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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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

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

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

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.

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: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