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Tender

## **Insurance Services**

River Clyde Homes

F02: Contract notice

Notice identifier: 2023/S 000-031673

Procurement identifier (OCID): ocds-h6vhtk-040f5f

Published 26 October 2023, 4:21pm

The closing date and time has been changed to:

**19 January 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

River Clyde Homes

Clyde View, 22 Pottery Street

Greenock

PA15 2UZ

#### **Email**

[procurement@riverclydehomes.org.uk](mailto:procurement@riverclydehomes.org.uk)

#### **Telephone**

+44 8000132196

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://riverclydehomes.org.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12102](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12102)

**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>

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Insurance Services

Reference number

RCH589

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

- 66510000 - Insurance services

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

Services

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

The River Clyde Homes Group (RCHG) are seeking to employ a suitably experienced and competent Insurance Firm, or broker, to provide annual Insurance cover for the elements stated below:

Property Stock

Group Personal Accident

Combined Liability

Crime

Office & Computer Combined

Motor

Contract Works

Professional Indemnity

Engineering

Cyber Liability

Detailed information in relation to RCHG's requirements for each schedule are provided at Appendix F.

Supporting information (claims experience, plant lists, motor vehicles info, etc) to enable tenderers to provide a robust bid is provided at Appendix G.

The successful bidder will be expected to provide general guidance and advice on insurance and risk management issues, and keep RCHG up to date with relevant technical and legislative developments

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

This contract is divided into lots: No

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

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

- 66000000 - Financial and insurance services
- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515000 - Damage or loss insurance services
- 66516100 - Motor vehicle liability insurance services
- 66516400 - General liability insurance services
- 66518100 - Insurance brokerage services
- 66517300 - Risk management insurance services
- 66516500 - Professional liability insurance services
- 66519310 - Insurance consultancy services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Inverclyde

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

The River Clyde Homes Group (RCHG) are seeking to employ a suitably experienced and competent Insurance Firm, or broker, to provide annual Insurance cover for the elements stated below:

Property Stock

Group Personal Accident

Combined Liability

Crime

Office & Computer Combined

Motor

Contract Works

Professional Indemnity

Engineering

Cyber Liability

Detailed information in relation to RCHG's requirements for each schedule are provided at Appendix F.

Supporting information (claims experience, plant lists, motor vehicles info, etc) to enable tenderers to provide a robust bid is provided at Appendix G.

The successful bidder will be expected to provide general guidance and advice on insurance and risk management issues, and keep RCHG up to date with relevant technical and legislative developments

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

Quality criterion - Name: Methodology & Approach / Weighting: 10.00%

Quality criterion - Name: Key Performance Indicators / Weighting: 5.00%

Quality criterion - Name: Community Benefits / Weighting: 5.00%

Quality criterion - Name: Fair Work First / Weighting: 5.00%

Quality criterion - Name: Data Protection / Weighting: Pass/Fail

Price - Weighting: 75%

#### **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

The contract will run for an initial 3-year period. RCH may wish, at its sole discretion, to extend any resultant agreement for a further 12 month period subject to the agreement of the successful bidder.

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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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 requirement that companies must hold a current registration with the Financial Conduct Authority (FCA) for insurance distribution services.

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

List and brief description of selection criteria

##### **SPD Question 4B.5.1a**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Professional Risk Indemnity Insurance = 5m GBP

##### **SPD Question 4B.5.1b**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers Liability Insurance = 5m GBP

##### **4B.5.2**

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Public Liability Insurance = 5m GBP

##### **4B.6**

The bidder's company name and registration number will be used to obtain a financial risk assessment report from Dun & Bradstreet. Only companies, that are deemed to be financially stable by RCH's Finance Department, on the strength of their financial report

will be eligible to be a party to the contract. It is the tenderers responsibility to ensure that the information held by Dun & Bradstreet is up to date at the time of submission. If you prefer to have this assessment carried out in respect of a guarantor, such as an ultimate parent body, then you may elect for this option and details of the guarantor should be provided. Bidders should provide their company registration number in the space provided in the SPD.

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

Selection criteria as stated in the procurement documents

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

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

The contract will be subject to formal Key Performance Indicators which are detailed within the attached tender document.

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

Notice number: [2019/S 228-559691](#)

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

Originally published as:



Date

27 November 2023

Local time

12:00pm

Changed to:

Date

19 January 2024

Local time

12:00pm

See the [change notice](#).

**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

27 November 2023

Local time

12:00pm

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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: October 2027

### **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**

Tenders must be submitted electronically via the Public Contracts Scotland (PCS) Electronic Tender Post Box. Any response not submitted via the post box will not be considered. Any questions in relation to the tender must be raised via the 'Question & Answer' function of the PCS website. Tenderers should ensure they read and understand the SPD guidance document attached to the contract notice prior to submitting a bid.

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=748638](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=748638).

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:

Bidders are required to set out what specific, tangible, community benefits they will bring to the Inverclyde area in the event of a successful bid. The response may address but is

not limited to, targeted recruitment & training; equal opportunities; supply-chain initiatives; environmental initiatives (recycling), community consultation; contributions to education; the promotion of social enterprises; and resources for community initiatives. These benefits must be specific to this contract and not part of a wider Corporate Social Responsibility (CSR) programme. 5.00% of the total tender score will be allocated for this award criterion.

(SC Ref:748638)

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

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

Greenock Sheriff Court House,

1 Nelson St, Greenock

Greenock

PA15 1TP

Country

United Kingdom

Internet address

<http://riverclydehomes.org.uk>