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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](mailto: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](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](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

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

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

Other type

Housing Association

## **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**

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

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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

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.

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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: [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

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

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+44 1312252525

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United Kingdom