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Tender

## **CT1280 – Insurance Services**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-029750

Procurement identifier (OCID): ocds-h6vhtk-049ba8

Published 17 September 2024, 4:44pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[Ben.Fulton@edinburgh.gov.uk](mailto:Ben.Fulton@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

#### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

### **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://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**

CT1280 – Insurance Services

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

- 66510000 - Insurance services

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

Services

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

The City of Edinburgh Council (the Council) requires a contract for the provision of insurance services.

The Council requires insurance cover for the following:

Contractors Plant (own plant and hired plant)

Fine Arts (all risks cover on art exhibits)

Travel (School Journeys, Business Travel and supported carers)

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

Value excluding VAT: £608,156

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

3

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

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

Fine Arts

Lot No

2

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

- 66000000 - Financial and insurance services
- 66510000 - Insurance services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh

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

The City of Edinburgh Council requires insurance cover for Fine Arts.

This is to cover the following:

All risks cover on art exhibits.

All risks cover on art exhibitions and travelling gallery.

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will run for a period of three years with the option to extend for a further two year and one year 11 month period.

#### **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) Description**

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

Contractors Plant (own plant and hired plant)

Lot No

1

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

- 66510000 - Insurance services
- 66000000 - Financial and insurance services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The City of Edinburgh

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

The City of Edinburgh Council requires insurance to cover contractors plant. This includes cover for the Council's own plant and hired plant.

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will run for a period of three years with the option to extend for a further two year and one year 11 month period.

#### **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) Description**

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

Travel

Lot No

3

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

- 66000000 - Financial and insurance services
- 66510000 - Insurance services
- 66514100 - Insurance related to Transport

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

City of Edinburgh

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

The City of Edinburgh Council requires insurance cover for travel.

This includes:

School journeys

Business travel

Supported carers

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Start date

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End date

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This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will run for a period of three years with the option to extend for a further two year and one year 11 month period.

#### **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

It is a mandatory requirement that tendering organisations are authorised by the Financial Conduct Authority (FCA).

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

List and brief description of selection criteria



Tenderers are required to have a minimum “general” annual turnover of 300000GBP for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Current ratio. The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.0. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Insurance - Employers and Professional Indemnity

Minimum level(s) of standards possibly required

Tenderers are required to have a minimum “general” annual turnover of 300000GBP for the last two financial years.

Current ratio for Current Year: 1.0

Current ratio for Prior Year: 1.0

It is a mandatory requirement that tendering organisations have has a financial rating of “A” or higher from a recognised rating agency (for example AM Best, Fitch, Kroll, Moody’s and Standard & Poor).

Employers (Compulsory) Liability Insurance - GBP5m

Professional Indemnity - GBP5m

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see Specification for details on Key Performance Indicators (KPIs).

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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**

Date

18 October 2024

Local time

2:00pm

#### **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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

18 October 2024

Local time

2:00pm

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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**

Please refer to tender documentation for further 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=777662](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=777662).

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.

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:

Community Benefits will be mandated as part of this Framework Agreement. Providers will be asked to outline their proposal for the delivery of Community Benefits in line with the Council's Community Benefits guidance document. Successful Providers will be added to the Community Benefits system via PCS for monitoring purposes. Please refer to the Community Benefits Guidance document.

(SC Ref:777662)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=777662](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=777662)

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

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

Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom