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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 000-069090

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

Published 28 October 2025, 3:54pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **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.

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## **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.

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## **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.

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## **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.

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**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.

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## **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.

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## **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

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## **Award criteria**



Name	Description	Type
Simple description	<p>PLEASE NOTE - This tender includes a further lot - LOT 7 combined Lots 1,3 and 4 as an option for insurers to provide a bid. this is explained in the attached tender documents along with an explanation regarding how this will be assessed and awarded if it is successful. A system error related to Lot Values and Contract Value prevented Lot 7 being shown as a separate Lot of combined lots 1,3 and 4.</p> <p>Award criteria 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</p> <p>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</p>	Price

Name	Description	Type
	<p>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.</p>	

## Weighting description

PLEASE NOTE - This tender includes a further lot - LOT 7 combined Lots 1,3 and 4 as an option for insurers to provide a bid. this is explained in the attached tender documents along with an explanation regarding how this will be assessed and awarded if it is successful.

A system error related to Lot Values and Contract Value prevented Lot 7 being shown as a separate Lot of combined lots 1,3 and 4.

Award criteria

## 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.

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

[Insurance Tender Docs 2025.zip](#)

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## 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](mailto:pchub@reading.gov.uk)

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

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government