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Tender

## **Provision of a Tenants Contents Insurance Scheme**

Falkirk Council

F02: Contract notice

Notice identifier: 2025/S 000-019141

Procurement identifier (OCID): ocds-h6vhtk-050d40

Published 6 May 2025, 3:02pm

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

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

Falkirk Council

The Foundry, 4 Central Boulevard, Central Park

Larbert

FK5 4RU

#### **Email**

[cpu@falkirk.gov.uk](mailto:cpu@falkirk.gov.uk)

#### **Telephone**

+44 1324506566

#### **Country**

United Kingdom

#### **NUTS code**

UKM76 - Falkirk

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00184](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](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

[www.publiccontractsscotland.gov.uk](http://www.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 a Tenants Contents Insurance Scheme

Reference number

FIN/026/25/B

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

- 66510000 - Insurance services

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

Services

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

The contract is for the provision of Tenants Contents and related services, including claims handling, as required by Falkirk Council.

Bids are invited from suitably qualified insurance brokers and direct providers for the entire scope of services.

The Council is seeking to appoint an insurance supplier for the provision of Tenants Contents and related services for up to 5 years.

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM76 - Falkirk

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

Provision of a Tenants Contents Insurance Scheme as set out within the Invitation to Tender Documents.

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

Quality criterion - Name: Policy Cover / Weighting: 60

Quality criterion - Name: Staffing structure / Weighting: 10

Quality criterion - Name: Service & Account Management / Weighting: 10

Quality criterion - Name: Response to Enquiries / Weighting: 10

Quality criterion - Name: Marketing / Weighting: 10

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

When this contract comes to an end.

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

Variants will be accepted: Yes

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

The intention of the Council that any Contract resulting from this ITT will be for a period of up to five years.

The Contract will be awarded on the basis of the Most Economically Advantageous Tender with 40% of the overall evaluation score given to quality and 60% of the overall evaluation score given to price.

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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

- 1) Authorised by the Financial Conduct Authority (FCA) to carry out regulated financial service activities;
- 2) Comply with Conduct of business sourcebook (ICOBS) Rules of the Financial Conduct Authority (FCA) for regulating the conduct of the business of authorised persons;
- 3) Be regulated for the sale of insurance products in the EU under the insurance distribution directive (IDD) adopted in 2016;
- 4) Authorised to do so under Part 4A of the Financial Services and Markets Act 2000 (FSMA), or authorised by the supervisory authority in another EEA member state and passported into the UK.
- 5) Provide terms via insurance companies or backed managing general agents with an AM Best and / or Fitch rating no less than A other when a parental guarantee can be provided with an A Rating

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

List and brief description of selection criteria

A Credit safe credit scoring check will be ran on registered Company Name and Company Number provided by the bidder. Where the resulting Credit Rating score is less than 30/100 the bidder may be excluded from the tender process unless suitable financial information is provided that gives satisfactory assurances to the Council regarding financial risk in appointing the bidder to the contract

Minimum level(s) of standards possibly required

Bidders must have or commit to obtain the following insurances:-

Employer's (Compulsory) Liability Insurance = 10 Million GBP

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

Selection criteria as stated in the procurement documents

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must meet the following requirements;

- 1) Authorised by the Financial Conduct Authority (FCA) to carry out regulated financial service activities;
- 2) Comply with Conduct of business sourcebook (ICOBS) Rules of the Financial Conduct Authority (FCA) for regulating the conduct of the business of authorised persons;
- 3) Be regulated for the sale of insurance products in the EU under the insurance distribution directive (IDD) adopted in 2016;
- 4) Authorised to do so under Part 4A of the Financial Services and Markets Act 2000 (FSMA), or authorised by the supervisory authority in another EEA member state and passported into the UK.

### **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**

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

6 June 2025

Local time

11:00am

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

6 June 2025

Local time

11:00am

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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: March 2030

### **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**

The intention of the Council is that any Contract resulting from this ITT will be for a period of up to five years.

The Contract will be awarded on the basis of the Most Economically Advantageous Tender with 40% of the overall evaluation score given to quality and 60% of the overall evaluation score given to price.

A Creditsafe credit scoring check will be ran on registered Company Name and Company Number provided by the bidder. Where the resulting Credit Rating score is less than 30/100, the Bidder may be excluded from the tender process unless suitable financial information is provided that give satisfactory assurances to the Council regarding financial risk in appointing the bidder to the proposed framework.

Bidders must have or commit to obtain the following insurances:Employer's (Compulsory) Liability Insurance = 10 Million GBP

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.

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=798032](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=798032).

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:

Please refer to ITT Schedule 6.

(SC Ref:798032)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=798032](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=798032)

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

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

Falkirk Sheriff Court and Justice of the Peace Court

Falkirk Sheriff Court and Justice of the Peace Court, Sheriff Court House, Main Street,  
Camelon

Falkirk

FK1 4AR

Country

United Kingdom