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Tender

## **PURCH2392 Contract Agreement For The Provision Of Employers Liability, Public Liability & Professional Indemnity Insurances**

University of Glasgow

F02: Contract notice

Notice identifier: 2024/S 000-009212

Procurement identifier (OCID): ocds-h6vhtk-044b47

Published 21 March 2024, 2:46pm

### **Section I: Contracting authority**

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

University of Glasgow

Procurement Office, Tay House

Glasgow

G12 8QQ

#### **Contact**

Stephen Otiende

#### **Email**

[stephen.otiende@glasgow.ac.uk](mailto:stephen.otiende@glasgow.ac.uk)

#### **Telephone**

+44 1413304012

**Fax**

+44 0000000000

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.gla.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00108](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00108)

**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**

Education

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## **Section II: Object**

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

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

PURCH2392 Contract Agreement For The Provision Of Employers Liability, Public Liability & Professional Indemnity Insurances

Reference number

PURCH2392

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

- 66000000 - Financial and insurance services

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

Services

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

PURCH2392 Provision of a Contract Agreement For The Provision Of Employers Liability, Public Liability and Professional Indemnity Insurances For The Period Of 3 Years With The Option To Extend For Two Periods Of 12 Months.

The above requirement is divided into a number of Lots. The specifications are set out as follows:

Lot 1 – Schedule 2A – Employer’s Liability and Public/Products Liability

Lot 2 – Schedule 2B – Professional Indemnity

You tender for any or all of the Lots and must submit a separate Tender for each Lot. Please ensure you indicate clearly on your Tender response which Lots you are applying for.

Tender documents available from Public Contracts Scotland.

Tender returns should be submitted via Public Contracts Scotland, no paper copies will be accepted. Should paper tenders be submitted, they will be rejected. Further to this any questions or communications regarding individual tender exercises must be sent via the Public Contracts Scotland Portal. Tender queries received through any other channel will

not be answered. Should users of Public Contracts Scotland have any problems with the web site they should contact website Support Desk, contact details can be found by following the 'Contact Us' option on the left hand menu at <http://www.publiccontractsscotland.gov.uk/default.aspx>

### **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**

Employer's Liability and Public/Products Liability

Lot No

1

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

- 66000000 - Financial and insurance services

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

NUTS codes

- UKM82 - Glasgow City

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

PURCH2392 Provision of a Contract Agreement For The Provision Of Employers Liability, Public Liability and Professional Indemnity Insurances.

Lot 1 – Schedule 2A – Employer's Liability and Public/Products Liability.

Refer to PURCH2392 Invitation to Tender Goods or Services Final and PURCH2392 – Liability Insurance Tender – Specification.

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

Quality criterion - Name: Service Support / Weighting: 15%

Quality criterion - Name: Understanding he Business / Weighting: 10%

Quality criterion - Name: Cover / Weighting: 30%

Quality criterion - Name: Quality Assurance / Weighting: 5%

Price - Weighting: 40%

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend 2 x 12 months

### **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**

Professional Indemnity

Lot No

2

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

- 66000000 - Financial and insurance services

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

NUTS codes

- UKM82 - Glasgow City

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

PURCH2392 Provision of a Contract Agreement For The Provision Of Employers Liability, Public Liability and Professional Indemnity Insurances.

Lot 2 – Schedule 2B – Professional Indemnity.

Refer to PURCH2392 Invitation to Tender Goods or Services Final and PURCH2392 – Liability Insurance Tender – Specification.

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

Quality criterion - Name: Service Support / Weighting: 15%

Quality criterion - Name: Understanding the Business / Weighting: 10%

Quality criterion - Name: Cover / Weighting: 30%

Quality criterion - Name: Quality Assurance / Weighting: 5%

Price - Weighting: 60%

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend 2 x 12 months

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Minimum level(s) of standards possibly required

-Public liability insurance with a limit of indemnity of not less than five million pounds sterling (5,000,000 GBP) in relation to any one claim or series of claims;

-Employer's liability insurance with a limit of indemnity of not less than five million pounds sterling (5,000,000 GBP);

-Professional indemnity insurance with a limit of indemnity of not less than ten million pounds sterling 10,000,000 GBP in relation to any one claim or series of claims

- Financial Turnover : Provide 3 years annual accounts. See University guideline on the Financial Health of Suppliers at the following link:

<https://www.gla.ac.uk/myglasgow/procurementoffice/informationforsuppliers/allsuppliers/>

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

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

Refer to ITT documents

## **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

30 April 2024

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

30 April 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

Once the deadline has passed submissions can neither be created nor submitted. It is not advisable for Suppliers to wait until the last moment before creating and dispatching a response in case of any last minute problems. Please note large files should be uploaded as early as possible to ensure transfer before deadline. If a Supplier is having problems uploading to the PCS site, then the University must be informed well in advance and depending upon the merit of the case, the University may arrange for the tender to remain open on the PCS system for a short period after the deadline time stated. System problems do not fall under the University's remit and should be referred to PCS.

Postbox Security: Postbox submissions cannot be accessed by anyone, including Millstream, (the provider of the Public Contracts Scotland system) until the deadline.

Freedom of Information

The Freedom of Information (Scotland) Act 2002 (FOISA), which came into force on 1 January 2005, designates University of Glasgow as a Scottish public authority and therefore subject to the provisions and obligations in that Act. This means that any person who makes a valid request for information held by University of Glasgow will be entitled to receive it, unless all or part of that information can be withheld by virtue of the exemptions in that Act.

under the Act, University of Glasgow may be required to disclose any information held relating to your response to anyone who makes a request under that Act. Such information may only be withheld if it meets one or more of the exemptions or conditions in that Act. Even if an exemption is available University of Glasgow may nevertheless disclose requested information. Information held cannot simply be classified as "confidential" or "commercial in confidence" to enable it to be protected from disclosure.

University of Glasgow may publish the names and contact details of companies who have been issued with a Questionnaire on its website.

Information may also be requested under the UK General Data Protection Regulation (UK GDPR) tailored by the Data Protection Act 2018 and the Environmental Information (Scotland) Regulations 2004.

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=761579](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=761579).

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.

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:

- employment and training opportunities for priority groups
- vocational training
- up-skilling of the existing workforce
- equality and diversity initiatives
- making sub-contracting opportunities available to SMEs, the third sector and supported businesses
- supply-chain development activity
- building capacity in community organisations
- educational support initiatives
- work with schools, colleges and universities to offer work experience

Please advise what community benefits you commit to delivering as a result of this

Contract?

(SC Ref:761579)

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

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

Glasgow Sheriff Court & Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9TW

Country

United Kingdom