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Tender

Insurance Brokerage Services

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

F02: Contract notice

Notice identifier: 2025/S 000-032571

Procurement identifier (OCID): ocds-h6vhtk-054939

Published 16 June 2025, 12:56pm

Section I: Contracting authority

I.1) Name and addresses

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

1 South Gyle Crescent

Edinburgh

EH12 9EB

Contact

Gavin Armstrong

Email

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

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Brokerage Services

Reference number

NP772

II.1.2) Main CPV code

- 66518100 - Insurance brokerage services

II.1.3) Type of contract

Services

II.1.4) Short description

Brokerage services to support the tendering and ongoing management of the NHS Scotland National Motor Fleet Insurance Policy Framework

which provides insurance provision under a single policy for all NHS Scotland vehicles; ad hoc brokerage services

II.1.5) Estimated total value

Value excluding VAT: £528,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66518100 - Insurance brokerage 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

Brokerage services to support the tendering and ongoing management of the NHS Scotland National Motor Fleet Insurance Policy Framework

which provides insurance provision under a single policy for all NHS Scotland vehicles. Ad hoc insurance brokerage services.

The Framework Agreement may be used by all mainland and Island NHS Scotland Health Boards and Special Boards (including the

common services agency) and by all entities constituted pursuant to the National Health Service (Scotland) Act 1978 (i.e. all NHS Scotland

Health Boards, Special Boards, and the Authority or other NHS Organisations established pursuant to NHS (Scotland) Act 1978) and any

Integrated Joint Boards established pursuant to the new Public Bodies (Joint Working) Scotland Act 2014. All Scottish Hospices

II.2.5) Award criteria

Quality criterion - Name: Service / Weighting: 30

Quality criterion - Name: Contract and Supplier management / Weighting: 10

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £528,000

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

Duration in months

48

This contract is subject to renewal

No

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

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 refers to expected total over the 4 year duration of the framework based on current spend per annum.

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 authorised by the Financial Conduct Authority, or operate as an Appointed Representative of a directly authorised firm, or be an exempt

professional firm operating as a member of a designated professional body such as solicitors, accountants and surveyors.

III.1.2) Economic and financial standing

List and brief description of selection criteria

See contract / tender documentation which incorporates the requirements of the SPD and the financial period for reporting is the 3

previous financial years.

Minimum level(s) of standards possibly required

1) Public Liability Insurance — 5 000 000 GBP.

2) Professional Indemnity Insurance — 2 000 000 GBP — for any 1 incident in any 1 year.

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

1) Must be authorised by the Financial Conduct Authority (FCA) or operate as an Appointed Representative of a directly authorised firm,

or be

an exempt professional firm operating as a member of a designated professional body such as solicitors, accountants and surveyors

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

Must be authorised by the Financial Conduct Authority (FCA) or operate as an Appointed Representative of a directly authorised firm, or

be an

exempt professional firm operating as a member of a designated professional body such as solicitors, accountants and surveyors

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.1.3) 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.2.2) Time limit for receipt of tenders or requests to participate

Date

28 July 2025

Local time

10:00am

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 July 2025

Local time

10:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Contract value refers to the approx. anticipated annual value of spend 50,000 gbp for the anticipated 4 year framework duration.

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

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

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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:659810)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29261. For more information see:

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

Community benefits are included in this requirement. For more information see:
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

(SC Ref:798905)

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

Telephone

+44 1312252525

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Str

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov

Telephone

+44 1312252525

Country

United Kingdom