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Planning

## **Insurance Broking Services**

Scottish Parliamentary Corporate Body

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-013206

Procurement identifier (OCID): ocds-h6vhtk-02bb09

Published 11 June 2021, 1:25pm

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

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Contact**

Dorothy Houston

#### **Email**

[dorothy.houston@parliament.scot](mailto:dorothy.houston@parliament.scot)

#### **Telephone**

+44 1313486505

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Other type

Devolved Parliament

**I.5) Main activity**

Other activity

Legislative Body

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## **Section II: Object**

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

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

Insurance Broking Services

Reference number

NIC-SER-472

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

- 66518100 - Insurance brokerage services

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

Services

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

The Scottish Parliamentary Corporate Body will shortly be renewing its contract for insurance broking services and would like to engage with suppliers to better understand the market and ensure that the tender documentation is high quality and proportionate to the requirement.

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

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

This contract is divided into lots: No

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

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

- 66518100 - Insurance brokerage services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Edinburgh

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

The Scottish Parliamentary Corporate Body will shortly be renewing its contract for insurance broking services and would like to engage with suppliers to better understand the market and ensure that the tender documentation is high quality and proportionate to the requirement.

The anticipated scope of the requirement will be to:

- advise the SPCB on appropriate insurance strategies to balance risk and cost
- source insurance policies to meet the agreed strategy
- support the SPCB with claims handling as required

We would like to discuss a range of topics with potential suppliers including:

- how broker fees (and any other costs) are structured
- process for sourcing insurers/policies
- what information will be required to support bids, e.g. claims history, risk profiles, and in how much detail
- market profile - i.e. number of brokers, size of broker organisations
- how we can remove barriers for small/medium enterprises and/or third sector organisations
- community benefits/social value

We would be grateful if interested suppliers would contact

[Dorothy.houston@parliament.scot](mailto:Dorothy.houston@parliament.scot) by 18 June 2021 to arrange a time for a call/remote meeting.

## **II.2.14) Additional information**

Please note that our procurement approach has still to be finalised therefore responding to this notice does not guarantee you will be invited to tender.

The estimated contract value includes insurance premiums.

## **II.3) Estimated date of publication of contract notice**

28 January 2022

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

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

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=657067](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=657067).

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