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Tender

## **Insurance Framework Agreement for Renfrewshire Leisure Limited trading as OneRen**

Renfrewshire Leisure Limited trading as OneRen

F02: Contract notice

Notice identifier: 2022/S 000-016206

Procurement identifier (OCID): ocids-h6vhtk-0345f3

Published 14 June 2022, 8:47am

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

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

Renfrewshire Leisure Limited trading as OneRen

The Lagoon Centre, 11 Christie Street

Paisley

PA1 1NB

#### **Contact**

Gillian Gordon

#### **Email**

[gillian.gordon@renfrewshire.gov.uk](mailto:gillian.gordon@renfrewshire.gov.uk)

#### **Telephone**

+44 3003000300

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

**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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Insurance Framework Agreement for Renfrewshire Leisure Limited trading as OneRen

Reference number

RC-CPU-22-019

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

- 66510000 - Insurance services

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

Services

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

Renfrewshire Leisure Limited trading as OneRen have instructed Renfrewshire Council to issue this tender for insurance cover (excluding broker services). The Framework Agreement has been split into 6 separate lots for each type of insurance cover:–

Lot 1 – Property Damage and Business Interruption, including Terrorism & claims handling

Lot 2 – Combined Liability ( Employers, Public & Products Liability ), including claims handling

Lot 3 – Motor Fleet, including claims handling

Lot 4 – Fidelity Guarantee / Employee Dishonesty

Lot 5 – Directors, Trustee and Trust Fund Indemnity

Lot 6 – Group Personal Accident / Travel

Tenderers are able to bid for one or more lots. A single supplier will be awarded for each lot. Call Off Agreements made under each Lot will be made by Direct Award as detailed in the procurement documents in the e-tender system.

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

Value excluding VAT: £1,500,000

### **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**

Lot 2 - Combined Liability (Employers, Public & Products Liability), including claims handling

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 2 is for Combined Liability (Employers, Public & Products Liability), including claims handling

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

Quality criterion - Name: Scope of Cover / Weighting: 40

Quality criterion - Name: Expertise/ Service / Weighting: 5

Quality criterion - Name: Claims Handling Service (Property, Liability and Fleet) / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (voluntary) / Weighting: 0

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the

length of the framework agreement and call off contract term.

### **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**

Lot 3 – Motor Fleet, including claims handling

Lot No

3

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 3 is for Motor Fleet, including claims handling

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

Quality criterion - Name: Scope of Cover / Weighting: 40

Quality criterion - Name: Expertise/ Service / Weighting: 5

Quality criterion - Name: Claims Handling Service (Property, Liability and Fleet) / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (voluntary) / Weighting: 0

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract term.

### **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**

Lot 4 – Fidelity Guarantee / Employee Dishonesty

Lot No

4

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 4 is for Fidelity Guarantee / Employee Dishonesty

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

Quality criterion - Name: Scope of Cover / Weighting: 45

Quality criterion - Name: Expertise/ Service / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (Voluntary) / Weighting: 0

Price - Weighting: 40



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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract term.

### **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**

Lot 5 – Directors, Trustee and Trust Fund Indemnity

Lot No

5

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 5 is for Directors, Trustee and Trust Fund Indemnity

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

Quality criterion - Name: Scope of Cover / Weighting: 45

Quality criterion - Name: Expertise/ Service / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (Voluntary) / Weighting: 0

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract term.

## **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**

Lot 6 – Group Personal Accident / Travel

Lot No

6

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 6 is for Group Personal Accident / Travel

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

Quality criterion - Name: Scope of Cover / Weighting: 45

Quality criterion - Name: Expertise/ Service / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (Voluntary) / Weighting: 0

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract term.

#### **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**

Lot 1 – Property Damage and Business Interruption, including Terrorism & claims handling

Lot No

1

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

- 66510000 - Insurance services

**II.2.3) Place of performance**

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Lot 1 is for Property Damage and Business Interruption, including Terrorism & claims handling

**II.2.5) Award criteria**

Quality criterion - Name: Scope of Cover / Weighting: 40

Quality criterion - Name: Expertise/ Service / Weighting: 5

Quality criterion - Name: Claims Handling Service (Property, Liability and Fleet) / Weighting: 10

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community benefits (voluntary) / Weighting: 0

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

#### Description of renewals

The Contract (Framework Agreement) will be for 3 years with the option to extend for 1 year and Call Off Agreements made under the Contract will be for 3 years with the option to extend for a further 1 + 1 years.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10

Objective criteria for choosing the limited number of candidates:

There is no minimum limit for candidates - please see technical envelope in Public Contract Scotland tenders portal for more information

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

#### Description of options

The Council reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract term.

