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Tender

## **NHSS Motor Vehicle Insurance Cover & Related Services**

The Common Services Agency (more commonly known as NHS National Services Scotland) ("NSS")

F02: Contract notice

Notice identifier: 2021/S 000-031643

Procurement identifier (OCID): ocds-h6vhtk-02f0eb

Published 17 December 2021, 3:35pm

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

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

The Common Services Agency (more commonly known as NHS National Services Scotland) ("NSS")

Gyle Square (NSS Head Office), 1 South Gyle Crescent

Edinburgh

EH12 9EB

#### **Contact**

Gavin Armstrong

#### **Email**

[gavin.armstrong2@nhs.scot](mailto:gavin.armstrong2@nhs.scot)

#### **Telephone**

+44 1312757499

## **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<http://www.nss.nhs.scot/browse/procurement-and-logistics>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11883](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11883)

## **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.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.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.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.publiccontractsscotland.gov.uk)

## **I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

NHSS Motor Vehicle Insurance Cover & Related Services

Reference number

NP702

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

- 66514110 - Motor vehicle insurance services

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

Services

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

Provision of motor vehicle insurance cover, claims handling, accident management and risk management to cover cars, commercial

vehicles, minibuses and agriculture vehicles used by all entities constituted pursuant to the National Health Service (Scotland) Act 1978,

(i.e. NHS Scotland Health Boards and Special Health Boards, plus the Authority and other NHS organisations ) and The Prince & Princess

of Wales Hospice and all joint integration boards established under the Public Bodies (joint Working) (Scotland) Act 2014.

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

Value excluding VAT: £14,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Any or all locations of all NHS Scotland Health Boards, NHS Scotland special health boards and/or the Authority (altogether collectively

hereinafter referred to as "NHSScotland").

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

Motor insurance cover and related services for vehicles engaged in the business of NHS Scotland currently a owned or leased fleet of

approx. 6000 vehicles, including cars, commercial vehicles, minibuses and agriculture vehicles (but excluding ambulances). Hired vehicles

are also covered. The Framework Agreement will be made available to all entities constituted pursuant to the National Health Service

(Scotland) Act 1978 (including all Health Boards, Special Health Boards, the Common Services Agency and other NHS organisations), and

to The Prince & Princess of Wales Hospice and all joint integration boards established under the Public Bodies (joint Working) (Scotland)

Act 2014. All Scottish Hospices.

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

Quality criterion - Name: Insurance services / Weighting: 30

Quality criterion - Name: Contract management / Weighting: 10

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £14,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months

#### **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**

Contract value shown is for the anticipated 4 year duration of the framework e.g. including both 12 month extension periods

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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

Be registered and regulated by the Financial Conduct Authority

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

List and brief description of selection criteria

See contract / tender documentation which incorporates requirements of the SPD (Scotland) and the financial period for reporting in the

previous 3 financial years.

Minimum level(s) of standards possibly required

Minimum credit rating standard of Standard and Poors (or equivalent) A-

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

See contract / tender documentation which incorporates the requirements of the SPD

Minimum level(s) of standards possibly required

Must be registered and regulated by the Financial Conduct Authority

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-027006](#)

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

Date

4 February 2022

Local time

9:00am

**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

4 February 2022

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20290. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

n/a

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:

The Statement of Requirements will detail the Community Benefit background and objectives. The contract will mandate that suppliers

respond in its tender outlining current Community Benefits and proposals if successful and mandating that they support the overall

Community Benefit concept and process including a contract and supplier management process post award.

(SC Ref:676767)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Str

Edinburgh

EH1 1LB

Email

[edinburgh@scotcourts.gov](mailto:edinburgh@scotcourts.gov)

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+44 1312252525

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United Kingdom