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Tender

Insurance Services

Live Borders

F02: Contract notice

Notice identifier: 2024/S 000-021114

Procurement identifier (OCID): ocds-h6vhtk-047c55

Published 10 July 2024, 3:19pm

Section I: Contracting authority

I.1) Name and addresses

Live Borders

Council Headquarters

Newtown St Boswells

TD6 0SA

Contact

Jill Franks

Email

jfranks@liveborders.org.uk

Telephone

+44 1896661166

Country

United Kingdom

NUTS code

UKM91 - Scottish Borders

Internet address(es)

Main address

<http://www.liveborders.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19702

I.3) Communication

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

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

I.4) Type of the contracting authority

Other type

Charitable organisation

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Services

Reference number

LB/JF 001

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 general insurance and related services as required by Live Borders commencing 4th September 2024.

A full summary of current cover will be provided to bidders, updated to reflect review and inflationary uplifts. The procurement will follow the Open Procedure.

The bidder will be selected based on their submission against price and quality criteria, capacity and experience to perform the contract.

II.1.5) Estimated total value

Value excluding VAT: £95,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

- 66514110 - Motor vehicle insurance services
- 66515000 - Damage or loss insurance services
- 66515200 - Property insurance services
- 66515410 - Financial loss insurance services
- 66516400 - General liability insurance services
- 66516500 - Professional liability insurance services
- 66518100 - Insurance brokerage services

II.2.3) Place of performance

NUTS codes

- UKM91 - Scottish Borders

II.2.4) Description of the procurement

A summary of the current insurances will be made available as part of the tender process. Bidders are required to submit the appropriate SPD completed in full to be considered.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £95,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

An initial terms of 12 months, followed by 2 x 12 months extensions at the sole discretion of Live Borders.

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

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

Tenderer is required to:

1. be registered with and regulated by the UK Financial Conduct Authority (insurance broker or insurer) SPD,Q4a
2. Demonstrate the financial ability and strength to deliver the requirements of the tender. (SPD, Q4b)
3. A record of successful provision of similar services to comparable organisations to Live Borders9 SPD, Q4c1.2)
4. Multi-skilled and experienced team with client relationship management, technical staff, claims managers, risk management (SPD, Q4c6)
5. Demonstration of satisfied clients for similar contracts (3 minimum)

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

9 August 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: 5 September 2024

IV.2.7) Conditions for opening of tenders

Date

9 August 2024

Local time

12:00pm

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

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=771399.

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.

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.

(SC Ref:771399)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=771399

VI.4) Procedures for review

VI.4.1) Review body

Selkirk Court House

Ettrick House

Selkirk

TD7 4LE

Country

United Kingdom

