

**United Kingdom-Glasgow: Insurance services**

OJ S 240/2019 12/12/2019

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

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Tollcross Housing Association Ltd

Postal address: 868 Tollcross Road

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G32 8PF

Country: United Kingdom

Contact person: Tom Hastings

E-mail: [tom.hastings@tollcross-ha.org.uk](mailto:tom.hastings@tollcross-ha.org.uk)

Telephone: +44 1417631317

**Internet address(es):**Main address: <http://www.tollcross-ha.org.uk>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12162](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12162)**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained 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.](http://www.publiccontractsscotland.gov.uk)[publiccontractsscotland.gov.uk](http://www.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.publiccontractsscotland.gov.uk](http://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**

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

THA Insurance and related Services 2020

**II.1.2. Main CPV code**

66510000 Insurance services

### **II.1.3. Type of contract**

Services

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

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 Tollcross Housing Association, commencing on 28.4.2020. A full summary of current cover will be provided with the invitation to tender to selected bidders. Bids are invited from suitably qualified insurance brokers and direct providers for the entire scope of services. The procurement will follow the 2 stage restricted procedure with a pre-qualifying stage based on ESPD's and bidders will be selected on the basis of their capability, capacity and experience to perform the contract.

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

Value excluding VAT: 720 000,00 GBP

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

This contract is divided into lots: no

## **II.2. Description**

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

66513000 Legal insurance and all-risk insurance services, 66512100 Accident insurance services, 66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66518100 Insurance brokerage services, 66519200 Engineering insurance services

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

NUTS code: UKM82 Glasgow City

Main site or place of performance: Glasgow, SCOTLAND.

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

The scope of the contract includes insurance cover, brokerage services (where applicable), professional advice, claims management and loss control services for property, legal liabilities, engineering insurance and inspection and other general insurances as required by Tollcross Housing Association for a period of 3 years, commencing on 28.4.2020, with the option to extend by up to a further 2 years at the association's sole discretion. The contract is not divided into lots so bidders are required to bid for the entire scope of services. Bids are invited from suitably qualified and experienced insurance brokers and direct insurance providers. The contract will follow the 2 stage restricted procedure with bidders being selected on the basis of their responses to the questions in the pre-qualifying ESPD. Bidders will be expected to have the capacity, capability experience and financial standing to perform the contract. ESPD's must be fully completed with all relevant information supplied. The contract will be awarded on the basis of the most economically advantageous tender, with specific evaluation criteria detailed within the ITT and contract documents.

### **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 be for an initial 3 year period with the option to extend for a further 2 years at the association's sole discretion. Renewal will be sought at the end of the 3 or 5-year period.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5 Objective criteria for choosing the limited number of candidates :

Number of suitably qualified and accredited bidders with appropriate economic and financial standing and technical capacity to provide the services.

#### **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**

A summary of Tollcross Housing Association's current insurances will be made available with the ITT. Bidders are required to submit the appropriate ESPD, completed in full in order to be considered for stage 2 of the procurement exercise.

### **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 a minimum, you are required to demonstrate:

- you are 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 (See question 4a of ESPDs),
- the financial ability and strength to deliver the programme (see question 4b of ESPDs),
- financial ratings of all risk carriers proposed shall be shown within submitted tenders,
- you must clearly state the governance arrangements of the bidding organisation and where part of a larger group, the title, positioning and legal status of the bidding organisation within that group,
- the ability to provide social landlords with a choice of insurers and/or options,
- a record of successful provision of relevant services to property owners, social housing organisations or other organisations that are similar in profile to the contracting authority (see question 4C1 of ESPDs),

- a skilled and competent service team, being client relationship management, technical staff, broking/underwriting expertise, claims managers and risk managers (see question 4C 2-6 of ESPDs),
- your commitment to delivering quality service to WSHA, including that provided to us by any third party contractor employed by you or by the insurers you propose (see question 4D of ESPDs),
- your ability to demonstrate client satisfaction on at least 3 similar contracts,
- CII chartered form status and/or commitment to its code of ethics, commitment to corporate and individual professional development defined by the CII or similar professional organisation (see questions 4c&4D of ESPDs).

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

List and brief description of selection criteria:

See questions at 4B of ESPD.

Minimum level(s) of standards possibly required:

Information and formalities necessary for evaluating if requirements are met:

- 1) All candidates will be required to provide evidence of relevant professional indemnity insurance (minimum of 2 000 000 GBP) and public liability insurance (minimum 5 000 000 GBP) and employer's liability insurance;
- 2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the bidder and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;
- 3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business;
- 4) All candidates will give a clear description of the bidding company's status within any larger group, where appropriate;
- 5) Financial ratings of all risk carriers must be provided within tender responses.

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

List and brief description of selection criteria:

See questions at 4C of ESPD.

Minimum level(s) of standards possibly required:

- 1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years;
- 2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services specified within this contract or carrying out the work under the contract;
- 3) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

## **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:

Bidders must be either 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.2.3.**

## **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**

Restricted 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: no

#### **IV.2. Administrative information**

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

Date: 10/01/2020 Local time: 12:00

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

Date: 17/01/2020

##### **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**

Tender must be valid until: 29/04/2020

### **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 60 months.

#### **VI.3. Additional information**

Bidders should note that for reasons of confidentiality, full tender information will be made available only to those bidders that are selected to proceed to the ITT Stage.

Sufficient detail is provided within this notice and within the ESPD to enable the bidder to decide whether to participate in this process

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=607363](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=607363)

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](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:607363)

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

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

Official name: Tollcross Housing Association Ltd

Postal address: 868 Tollcross Road

Town: Glasgow

Postal code: G32 8PF

Country: United Kingdom

E-mail: [tom.hastings@tollcross-ha.org.uk](mailto:tom.hastings@tollcross-ha.org.uk)

Telephone: +44 1417631317

Internet address: <http://www.tollcross-ha.org.uk>

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

10/12/2019