#### **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**

List and brief description of selection criteria

Requests to Participate will only be accepted from bidders who meet one of the two following categories;-

(1) are insurers regulated by the Financial Conduct Authority ("FCA") and entitled and authorised to underwrite insurance business in the UK and also being rated as "A minus (-)" with Standards & Poor or equivalent rating with another ratings provider, OR

(2) are brokers or managing general agents ("MGA") who are authorised by a relevant insurer ( being an insurer regulated by the Financial Conduct

Authority and entitled and authorised to underwrite insurance business in

the UK and also being rated as "A minus (-)" with Standards & Poor or equivalent with another ratings provider) and able to issue a request to participate binding said insurer to any cover to be provided for the Term of the Framework or any Call Off Agreement made under it.

Insurance: It is a requirement of this Framework Agreement that candidates who are invited to tender for stage 2 (invitation to tender) to hold, or can commit to obtain prior to awarding a right to participate under the Framework Agreement the types and levels of insurance indicated below.

Finance: In the event that the analysis is unavailable or unsatisfactory the

Council on behalf of Renfrewshire Leisure Limited trading as OneRen reserves the right to request further supporting information of Candidates economic and financial standing; such as the last two years accounts.

Subcontractors: Candidates will be required to confirm whether they



intend to subcontract and, if so, for what proportion of the contract.

rating with another ratings provider) and able to issue a request to

participate binding said insurer to any cover to be provided for the Term

of the Framework or any Call Off Agreement made under it.

All other candidates submitting a request to participate will not be invited

to tender for the right to participate on this Framework Agreement.

Minimum level(s) of standards possibly required

REFER TO III.1.1 ABOVE

Insurance types and levels:

Employers Liability – minimum 5M GBP, each and every claim

Public Liability – minimum 5M GBP, each and every claim

Professional Indemnity - 10M GBP in the aggregate

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

List and brief description of selection criteria

Submissions will only be accepted from bidders who are insurers

regulated by the FCA to underwrite insurance business in the UK and

being rated as “A minus (-)” with Standard & Poor’s or equivalent rating with

another ratings provider, OR brokers or managing general agents who are

authorised by the relevant insurer to submit a tender on the insurer’s

behalf and bind them into the cover to be provided for the framework and call off contracts for the duration of the framework and contracts.

Tenderers who are not acting in a MGA capacity will be excluded from the

tender process. Where the party issuing the tender submission is an MGA authorisation

on letter headed paper from the relevant insurer company stating the terms of the capacity to contract is required with your tender submission.

Minimum level(s) of standards possibly required

Submissions will only be accepted from bidders who are insurers regulated by the FCA to underwrite insurance business in the UK and being rated as “A minus (-)” with Standard & Poor’s or equivalent rating with another ratings provider

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

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

see III.1.1 above for the minimum requirements.

#### **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

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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

14 July 2022

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

21 July 2022

#### **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: 30 December 2022

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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: estimated 2025

### **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**

- 1- Renfrewshire Leisure Limited trading as OneRen have instructed Renfrewshire Council to issue this tender for insurance cover (excluding broker service) on behalf of Renfrewshire Leisure Limited trading as OneRen.
2. The estimated value of the framework agreement (contract) and potential call off agreements made under the contract is 1.5Million (GBP).
3. The stages of this restricted procedure is an Invitation to Participate (Stage 1) and Invitation to Tender (Initial Stage 2).
4. Further information on stage 1 invitation to participate (ITP) can be located in the Invitation to participate Document in the e-tender system.
5. Further information on the stage 2 award including the full specification will be provided to those candidates invited to tender.
6. Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.
7. Any contract awarded as a result of this tender exercise will be subject to Scots Law and the exclusive jurisdiction of the Scottish Courts.
8. Renfrewshire Leisure Limited trading as OneRen reserves the right to utilise Regulation 72 1 (a) of the Public Contracts (Scotland) Regulations 2015 - Modification of contracts during their term to modify the length of the framework agreement and call off contract

term.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 21544.  
For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Community benefits will be voluntary

(SC Ref:696130)

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

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88

of the 2015 Regulations.

**VI.4.4) Service from which information about the review procedure may be obtained**

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom