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Tender

NHSS Motor Vehicle Insurance Cover & Related Services

The Common Services Agency (more commonly known as NHS National Services Scotland) (NSS)

F02: Contract notice

Notice identifier: 2025/S 000-084128

Procurement identifier (OCID): ocds-h6vhtk-02f0eb

Published 18 December 2025, 9:18am

Section I: Contracting authority

I.1) Name and addresses

The Common Services Agency (more commonly known as NHS National Services Scotland) (NSS)

1 South Gyle Crescent

Edinburgh

EH12 9EB

Contact

Douglas Thomson

Email

douglas.thomson@nhs.scot

Telephone

+44 1698794527

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.nss.nhs.scot/browse/procurement-and-logistics>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11883

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.publictenderscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictenderscotland.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.publictenderscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

NHSS Motor Vehicle Insurance Cover & Related Services

Reference number

NP702

II.1.2) Main CPV code

- 66514110 - Motor vehicle insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of motor vehicle insurance cover, claims handling, accident management and risk management to cover cars, commercial

vehicles, minibuses and agriculture vehicles used by all entities constituted pursuant to the National Health Service (Scotland) Act 1978,

(i.e. NHS Scotland Health Boards and Special Health Boards, plus the Authority and other NHS organisations) and The Prince & Princess

of Wales Hospice and all joint integration boards established under the Public Bodies (joint Working) (Scotland) Act 2014.

II.1.5) Estimated total value

Value excluding VAT: £17,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66514110 - Motor vehicle insurance services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Any or all locations of all NHS Scotland Health Boards, NHS Scotland special health boards and/or the Authority (altogether collectively

hereinafter referred to as "NHSScotland").

II.2.4) Description of the procurement

Motor insurance cover and related services for vehicles engaged in the business of NHS Scotland currently a owned or leased fleet of

approx. 5000 vehicles, including cars, commercial vehicles, minibuses and agriculture vehicles (but excluding ambulances). Hired vehicles

are also covered. The Framework Agreement will be made available to all entities constituted pursuant to the National Health Service

(Scotland) Act 1978 (including all Health Boards, Special Health Boards, the Common Services Agency and other NHS organisations), and

to The Prince & Princess of Wales Hospice and all joint integration boards established under the Public Bodies (joint Working) (Scotland)

Act 2014. All Scottish Hospices.

II.2.5) Award criteria

Quality criterion - Name: Service / Weighting: 30

Quality criterion - Name: Contract & Supplier Mgt / Weighting: 10

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £17,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months

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

Contract value shown is for the anticipated 4 year duration of the framework e.g. including both 12 month extension periods

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

Be registered and regulated by the Financial Conduct Authority

III.1.2) Economic and financial standing

List and brief description of selection criteria

See contract / tender documentation which incorporates requirements of the SPD (Scotland) and the financial period for reporting in the

previous 3 financial years.

Minimum level(s) of standards possibly required

Minimum credit rating standard of Standard and Poors (or equivalent) A-

III.1.3) Technical and professional ability

List and brief description of selection criteria

See contract / tender documentation which incorporates the requirements of the SPD

Minimum level(s) of standards possibly required

Must be registered and regulated by the Financial Conduct Authority

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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: [2021/S 000-031643](#)

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

Date

12 February 2026

Local time

9:00am

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

12 February 2026

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the

Procurement Reform (Scotland) Act 2014) in this contract for the following reason: n/a

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:

The Statement of Requirements will detail the Community Benefit background and objectives. The contract will mandate that suppliers

respond in its tender outlining current Community Benefits and proposals if successful and mandating that they support the overall

Community Benefit concept and process including a contract and supplier management process post award.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30653. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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respond in its tender outlining current Community Benefits and proposals if successful and mandating that they support the overall

Community Benefit concept and process including a contract and supplier management process post award

(SC Ref:818126)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Str

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov

Telephone

+44 1312252525

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Str

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov

Telephone

+44 1312252525

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Str

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov

Telephone

+44 1312252525

Country

United Kingdom