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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

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

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

Registered Social Landlord (RSL)

I.5) Main activity

Housing and community amenities

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

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.

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

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.

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: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

Telephone

+44 1750721269

Country

United Kingdom