

**United Kingdom-Edinburgh: Insurance services**  
**OJ S 44/2020 03/03/2020**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Viewpoint Housing Association

Postal address: 4 South Oswald Road

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH9 2HG

Country: United Kingdom

Contact person: Howard Vaughan

E-mail: [info@viewpoint.co.uk](mailto:info@viewpoint.co.uk)

**Internet address(es):**

Main address: [www.viewpoint.org.uk](http://www.viewpoint.org.uk)

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11642](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11642)

**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.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4. Type of the contracting authority**

Other type: Registered social landlord/charity

**I.5. Main activity**

Housing and community amenities

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Insurance and Related Services 2020-2025

**II.1.2. Main CPV code**

66510000 Insurance services

**II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

Viewpoint Housing Association require non-life insurance services, including property insurance for owned properties; contracts works insurance; property insurance for office contents; computer equipment; business interruption; money; public liability; employers' liability; legal expenses; engineering inspection and insurance; fidelity guarantee; and motor fleet.

### **II.1.5. Estimated total value**

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

66510000 Insurance services

### **II.2.3. Place of performance**

NUTS code: UKM75 Edinburgh, City of

### **II.2.4. Description of the procurement**

The contract is for the provision of general insurance and related services, including claims handling, loss control services and general programme maintenance and advice as required by Viewpoint HA commencing 1 October 2020. Bids are invited from suitably qualified insurance brokers and direct providers for the entire scope of services.

The ESPD process is attached via Section E. Global question for all selection criteria. The criteria on the ESPD are pass or fail. You will pass the ESPD global questions by completing and meeting all the criteria a set out in the attached ITT. If you fail to provide all the required and requested information as below you will fail the ESPD and in turn the tender requirements and you will be disqualified from the tender process.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract will last for 3 years to 30 September 2023; with the possibility of a further 2 single year extensions through to 30 September 2025. The extension of the contract will be at the discretion of VHA Senior Team.

### **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**

## **Section III: Legal, economic, financial and technical information**

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### **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:

As outlined in the attached ITT for insurance services.

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

As outlined in the attached ITT for insurance services.

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

As outlined in the attached ITT for insurance services.

### **III.2. Conditions related to the contract**

#### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

The supplier and their sub-suppliers must provide their company number and must be if an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised/and or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority or equivalent in another member state of the European Economic Area indicating the types of insurance/service the bidder is authorised to arrange or provide.

#### **III.2.2. Contract performance conditions**

KPIs will be agreed at the pre-start meeting.

#### **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**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

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

#### **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: 03/04/2020 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 03/04/2020 Local time: 12:30

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

36 or 48 or 60 months.

#### **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 ensure that you comprehensively read and understand the attached 'VHA ITT- Insurance and Related Service 2020-2025 — vFinal'.

Document and associated documents, in particular in connection with the global questions pass or fail requirements and you complete the price schedule as requested.

The ESPD process is attached via Section E. Global question for all selection criteria. The criteria on the ESPD are pass or fail. You will pass the ESPD global questions by completing and meeting all the criteria a set out in the attached ITT. If you fail to provide all the required and requested information as below you will fail the ESPD and in turn the tender requirements and you will be disqualified from the tender process.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractscotland.gov.uk/Search/Search\\_Switch.aspx?ID=616386](https://www.publiccontractscotland.gov.uk/Search/Search_Switch.aspx?ID=616386).

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.publiccontractscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractscotland.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. (SC Ref:616386).

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Edinburgh Sheriff Court

Postal address: 27 Chambers Street

Town: Edinburgh

Postal code: EH1 1LB  
Country: United Kingdom

**VI.5. Date of dispatch of this notice**

28/02/2020