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Tender

## **Tenants Home Contents Insurance Scheme**

Aberdeen City Council

F02: Contract notice

Notice identifier: 2022/S 000-029999

Procurement identifier (OCID): ocds-h6vhtk-037bd6

Published 25 October 2022, 9:25am

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

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

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

[dsmillie@aberdeencity.gov.uk](mailto:dsmillie@aberdeencity.gov.uk)

#### **Telephone**

+44 1467539600

#### **Country**

United Kingdom

#### **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00231](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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)

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

[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**

Tenants Home Contents Insurance Scheme

Reference number

000-TTAL8864

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

- 66510000 - Insurance services

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

Services

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

The provision of tenants home contents insurance.

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

Value excluding VAT: £720,000

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

This contract is divided into lots: No

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

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

- 66510000 - Insurance services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen

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

The purpose of this Invitation to Tender ("ITT") is to invite tenders for the provision of the provision of Tenants Household Contents Insurance in accordance with the requirements detailed in this document.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Start date

3 April 2023

End date

3 April 2026

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions (Optional)

#### **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

By submitting a Response to the ITT, Tenderers are confirming (1) acceptance of these Conditions of Contract, and (2) their ability to comply with the Conditions of Contract.

Tenderers must ensure that they are fully aware of all relevant statutory, regulatory and other requirements, and should seek any necessary advice before submitting a Response.

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

List and brief description of selection criteria

Please provide two years worth of annual accounts. The Council will undertake a credit check using Creditsafe.

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

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

The Council will review the performance of the Services in accordance with the conditions of contract to ensure that they continue to meet the requirements of the Council. The quality of the Services shall be measured by the extent to which they accord with the standards and timescales included within the Specification and the Response and to accepted professional standards.

Tenderers shall provide a Contract Manager, who will be the primary point of contact between the Tenderer and the Council. Contract management and performance review provisions are further detailed below.

#### **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**

Date

28 November 2022

Local time

12:00pm

#### **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

29 November 2022

Local time

12:00pm

Place

Aberdeen

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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: November 2028

### **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=709254](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=709254).

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:709254)

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

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

Aberdeen Sheriff Court

Castle Street

Aberdeen

AB10 1WP

Telephone

+44 1224657200

Country

United Kingdom