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Tender

## **Joint Insurance Services**

Oak Tree Housing Association Ltd  
Cloch Housing Association

F02: Contract notice

Notice identifier: 2021/S 000-032187

Procurement identifier (OCID): ocds-h6vhtk-030532

Published 23 December 2021, 11:25am

The closing date and time has been changed to:

**4 February 2022, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Oak Tree Housing Association Ltd

41 High Street

Greenock

PA15 1NR

#### **Email**

[a.durnin@oaktreeha.org.uk](mailto:a.durnin@oaktreeha.org.uk)

#### **Telephone**

+44 01475807000

**Fax**

+44 01475807022

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.oaktreeha.org.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA14342](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14342)

**I.1) Name and addresses**

Cloch Housing Association

19, Bogle Street

Greenock

PA15 1ER

**Contact**

Alana Durnin

**Email**

[a.durnin@clothhousing.org.uk](mailto:a.durnin@clothhousing.org.uk)

**Telephone**

+44 1475783637

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

[www.clochhousing.org.uk](http://www.clochhousing.org.uk)

Buyer's address

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

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

The contract involves joint procurement

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<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

<http://publiccontractsscotland.gov.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Other type

Housing Association

**I.5) Main activity**

Housing and community amenities

## **Section II: Object**

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

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

Joint Insurance Services

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

- 66510000 - Insurance services

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

Services

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

Insurance Provision for Oat Tree and Cloch Housing Association

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Oak Tree HA - Insurance Services

Lot No

1

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Insurance Provision for Oak tree Housing Association

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

Quality criterion - Name: Quality / Weighting: 60%

Cost criterion - Name: Cost of Service / Weighting: 40%

#### **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 last for three years to 31 March 2025, with the possibility of a further two single year extensions through to 31 March 2026 and 2027. The extension of the contract will be at the sole discretion of the Client.

#### **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**

See ITT for quality information and requirements

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

### **II.2.1) Title**

Cloch HA - Insurance Services

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Insurance Provision for Cloch Housing Association

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

Quality criterion - Name: Quality / Weighting: 60%

Cost criterion - Name: Cost of Service / Weighting: 40%

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

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**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**

See ITT for quality information and requirements

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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

UK Financial Conduct Authority or Prudential Regulation Authority

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Insurance Brokers or Insurance Providers

#### **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**

Originally published as:

Date

28 January 2022

Local time

12:00pm

Changed to:

Date

4 February 2022

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

28 January 2022

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: As per the ITT

### **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**

Please ensure that you read and complete the quality and priced sections as requested in the ITT.

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=678257](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=678257).

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:678257)

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

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

Greenock Sheriff Court

Greenock

Country

United Kingdom