

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/035164-2022>

Tender

ELHA – Insurance Services 2023 – Non-Life

East Lothian Housing Association Ltd

F02: Contract notice

Notice identifier: 2022/S 000-035164

Procurement identifier (OCID): ocds-h6vhtk-03724e

Published 13 December 2022, 10:56am

Section I: Contracting authority

I.1) Name and addresses

East Lothian Housing Association Ltd

18-20 Market Street

Haddington

EH41 3JL

Contact

Paula Oliver

Email

enquiries@elha.com

Telephone

+44 1620825032

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.elha.com>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15603

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.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.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.publiccontractsscotland.gov.uk

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

ELHA – Insurance Services 2023 – Non-Life

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The provision of non-life insurance services

II.1.5) Estimated total value

Value excluding VAT: £850,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66514110 - Motor vehicle insurance services

- 66519200 - Engineering insurance services
- 66516500 - Professional liability insurance services
- 66512100 - Accident insurance services
- 66513100 - Legal expenses insurance services

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

Haddington

II.2.4) Description of the procurement

The scope of the Contract includes insurance cover, brokerage services, related advice, claims management and loss control services for Material Damage to Property and Contents, Business Interruption, Loss of Money, Public and Property Owners' Liability, Employer's Liability, Excess Liability, Hired in Plant, Computer "All Risks", Personal Accident, Management Liability, Crime, Professional Indemnity and Motor Fleet as required by ELHA for a period of 3 years (or periods of insurance) commencing 1 April 2023, with the option to extend by up to a further 2 x single years at ELHA's discretion. Bidders are required to bid for the entire scope of services. Bids are invited from suitably qualified and experienced insurance brokers and/or direct Insurers, as specified.

II.2.5) Award criteria

Quality criterion - Name: Compliance and Corporate Governance / Weighting: 5%

Quality criterion - Name: Sector Experience and Review of Insured and Uninsured Risks / Weighting: 10%

Quality criterion - Name: General Administration and Claims Management / Weighting: 30%

Quality criterion - Name: Risk Management and Technical Resources / Weighting: 5%

Quality criterion - Name: Financial Security of Suppliers / Weighting: 5%

Quality criterion - Name: Premium Sustainability / Weighting: 5%

Cost criterion - Name: Programme Pricing and Service Fees / Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £850,000

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

It is expected that the contract will last for 3 years to 31.03.2026, with the possibility of a further 2 single years extensions through to 31.03.2028. The extension of the contract will be at the discretion of ELHA.

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

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

Bidders must be an insurance broker registered with and regulated by the UK Financial Conduct Authority or an Insurer authorised and/or regulated by the UK Financial Conduct Authority and/or Prudential Regulation Authority.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Q4B.1.1 Please provide a copy of last published report and accounts including latest balance sheet.

Q4B.5.1a Professional Risk Indemnity Insurance GBP 10m

Q4B5.1b Employers (Compulsory) Liability Insurance GBP 10m

Q4B.5.2 Public Liability GBP 10m

III.1.3) Technical and professional ability

List and brief description of selection criteria

Q4C.1.2 We require 2 examples of provision of insurance services to Scottish RSLs from the last 3 years. Your referees may be contacted to confirm your response.

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

Bidders must be an insurance broker registered with and regulated by the UK Financial Conduct Authority or an Insurer authorised /and or regulated by the UK Financial Conduct Authority and/or Prudential Regulation Authority.

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: [2022/S 000-027652](#)

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

Date

24 January 2023

Local time

12:00pm

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

Tender must be valid until: 3 April 2023

IV.2.7) Conditions for opening of tenders

Date

24 January 2023

Local time

12:00pm

Place

ELHA Offices

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: September 2027

VI.3) Additional information

Bidders must hold the accreditation ISO9001 (or equivalent) or a robust quality policy or statement.

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=716645.

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.

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:716645)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov.uk

Telephone

+44 1312252525

Country

United Kingdom