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Tender

## **Tender for the Provision of Insurance Services**

Dundee City Council

F02: Contract notice

Notice identifier: 2022/S 000-023541

Procurement identifier (OCID): ocds-h6vhtk-036248

Published 24 August 2022, 8:53am

The closing date and time has been changed to:

**26 October 2022, 12:00pm**

See the [change notice](#).

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

#### **Contact**

Jennifer Heighton

#### **Email**

[jennifer.heighton@dundeecity.gov.uk](mailto:jennifer.heighton@dundeecity.gov.uk)

**Telephone**

+44 1382433747

**Fax**

+44 1382433045

**Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.dundeecity.gov.uk](http://www.dundeecity.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**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**

Tender for the Provision of Insurance Services

Reference number

PROC/FIN/05/22

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

- 66510000 - Insurance services

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

Services

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

The requirement here is for the supply of Insurances for Dundee City Council, as detailed in the specification of requirements.

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

Value excluding VAT: £14,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Insurance Services for Dundee City Council including Casualty, Property and Motor

## **II.2) Description**

### **II.2.1) Title**

Insurance Services for Dundee City Council Property

Lot No

1

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Insurance Services for Dundee City Council Property

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

Quality criterion - Name: Delegated Claims Handling / Weighting: 25

Quality criterion - Name: Assessment of policy cover / Weighting: 35

Quality criterion - Name: Claims Service / Weighting: 25

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Added Value and Innovation / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Optional extension of 1 year plus 1 year

#### **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

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

The Tender for Insurance is for 5 years due to the nature of the industry

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

#### **II.2.1) Title**

Motor Insurance

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Insurance Services for Dundee City Council Motor Vehicles

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

Quality criterion - Name: Delegated Claims Handling / Weighting: 25

Quality criterion - Name: Assessment of policy cover / Weighting: 35

Quality criterion - Name: Claims Service / Weighting: 25

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Added Value and Innovation / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

#### **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

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

The tender for insurance is for 5 years due to the nature of the industry

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

#### **II.2.1) Title**

Casualty Insurance

Lot No

3

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Insurance Services for Dundee City Council Casualty requirement

**II.2.5) Award criteria**

Quality criterion - Name: Delegated Claims Handling / Weighting: 25

Quality criterion - Name: Assessment of policy cover / Weighting: 35

Quality criterion - Name: Claims Service / Weighting: 25

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Added Value and Innovation / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

**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

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

The Tender for Insurance is for 5 years due to the nature of the industry

## **II.2) Description**

### **II.2.1) Title**

Fidelity Guarantee

Lot No

4

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Fidelity Guarantee

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

Quality criterion - Name: Assessment of policy cover / Weighting: 70

Quality criterion - Name: Claims service / Weighting: 17.5

Quality criterion - Name: Added Value and Innovation / Weighting: 7.5

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

**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

**II.2.14) Additional information**

The Tender for Insurance Services is for 5 years due to the nature of the industry

**II.2) Description**

**II.2.1) Title**

Personal Accident

Lot No

5

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

- 66510000 - Insurance services

**II.2.3) Place of performance**

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Personal accident

**II.2.5) Award criteria**

Quality criterion - Name: Assessment of policy cover / Weighting: 70

Quality criterion - Name: Claims Service / Weighting: 17.5

Quality criterion - Name: Added Value and Innovation / Weighting: 7.5

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

#### **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

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

The tender for Insurance Services is for 5 years due to the nature of the industry

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

#### **II.2.1) Title**

Engineering inspection

Lot No

6

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Engineering inspection

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

Quality criterion - Name: Assessment of policy cover / Weighting: 70

Quality criterion - Name: Service Provision / Weighting: 17.5

Quality criterion - Name: Added Value and Innovation / Weighting: 7.5

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

#### **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

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

The tender for insurance is for 5 years due to the nature of the industry

## **II.2) Description**

### **II.2.1) Title**

Marine Insurance

Lot No

7

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Marine Insurance

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

Quality criterion - Name: Assessment of policy cover / Weighting: 70

Quality criterion - Name: Claims Service / Weighting: 20

Quality criterion - Name: Added Value and Innovation / Weighting: 8

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

**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

**II.2.14) Additional information**

The tender for insurance services is for 5 years due to the nature of the industry

**II.2) Description**

**II.2.1) Title**

Fine Arts

Lot No

8

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

- 66510000 - Insurance services

**II.2.3) Place of performance**

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Fine Arts

**II.2.5) Award criteria**

Quality criterion - Name: Assessment of policy cover / Weighting: 70

Quality criterion - Name: Claims Service / Weighting: 17.5

Quality criterion - Name: Added Value and Innovation / Weighting: 7.5

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027



This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

#### **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

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

The tender for insurance services is for 5 years due to the nature of the industry

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

#### **II.2.1) Title**

Package price for Casualty, Property and Motor

Lot No

9

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

- 66510000 - Insurance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee House, Dundee

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

Package price for Casualty, Property and Motor

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

Quality criterion - Name: Delegated Claims Handling / Weighting: 25

Quality criterion - Name: Assessment of policy cover / Weighting: 35

Quality criterion - Name: Claims Service / Weighting: 25

Quality criterion - Name: Added Value and Innovation / Weighting: 10

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 60

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

Start date

1 January 2023

End date

30 December 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year plus 1 year

#### **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

**II.2.14) Additional information**

The tender for insurance services is for 5 years due to the nature of the industry

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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

The supplier must be authorised/regulated for the Insurance Services required under this tender by the Financial Conduct Authority or equivalent, and Prudential Regulation Authority or equivalent; have a Standard and Poors Credit Rating of at least BBB, or equivalent

#### **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

Reference to the relevant law, regulation or administrative provision

The supplier must be authorised/regulated for the Insurance Services required under this tender by the Financial Conduct Authority or equivalent, and Prudential Regulation Authority or equivalent; have a Standard and Poors Credit Rating of at least BBB, or equivalent

#### **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**

Originally published as:

Date

12 October 2022

Local time

12:00pm

Changed to:

Date

26 October 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**

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

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

Date

12 October 2022

Local time

12:00pm

Place

Place of work of Procurement Officers on that date

Information about authorised persons and opening procedure

Jennifer Heighton Procurement Category Officer

Claire Petrie Procurement Category Officer

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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: 5 or 7 years

#### **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=702587](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=702587).

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.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Not suitable for this type of industry

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:

Contractors will be asked to indicate what types of Community Benefit activity they would propose delivering if awarded contracts from this procurement exercise and what they have done to support their own communities. The number of outcomes required annually will be based on your projected spend across lots awarded as part of this procurement exercise.

(SC Ref:702587)

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

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

Dundee Sheriff Court and Justice of the Peace Court

Sheriff Court, 6 West Bell Street

Dundee

DD1 9AD

Email

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

Telephone

+44 1382229961

Country

United Kingdom

**VI.4.2) Body responsible for mediation procedures**

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Email

[eprocurement@dundeecity.gov.uk](mailto:eprocurement@dundeecity.gov.uk)

Telephone

+44 1382434000

Country

United Kingdom