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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

Telephone

+44 1382433747

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundee.gov.uk

Buyer's address

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

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

Regional or local authority

I.5) Main activity

General public services

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

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

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

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.

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.

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

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

Telephone

+44 1382434000

Country

United Kingdom