

**United Kingdom – Insurance services – Insurance, Brokerage and Associated Risk Management Services (APUC)****OJ S 202/2024 16/10/2024****Contract or concession notice – standard regime - Change notice Services**

---

**1. Buyer****1.1. Buyer**

Official name: APUC Limited

Email: [enquiries@apuc-scot.ac.uk](mailto:enquiries@apuc-scot.ac.uk)

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Education

---

**2. Procedure****2.1. Procedure**

Title: Insurance, Brokerage and Associated Risk Management Services (APUC)

Description: APUC is seeking Contractor(s) for Insurance, Brokerage and Associated Risk Management Services Framework Agreement, which will provide the Scottish universities and colleges and other participating bodies, with a mechanism to procure insurance services, brokerage services and related risk management services. Other participating bodies include:

- Highlands and Islands Enterprise
- National Records Scotland
- Royal Botanic Gardens
- Social Care & Social Work Improvement Services known as the Care Inspectorate
- Skills Development Scotland
- The Scottish Parliamentary Corporate Body

Procedure identifier: b63cc48f-c009-4a63-bb9b-10f8212433b6

Type of procedure: Open

The procedure is accelerated: no

**2.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 66510000 Insurance services

Additional classification (cpv): 66518100 Insurance brokerage services, 66517300 Risk management insurance services

**2.1.2. Place of performance**

Postal address: APUC Limited Unit 27, Stirling Business Centre Wellgreen

Town: Stirling

Postcode: FK8 2DZ

Country subdivision (NUTS): Perth &amp; Kinross and Stirling (UKM77)

Country: United Kingdom

**2.1.3. Value**

Estimated value excluding VAT: 20 000 000,00 GBP

**2.1.4. General information**

Additional 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: With reference to question 4A.2 of the SPD in the qualification questionnaire, bidders must confirm that they are authorised and regulated by

the UK Prudential Regulation Authority or Financial Conduct Authority. III.1.2) Economic and financial standing Minimum level(s) of standards required: Please refer to the “Qualification Envelope” of the ITT within PCS-T to answer the selection criteria. Please refer to Part IV Selection Criteria: Questions within 4B.5 of the SPD Tenderers must confirm they can provide the following supporting evidence prior to award: Employer's (Compulsory) Liability Insurance = GBP 5 Million Public Liability Insurance = GBP 5 Million Professional Risk Indemnity Insurance = GBP 1 Million With reference to SPD question 4B.6 - The successful Contractor (s) will be required to provide two years audited accounts, or equivalent if awarded a place on the Framework Agreement. Alternatively, if the Contractor is unable to provide the required accounting information e.g. a new business without the required accounts, then they will be required to provide a bankers letter demonstrating their willingness to support the Contractors organisation over the term of the Framework Agreement. The two years audited accounts, or equivalent will be subject to ratio analysis. III.1.3) Technical and professional ability Minimum level(s) of standards required: Tenderers must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This includes confirmation that they have the systems in place to pay subcontractors through the supply chain promptly (i.e. no later than 30 days after the invoice (or similar claim) relating to the payment is presented) and effectively, and provide evidence when requested of: a) their standard payment terms b) ≥95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance. III.2) Conditions related to the contract III.2.2) Contract performance conditions Submission of Management Information Following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period. Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk/> VI.3. Additional information Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015. Suppliers should confirm they will be in a position to complete (at point of award) the following: Appendix A Form of Tender Appendix B Freedom of Information Appendix D APUC Sustain Supply Chain Code of Conduct Appendix J SCM RP Section 1 The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27145. For more information see: <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: It is a requirement that the range of services to be delivered under this framework agreement will be delivered by each of the main contractors. 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: Bidders will be asked to offer added value activities including, but not limited to, providing support and assistance to build resilience in the Institutions local community (providing services, guidance and/or assistance to communities local to Institutions on matters related to the management of risks).  
Legal basis:  
Directive 2014/24/EU

