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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](mailto: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](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

<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

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

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

Other type

Charitable organisation

**I.5) Main activity**

Recreation, culture and religion

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## **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

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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

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

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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: 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

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## **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](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](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](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



