

United Kingdom-Clydebank: Insurance services

OJ S 216/2018 09/11/2018

Contract notice**Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Knowes Housing Association Ltd

National registration number: 2518R(S)

Postal address: 10 Field Road, Faifley

Town: Clydebank

NUTS code: UKM81 East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Postal code: G81 5BX

Country: United Kingdom

Contact person: Erica Davidson

E-mail: edavidson@knowes.org

Telephone: +44 1389877752

Internet address(es):Main address: www.knowes.orgAddress of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11062**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

I.3. CommunicationThe procurement documents are available for unrestricted and full direct access, free of charge, at: 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.ukElectronic 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.publiccontractsscotland.gov.uk**I.4. Type of the contracting authority**

Body governed by public law

I.5. Main activity

Housing and community amenities

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

II.1.2. Main CPV code

66510000 Insurance services

II.1.3. Type of contract

Services

II.1.4. Short description

Knowes Housing Association is a Registered Social Landlord located in the Faifley/Duntocher area of Clydebank in West Dunbartonshire. We are looking to tender our insurance services for 3 years from March 2019 to March 2022 with an option to extend for a further 2 years. We are looking for bids from brokers or insurance companies with experience of working in the social housing or similar sectors.

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: UKM81 East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
Main site or place of performance: Clydebank.

II.2.4. Description of the procurement

This is an open tender and invitations are sought from appropriate insurance companies or brokers who are able to provide the range of insurance services detailed in Knowes' Invitation to Tender document. It is planned to award the contract for 3 years with an option to extend for a further 3.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Extent of cover including extensions and exclusions / Weighting: 25

Quality criterion - Name: Housing sector experience / Weighting: 5

Quality criterion - Name: Account management / Weighting: 5

Quality criterion - Name: The quality and effectiveness of the claims service / Weighting: 10

Quality criterion - Name: Risk management / Weighting: 5

Price - Weighting: 50

II.2.6. Estimated value

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

Start: 15/03/2019 End: 14/03/2022

This contract is subject to renewal: yes

Description of renewals:

Option to renew for a further 2 years — total possible length of contract 5 years.

II.2.10. Information about variants

Variants will be accepted: yes

II.2.11. Information about options

Options: yes

Description of options:

Cost of additional services offered should be shown as an add on to the contract and not included in tender price.

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

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:

The relevant selection criteria will be included in the ESPD Scotland module and also within the Invitation to Tender document — both of which are attached to this notice.

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

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

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 209-477489](#)

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

Date: 14/12/2018 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: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 14/12/2018 Local time: 12:00

Place:

Knowes Housing Association Ltd, Faifley, CLydebank.

Information about authorised persons and opening procedure: The tenders should be returned via the electronic post box on the PCS website. No tenders submitted past the deadline will be considered. Tenders should not be sent directly to Knowes. The tenders will be opened and evaluated by the Head of Finance and independently verified by another member of Knowes' Senior Management Team.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

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

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=563189

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.publiccontractsscotland.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:563189)

Download the ESPD document here: https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=563189

VI.4. Procedures for review

VI.4.1. Review body

Official name: Knowes Housing Association Ltd

Postal address: 10 Field Road, Faifley

Town: Clydebank

Postal code: G81 5BX

Country: United Kingdom

E-mail: edavidson@knowes.org

Telephone: +44 1389877752

Internet address: www.knowes.org

VI.5. Date of dispatch of this notice

07/11/2018