### **2.1.5. Terms of procurement**

Terms of submission:

Maximum number of lots for which one tenderer can submit tenders: 3

Terms of contract:

Maximum number of lots for which contracts can be awarded to one tenderer: 3

#### **2.1.6. Grounds for exclusion**

Sources of grounds for exclusion: Procurement document

### 5. Lot

---

#### **5.1. Lot: LOT-0001**

Title: Lot 1 - Insurance Services

Description: Full range of insurance services provision for the main insurance covers including, but not limited to: • Pre-contract discussion • Risk assessment and evaluation • Negotiation of premiums and covers • Provision of insurance summary reports • Claims Management • Regular reviews • Insurance and risk management advice and guidance • Risk portfolio management.

Internal identifier: PFB1043 AP - Lot 1

##### **5.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 66510000 Insurance services

Options:

Description of the options: The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

##### **5.1.2. Place of performance**

Country: United Kingdom

Anywhere in the given country

Additional information: Scotland

##### **5.1.3. Estimated duration**

Start date: 01/01/2025

Duration end date: 31/12/2027

##### **5.1.4. Renewal**

Maximum renewals: 1

##### **5.1.6. General information**

This is a recurrent procurement

Description: Estimated timing for further notices to be published: 48 months

Reserved participation: Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Not required

Procurement Project fully or partially financed with EU Funds.

Information about European Union funds

EU funds programme: Horizon Europe – the Framework Programme for Research and Innovation (2021/2027)

Further details of EU funds: and other EU grant funds as applicable

The procurement is covered by the Government Procurement Agreement (GPA): yes

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

##### **5.1.9. Selection criteria**

Sources of selection criteria: Procurement document

#### **5.1.10. Award criteria**

Criterion:

Type: Quality

Description: 70% Technical

Criterion:

Type: Price

Description: 30% Price

Description of the method to be used if weighting cannot be expressed by criteria: Criteria below Quality criterion: Technical / Weighting: 70% Price criterion: Commercial / Weighting: 30%

#### **5.1.11. Procurement documents**

Languages in which the procurement documents are officially available: English

Deadline for requesting additional information: 14/10/2024 12:00:00 (UTC+1)

Address of the procurement documents: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

#### **5.1.12. Terms of procurement**

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 29/10/2024 17:00:00 (UTC)

Deadline until which the tender must remain valid: 6 Months

Information about public opening:

Opening date: 29/10/2024 17:00:00 (UTC)

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

A non-disclosure agreement is required: no

Electronic invoicing: Allowed

Electronic ordering will be used: yes

Electronic payment will be used: yes

#### **5.1.15. Techniques**

Framework agreement: Framework agreement, with reopening of competition

Maximum number of participants: 15

Information about the dynamic purchasing system: No dynamic purchase system

Electronic auction: no

#### **5.1.16. Further information, mediation and review**

Review organisation: Stirling Sheriff Court and Justice of the Peace Court

Organisation providing more information on the review procedures: APUC Limited

#### **5.1. Lot: LOT-0002**

Title: Lot 2 - Brokerage Services

Description: Provision of insurance brokerage services including, but not limited to: • Insurance consultancy and advice • Data collection and preparation of underwriting reports • Access to the insurance market • Insurance placement and premium collection • Claims handling support • Risk review • Tendering support.

Internal identifier: PFB1043 AP - Lot 2

#### **5.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 66518100 Insurance brokerage services

Options:

Description of the options: The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

#### **5.1.2. Place of performance**

Country: United Kingdom

Anywhere in the given country

Additional information: Scotland

#### **5.1.3. Estimated duration**

Start date: 01/01/2025

Duration end date: 31/12/2027

#### **5.1.4. Renewal**

Maximum renewals: 1

#### **5.1.6. General information**

This is a recurrent procurement

Description: Estimated timing for further notices to be published: 48 months

Reserved participation: Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Not required

Procurement Project fully or partially financed with EU Funds.

