

**Tender for:**

Comprehensive Town Council Insurance Policy for Buckingham Town Council

**Tender Deadline:**

13<sup>th</sup> February 2026 @1pm

**Tender Address:**

Buckingham Town Council. Verney Close, Buckingham MK18 1JP, by email to:

[tenders@buckingham-tc.gov.uk](mailto:tenders@buckingham-tc.gov.uk)

Your response to this invitation to tender must be received up to the closing time on the date shown above. Your tender shall be submitted via email for the attention of the Town Clerk with the invitation to tender title: "Comprehensive Town Council Insurance Policy for Buckingham Town Council" to [tenders@buckingham-tc.gov.uk](mailto:tenders@buckingham-tc.gov.uk)

**Please note:** The above email address is for electronic tender submissions **only** and is not monitored for questions or clarifications. Any queries regarding this tender should be directed to [compliance@buckingham-tc.gov.uk](mailto:compliance@buckingham-tc.gov.uk)

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

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## 1. General Requirements

1.1 Buckingham Town Council is seeking a qualified and reputable company to provide a comprehensive insurance policy for a period of 3 years.

1.2 The policy will start on 1<sup>st</sup> April 2026 and run for 3 years.

## 2. Tenders

2.1 This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom you need to consult for the purposes of preparing the tender.

2.2 The insurer is required to submit a fixed tendered price for the insurance cover in accordance with the cover required in the proposal schedule.

2.3 The tendered price must be returned for the attention of the Town Clerk and the invitation to tender title to:

[tenders@buckingham-tc.gov.uk](mailto:tenders@buckingham-tc.gov.uk)

By no later than 1pm on Friday 13<sup>th</sup> February 2026

2.4 Prices shall be irrevocable and valid for a minimum period of 90 days after the closing time, whether or not another tendered price has been accepted.

The Council has in its sole discretion, the unfettered right to:

- Accept any tender;
- Reject any tender;
- Reject all tenders;
- Accept a tender which is not the lowest price;

- Accept a tender that deviates from the requirements, specifications or the conditions specified in this document;
- Reject a tender even if it is the only tender received by The Council;
- Accept all or any part of a tender; and
- Split the requirements between one or more bidders.

2.5 The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender.

### **3. Terms of Engagement**

3.1 The acceptance of a tendered price by Buckingham Town Council shall form the basis of a binding contract which shall be governed by English Law.

3.2 The 'Council's Representative' shall mean Steve Beech, Compliance and Projects Manager (or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor). All tender documents relating to this tender shall be sent to the Town Clerk using the details set out in paragraph 2.3.

3.4 Any queries or correspondence relating to this document and the proposal schedule should be directed to:

The Compliance and Projects Manager  
Buckingham Town Council  
Verney Close  
Buckingham  
MK18 1JP

[compliance@buckingham-tc.gov.uk](mailto:compliance@buckingham-tc.gov.uk)  
01280 816426

3.5 Questions or clarifications shall be submitted to [compliance@buckingham-tc.gov.uk](mailto:compliance@buckingham-tc.gov.uk) by 1pm on 30<sup>th</sup> January 2026.

Tendered prices shall be received by the Council no later than 1pm on 13<sup>th</sup> February 2026.

### **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

3.6 The Council will inform the successful contractor by 20<sup>th</sup> March 2026.

## **4. Evaluation and Scoring**

4.1 Tenders will be evaluated to determine the most suitable bid that meets the Council's requirements.

4.2 The bid will be scored as follows:

<b>Criterion</b>	<b>Weighting</b>
Cost/price	40%
Scope of cover	35%
Customer service	10%
Claims handling and Local Authority Experience	15%

Each criterion will be scored on a scale of 0–5 based on how well the submission meets the Council's requirements. Submissions will be assessed using a scoring matrix. The Council reserves the right to score responses based on how well they meet the stated requirements.

## **5. Specification and Brief**

5.1 The bid should match the requirements set out in the proposal schedule. A quotation for terrorism insurance cover is also required which may be included in or separate to the proposal schedule. Please also include separately information regarding your cyber-crime provision.

## **6. Submission of Tender**

6.1 The Contractor shall submit the following documents:

- A proposal schedule covering the insurance requirements of the accompanying proposal schedule.
- A separate quotation for terrorism insurance cover unless included in the proposal schedule.
- Information regarding experience in the sector, including length of time providing insurance policies for town and parish councils and the number of town and parish councils for which you provide a comprehensive insurance policy.
- Information regarding service level agreements. You may wish to include existing customer references and/or recognised customer satisfaction ratings such as Google or TrustPilot.
- Information regarding percentage of claims paid and success rate for defending spurious claims.
- Information regarding your cyber-crime provision.