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Tender

## **SBHA - Insurance Services 2022 - Non Life**

Scottish Borders Housing Association Ltd

F02: Contract notice

Notice identifier: 2022/S 000-021337

Procurement identifier (OCID): ocds-h6vhtk-0358b9

Published 3 August 2022, 4:53pm

The closing date and time has been changed to:

**9 September 2022, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Scottish Borders Housing Association Ltd

South Bridge House, Whinfield Road

Selkirk

TD7 5DT

### **Contact**

Carly Stewart

### **Email**

[finance@sbha.org.uk](mailto:finance@sbha.org.uk)

**Telephone**

+44 1750724444

**Country**

United Kingdom

**NUTS code**

UKM91 - Scottish Borders

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11442](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11442)

**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**

Other type

Registered Social Landlord (RSL)

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

SBHA - Insurance Services 2022 - Non Life

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

- 66510000 - Insurance services

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

Services

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

The provision of non-life insurance services

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

Value excluding VAT: £2,050,000

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

This contract is divided into lots: No

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

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

- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66514110 - Motor vehicle insurance services
- 66519200 - Engineering insurance services

- 66516500 - Professional liability insurance services
- 66512100 - Accident insurance services
- 66513100 - Legal expenses insurance services
- 66515200 - Property insurance services

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

NUTS codes

- UKM91 - Scottish Borders

Main site or place of performance

Selkirk

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

The scope of the Contract includes insurance cover, brokerage services, related advice, claims management and loss control services for Material Damage to Property and Contents, Business Interruption, Loss of Money, Public and Property Owners' Liability, Employer's Liability, Excess Liability, Contractors' Liability, Engineering Inspection and Insurance, Contract Works, Hired in Plant, Computer "All Risks", Cyber Liability, Personal Accident, Management Liability, Crime and Motor Fleet as required by SBHA for a period of 3 years (or periods of insurance) commencing 25 October 2022, with the option to extend by up to a further 2 x single years at SBHA's discretion. Bidders are required to bid for the entire scope of services. Bids are invited from suitably qualified and experienced insurance brokers and/or direct Insurers, as specified

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

Quality criterion - Name: Corporate Governance / Weighting: 5%

Quality criterion - Name: Relevant Sector Experience / Weighting: 5%

Quality criterion - Name: Review of Insured and Uninsured Risks / Weighting: 5%

Quality criterion - Name: Claims Management and General Administration / Weighting: 30%

Quality criterion - Name: Risk Management & Technical Resources / Weighting: 5%

Quality criterion - Name: Financial Security of Suppliers / Weighting: 5%

Cost criterion - Name: Programme Pricing and Service Fees / Weighting: 45%

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

Value excluding VAT: £2,050,000

## **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

It is expected that the contract will last for 3 years to 24.10.2025, with the possibility of a further 2 single years extensions through to 24.10.2027. The extension of the contract will be at the discretion of SBHA.

## **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 be an insurance broker registered with and regulated by the UK Financial Conduct Authority or an Insurer authorised and/or regulated by the UK Financial Conduct Authority and/or Prudential Regulation Authority

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

List and brief description of selection criteria

Q4B.1.1 Provide latest published accounts

Q4B.5.1a Professional Risk Indemnity Insurance GBP 10m

Q4B5.1b Employers (Compulsory) Liability Insurance GBP 10m

Q4B.5.2 Public Liability GBP 10m

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

List and brief description of selection criteria

We require 2 examples of provision of insurance services to Scottish RSLs from the last 3 years. Your referees may be contacted to confirm your response

## **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 be an insurance broker registered with and regulated by the UK Financial Conduct Authority or an Insurer authorised /and or regulated by the UK Financial Conduct Authority and/or Prudential Regulation Authority.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-191231](#)

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

Originally published as:

Date

5 September 2022

Local time

12:00pm

Changed to:

Date

9 September 2022

Local time

12:00pm

See the [change notice](#).

#### **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: 31 October 2022

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

Date

5 September 2022

Local time

12:00pm

Place

SBHA Office, Selkirk

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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: June 2027

#### **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**

Bidders must hold the accreditation ISO9001 (or equivalent) or a robust quality policy or statement

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=702196](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=702196).

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:702196)

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

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

Selkirk Sheriff Court

Selkirk Court House, Ettrick Terrace

Selkirk

TD7 4LE

Email

[selkirk@scotcourts.gov.uk](mailto:selkirk@scotcourts.gov.uk)

Telephone

+44 1750721269

Country

United Kingdom