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Tender

Tender for the Provision of Insurance Brokerage and Associated Services

THE QUALITY ASSURANCE AGENCY FOR HIGHER EDUCATION

F02: Contract notice

Notice identifier: 2023/S 000-030410

Procurement identifier (OCID): ocids-h6vhtk-040c32

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Section I: Contracting authority

I.1) Name and addresses

THE QUALITY ASSURANCE AGENCY FOR HIGHER EDUCATION

Southgate House, Southgate Street

GLOUCESTER

GL11UB

Contact

QAA Facilities & Compliance Team

Email

facilities@qaa.ac.uk

Telephone

+44 1452557000

Country

United Kingdom

Region code

UKK13 - Gloucestershire

Companies House

03344784

Internet address(es)

Main address

www.qaa.ac.uk

I.3) Communication

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

<https://www.contractsfinder.service.gov.uk/Notice/b6ceac38-1157-45e3-a856-fb1f88720b53>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.qaa.ac.uk

I.4) Type of the contracting authority

Other type

Charity

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tender for the Provision of Insurance Brokerage and Associated Services

Reference number

QAA/2023/05

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

QAA is seeking to appoint a single insurance broker, with experience of supporting charities and the higher education sector, to act on its behalf in matters relating to insurance for an initial term of 3 years with an option to extend for a further 2 years.

This procurement will be managed electronically by QAA's Facilities & Compliance Team. To participate, please email your tender submission to Facilities@qaa.ac.uk by 5pm on Monday, 13th November 2023.

II.1.5) Estimated total value

Value excluding VAT: £240,000

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

- UK - United Kingdom

II.2.4) Description of the procurement

QAA is seeking to appoint a single insurance broker, with experience of supporting charities and the higher education sector, to act on its behalf in matters relating to insurance for an initial term of 3 years with an option to extend for a further 2 years.

This procurement will be managed electronically by QAA's Facilities & Compliance Team. To participate, please email your tender submission to Facilities@qaa.ac.uk by 5pm on Monday, 13th November 2023.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £240,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Initial term of 3 years with an option to extend for a further 2 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

13 November 2023

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

14 November 2023

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Quality Assurance Agency for Higher Education

Gloucester

Country

United Kingdom