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Tender

## **Provision of Insurance and Claims Handling- Trust**

East Renfrewshire Council

F02: Contract notice

Notice identifier: 2024/S 000-013330

Procurement identifier (OCID): ocds-h6vhtk-0454e5

Published 24 April 2024, 3:33pm

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

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

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

#### **Email**

[debbie.hill@eastrenfrewshire.gov.uk](mailto:debbie.hill@eastrenfrewshire.gov.uk)

#### **Telephone**

+44 1415773669

#### **Country**

United Kingdom

#### **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.eastrenfrewshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00183](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183)

**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**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of Insurance and Claims Handling- Trust

Reference number

ERC000390

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

- 66510000 - Insurance services

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

Services

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

East Renfrewshire Council is inviting tenders, from suitably qualified companies for the Provision of Insurance and Claims Handling- Trust. East Renfrewshire Council Leisure and Trust currently have a contract in place for insurance services. The current arrangement facilitates a combined ancillary policy (including claims handling) for:

Property damage/ business interruption/ money

Public and products liability

Employers Liability

Employee Dishonesty

Trustee and trust fund indemnity

Personal accident/ travel

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PSC-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in this Contract Notice when

completing the SPD in PCS-T.

Sole supplier is required. Brokers should not apply.

The value shown in this notice is excluding Insurance Premium Tax / VAT.

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

Value excluding VAT: £282,600

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

East Renfrewshire Council is inviting tenders, from suitably qualified companies for the Provision of Insurance and Claims Handling- Trust. East Renfrewshire Council Leisure and Trust currently have a contract in place for insurance services. The current arrangement facilitates a combined ancillary policy (including claims handling) for:

Property damage/ business interruption/ money

Public and products liability

Employers Liability

Employee Dishonesty

Trustee and trust fund indemnity

Personal accident/ travel

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

Quality criterion - Name: Claims Handling / Weighting: 30

Quality criterion - Name: Staff Experience / Weighting: 15

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Fair Work Practices & Living Wage / Weighting: 5

Quality criterion - Name: Policy Cover / Weighting: 30

Quality criterion - Name: Carbon Footprint / Weighting: 5

Quality criterion - Name: Exit Strategy / Weighting: 5

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £282,600

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Up to 2 x 12 month extensions

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Bidders must hold Membership of the Association Of British Insurers (ABI) and the Financial Conduct Authority (FCA) or equivalent

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

List and brief description of selection criteria

To establish the financial standing of a bidder, the Council will:

Take into account a risk report provided independently by Creditsafe. Within such reports, the risk of business failure is expressed as a score ranging from 1 -100. In the event that a company is determined to have a risk failure rating of below 30 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further. Where the score is 30+ the Council will consider all information available from the report.

Where you are not registered on credit safe e.g. charitable organisations, new start companies and Sole Traders you are to submit 2 years financial accounts, including Profit & Loss Statement and Balance Sheet for consideration.

It should be noted that in addition to the above checks the Council reserves the right at its own discretion to seek such other information from the applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to determine the applicant's economic and financial standing. Additional information can include an analysis of turnover, solvency ratios and profitability ratios and will be detailed within the Qualification Envelope question within PCS-Tender. The final decision on bidder inclusion rests with the Council.

The successful tender will be expected to maintain a Creditsafe level of 30+ throughout the contract period. The offer of any extension to the contract will be dependent on an acceptable crediting rating of 30+. The council reserve the right to terminate the contract should the financial standing decline to an unacceptable level.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure

that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

It should be noted that the maximum business that can be passed to a sub-contractor or members of a consortia under this contract cannot be more than 50% of their annual turnover. The council reserves the right to request evidence of the other SPD areas in relation to the selection criteria of suitability, economic and financial standing and quality assurance schemes and environmental management standards. For the avoidance of doubt where a subcontractor or participants of a group who meet the compulsory exclusions grounds shall be replaced at the request of the Council and the Council may request the replacement where the discretionary exclusion grounds are met.

### Turnover Requirement

Bidders will be required to have a minimum 'general' annual turnover of at least 141,300 GBP for the previous 2 financial years.

Bidders who cannot meet the required level of turnover will be excluded from the tender.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 2 million GBP

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

List and brief description of selection criteria

Bidders must hold ISO9001 accreditation OR the bidder must have a regularly reviewed and documented policy for quality management

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

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

East Renfrewshire Council General Conditions of Contract for the Purchase of Services

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## **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

27 May 2024

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**

Tender must be valid until: 26 November 2024

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

Date

27 May 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Q1 2028

### **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**

Prompt Payment-The successful tenderer shall, as a condition of being awarded the contract, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these services are paid timeously and that as a minimum invoices rendered by subcontractors shall(unless formally disputed by the tenderer)be paid within 30 days

of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

The Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Failure to supply the information within timeframe requested may result in your bid being rejected & the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the Tender documents. Applicants must ensure they read in line with this contract notice

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26530. For more information see:

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

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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:

East Renfrewshire Council is committed to maximising community benefits from contracts for works, goods and services in which the

Council has an interest. Community benefits should improve the economic, social or environmental wellbeing of the area. Under this contract the successful Contractor will be requested to support East Renfrewshire Council's economic, environmental and social regeneration objectives to achieve benefits for our identified beneficiary hierarchy.

Tier 1. Targeted recruitment and training for priority employability groups.

Tier 2. Work experience placements for the same target groups.

Tier 3. Curriculum support for schools and those on employability pathways.

Tier 4. Community Enhancement for community groups and projects.

Tier 5. Small and Medium Enterprises and Social Enterprise Organisations supply chain support.

Community Benefits has been included as a mandatory requirement. Minimum Community Benefit Points (CBP) Required - 5 Community Benefits points per year of the contract

(SC Ref:763686)

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

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

Paisley Sheriff Court and Justice of the Peace

Paisley

Country

United Kingdom