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Tender

Loss Adjusting Services

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2025/S 000-035662

Procurement identifier (OCID): ocds-h6vhtk-0554d2

Published 27 June 2025, 10:50am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Email

nicole.sherry@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

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>

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

<https://www.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Loss Adjusting Services

Reference number

CT1570

II.1.2) Main CPV code

- 66519500 - Loss adjustment services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council (the Council) is seeking a contract for Loss Adjusting Services for its Operational Property and Leased Property insurance cover. This requirement will also cover Edinburgh Trams' policies for Property Damage and Business Interruption.

II.1.5) Estimated total value

Value excluding VAT: £210,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66519500 - Loss adjustment services
- 66000000 - Financial and insurance services

- 66510000 - Insurance services
- 66518300 - Insurance claims adjustment services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh.

II.2.4) Description of the procurement

The City of Edinburgh Council's (the Council's) Insurance Team has a requirement for Loss Adjusting Services for its Operational Property and leased Property Insurance cover. The requirement will also cover Edinburgh Trams policies for Property Damage and Business Interruption.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

This Contract will run for a period of four years with the option to extend for up to a further three years (4+2+1), undertaken at the sole discretion of the Council.

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

Please see tender documentation for further information.

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 mandatory requirement that tenderers are on an approved Public Sector Insurers list. Please note that tenderers who fail to answer “Yes” to this question will not have their tender considered further or proceed to the price/quality ratio calculation. Please also confirm which Public Sector insurers that you work with.

III.1.2) Economic and financial standing

List and brief description of selection criteria

This section refers to section B of Part IV of the SPD (Scotland).

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of GBP 60,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council

may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year
- Current ratio for Prior Year

The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employers (Compulsory) Liability Insurance - GBP 5 million
- Public Liability Insurance - GBP 5 million
- Professional Indemnity - GBP 5 million
- Motor insurance to cover transport to and from incidents

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

This refers to section C and D and Part IV of the SPD (Scotland).

Minimum level(s) of standards possibly required

Part IV: Selection criteria – C: Technical and Professional Ability – Question 4C1.2 - It is essential that Providers have relevant experience in handling claims involving light rail, specifically trams as this forms a key part of the contract. Losses over the past 5 years have included both property damage and liability claims. Please provide one example of a similar contract your organisation has delivered to demonstrate experience loss adjusting claims in

relation to trams within the last three years. Your response should include:

- Full detail of the type, complexity and value of claim/s handled
- Information on your technical ability to deliver this requirement
- How your organisation's experience will assist in delivering the Council's requirement

Your response should not exceed 1000 words (no CVs are required).

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please see tender documentation.

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.1.8) 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

29 July 2025

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 July 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is envisaged that this contract opportunity will be advertised in the first quarter of 2029 if the extension options are not undertaken, otherwise in the first quarter of 2031.

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 see the attached tender documentation for additional information.

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=800163.

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.

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:

Please see document entitled 'CT1570 Community Benefits Guidance'.

(SC Ref:800163)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=800163

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom