed if successful and must be evidenced pre-contract signature.)

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

12 February 2026, 12:00pm

Tender submission deadline

27 February 2026, 4:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=102275&TID100107495&B=

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 5 February 2029

Award criteria

| Name | Type | Weighting |
|---------|---------|-----------|
| Quality | Quality | 60% |
| Price | Price | 40% |

Other information**Conflicts assessment prepared/revised**

Yes

Procedure**Procedure type**

Open procedure

Justification for not publishing a preliminary market engagement notice

Preliminary market engagement was not required for this tender as it is a direct replacement for the current insurance contract.

Contracting authority

Sheffield City Council

- Public Procurement Organisation Number: PPQT-9425-JWVM

Town Hall, Pinstone Street,

Sheffield

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Contact name: Tim Dent

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Region: UKE32 - Sheffield

Organisation type: Public authority - sub-central government

