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Tender

Corporate Insurance Services (2025)

Reading Borough Council

UK4: Tender notice - Procurement Act 2023 - view information about notice types

Notice identifier: 2025/S 000-068956

Procurement identifier (OCID): ocds-h6vhtk-05d53d

Published 28 October 2025, 1:10pm

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Scope

Reference

URN 25-S-051 RBC 00002404

Description

RBC is seeking tender submissions for annual policies, which commence on 1st April 2026 in the name of:

Reading Borough Council

CIVIC OFFICES, BRIDGE STREET, READING, BERKSHIRE RG1 2LU

Total value (estimated)

- £6,800,000 excluding VAT
- £8,500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 1 April 2033
- 7 years, 1 day

Description of possible extension:

plus 2 years and plus 2 years (4 in total)

Main procurement category

Services

CPV classifications

• 66510000 - Insurance services

Contract locations

• UKJ11 - Berkshire

Lot 1. Property

Description

This Section incorporates the following classes of business:

Property (General Properties) - Buildings & Content

Housing Properties - Buildings & Contents

LEA Education Properties - Buildings & Contents

Business Interruption:-

Increase in Cost of Working

Rent Receivable

Specified All Risks

Works in Progress

Lot value (estimated)

- £2,436,000 excluding VAT
- £3,045,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Commercial property

Description

This Section incorporates the following classes of business:

- ? Industrial and Commercial Properties
- a. Buildings
- b. Loss of Rent

Lot value (estimated)

- £320,000 excluding VAT
- £400,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Casualty

Description

This Lot incorporates the following classes of business:

Employers Liability

Public and Products Liability

Officials Indemnity

Land Charges

Libel and Slander

Professional Indemnity

Hirers Liability

Lot value (estimated)

- £3,040,000 excluding VAT
- £3,800,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 4. Motor Fleet

Description

This Section incorporates the following classes of business:

Motor Fleet

School Minibuses

Occasional Business Use

Uninsured Loss Recovery Service (ULR)

Lot value (estimated)

• £640,000 excluding VAT

• £800,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 5. Engineering

Description

This Section incorporates the following classes of business:

Engineering Insurance

Engineering Inspection

Lot value (estimated)

- £224,000 excluding VAT
- £280,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 6. Fidelity Guarantee / Crime

Description

Employee Fraud

Indemnity in respect of loss of money, securities and other property resulting directly from one of more fraudulent or dishonest acts committed by an employee, provided that such fraudulent or dishonest acts are committed

Territorial Limits

British Isles but including losses resulting from overseas visits

Policy Interest

Policies are to be prepared in the name of Reading Borough Council

Subsidiary to be included

Brighter Futures for Reading Ltd - In run-off as of 1st April 2026

Lot value (estimated)

- £140,000 excluding VAT
- £175,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Tender submission deadline

10 December 2025, 2:00pm

Submission address and any special instructions

https://in-tendhost.co.uk/readingbc/aspx/Home

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 January 2026

Award criteria

Name Description Type

Simple description

Quality Criteria to Award Score Price 0 No response provided 1 Minimal information provided with no way to clearly identify what is being offered 2 Limited information provided with information on the service provided but with no relevance to the needs of the Contracting Authority 3 A generic response provided but missing detail on capability, resource or experience in the Public/Education sector 4 Summary details of capability, resource and experience provided but lacking in focus on the contracting authority but evidencing sector specific knowledge 5 Good summary of capability, resource and experience provided, focused on the contracting Authority with relevance Price Total cost of Option The Contracting Authority will consider the cost of premium, IPT and aggregate stop limits (where applicable), cost of claims handling (if priced separately), proposals for Low Claims Rebates, and terms for payment when selecting insurers. The Contracting Authority will consider entering into a long term agreement or contract with insurers. The basic minimum requirement is for insurers to quote on the basis of a three year long term agreement with the option for extending for a further period of 24 months. In the event that a LTA is agreed, the Insurer must give the Contracting

Name	Description	Туре
	Authority at least 120 days'	
	notice in advance of the	
	renewal date if the Insurer	
	intends to breach the	
	agreement. If the Insurer fails	
	to comply with this notice	
	period then the Insurer will be	
	bound to offer renewal for one	
	year at the current rates, terms	3
	and conditions The best overa	I
	quotation for each Lot will be	
	awarded 40% and all other	
	tenders will be awarded a	
	proportion of 40% in direct	
	proportion to the best overall	
	quotation.	

Weighting description

Quality

Criteria to Award Score

- 0 No response provided
- 1 Minimal information provided with no way to clearly identify what is being offered
- 2 Limited information provided with information on the service provided but with no relevance to the needs of the Contracting Authority
- 3 A generic response provided but missing detail on capability, resource or experience in the Public/Education sector
- 4 Summary details of capability, resource and experience provided but lacking in focus on the contracting authority but evidencing sector specific knowledge
- 5 Good summary of capability, resource and experience provided, focused on the contracting Authority with relevance

Price

Total cost of Option

The Contracting Authority will consider the cost of premium, IPT and aggregate stop limits (where applicable), cost of claims handling (if priced separately), proposals for Low Claims Rebates, and terms for payment when selecting insurers.

The Contracting Authority will consider entering into a long term agreement or contract with insurers. The basic minimum requirement is for insurers to quote on the basis of a three year long term agreement with the option for extending for a further period of 24 months.

In the event that a LTA is agreed, the Insurer must give the Contracting Authority at least 120 days' notice in advance of the renewal date if the Insurer intends to breach the agreement. If the Insurer fails to comply with this notice period then the Insurer will be bound to offer renewal for one year at the current rates, terms and conditions

The best overall quotation for each Lot will be awarded 40% and all other tenders will be awarded a proportion of 40% in direct proportion to the best overall quotation.

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

Insurance Tender Docs 2025.zip

Contracting authority

Reading Borough Council

• Public Procurement Organisation Number: PWBJ-9435-VXQQ

Bridge Street

Reading

RG1 2LU

United Kingdom

Contact name: Heather Hall

Email: pchub@reading.gov.uk

Website: https://in-tendhost.co.uk/readingbc/aspx/Home

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government