Information about European Union funds

EU funds programme: Horizon Europe – the Framework Programme for Research and Innovation (2021/2027)

Further details of EU funds: and other EU grant funds as applicable

The procurement is covered by the Government Procurement Agreement (GPA): yes

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

#### **5.1.9. Selection criteria**

Sources of selection criteria: Procurement document

#### **5.1.10. Award criteria**

Criterion:

Type: Quality

Description: 70% Technical

Criterion:

Type: Price

Description: 30% Price

Description of the method to be used if weighting cannot be expressed by criteria: Criteria below Quality criterion: Technical / Weighting: 70% Price criterion: Commercial / Weighting: 30%

#### **5.1.11. Procurement documents**

Languages in which the procurement documents are officially available: English  
Deadline for requesting additional information: 14/10/2024 17:00:00 (UTC+1)  
Address of the procurement documents: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

#### **5.1.12. Terms of procurement**

Terms of submission:  
Electronic submission: Required  
Address for submission: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>  
Languages in which tenders or requests to participate may be submitted: English  
Electronic catalogue: Allowed  
Variants: Not allowed  
Tenderers may submit more than one tender: Not allowed  
Deadline for receipt of tenders: 29/10/2024 12:00:00 (UTC)  
Deadline until which the tender must remain valid: 6 Months  
Information about public opening:  
Opening date: 29/10/2024 17:00:00 (UTC)  
Terms of contract:  
The execution of the contract must be performed within the framework of sheltered employment programmes: No  
A non-disclosure agreement is required: no  
Electronic invoicing: Allowed  
Electronic ordering will be used: yes  
Electronic payment will be used: yes

#### **5.1.15. Techniques**

Framework agreement: Framework agreement, with reopening of competition  
Maximum number of participants: 15  
Information about the dynamic purchasing system: No dynamic purchase system  
Electronic auction: no

#### **5.1.16. Further information, mediation and review**

Review organisation: Stirling Sheriff Court and Justice of the Peace Court  
Organisation providing more information on the review procedures: APUC Limited

#### **5.1. Lot: LOT-0003**

Title: Lot 3 - Insurance Services

Description: Provision of related insurance and risk management associated services, not already included in the insurance proposition in the other lots, including, but not limited to: • Advice and guidance on insurance requirements in procurement exercises • Advice and guidance on liability limitations in terms and conditions • Insurance and risk training provision to non-insurance specialists • Business continuity planning consultancy • Risk management consultancy.

Internal identifier: PFB1043 AP - Lot 3

#### **5.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 66517300 Risk management insurance services

Options:

Description of the options: The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

#### **5.1.2. Place of performance**

Country: United Kingdom

Anywhere in the given country

Additional information: Scotland

#### **5.1.3. Estimated duration**

Start date: 01/01/2025

Duration end date: 31/12/2027

#### **5.1.4. Renewal**

Maximum renewals: 1

#### **5.1.6. General information**

This is a recurrent procurement

Description: Estimated timing for further notices to be published: 48 months

Reserved participation: Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Not required

Procurement Project fully or partially financed with EU Funds.

Information about European Union funds

EU funds programme: Horizon Europe – the Framework Programme for Research and Innovation (2021/2027)

Further details of EU funds: and other EU grant funds as applicable

The procurement is covered by the Government Procurement Agreement (GPA): yes

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

#### **5.1.9. Selection criteria**

Sources of selection criteria: Procurement document

#### **5.1.10. Award criteria**

Criterion:

Type: Quality

Description: 70% Technical

Criterion:

Type: Price

Description: 30% Price

Description of the method to be used if weighting cannot be expressed by criteria: Criteria

below Quality criterion: Technical / Weighting: 70% Price criterion: Commercial / Weighting: 30%

#### **5.1.11. Procurement documents**

Languages in which the procurement documents are officially available: English

Deadline for requesting additional information: 14/10/2024 12:00:00 (UTC+1)

Address of the procurement documents: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

#### **5.1.12. Terms of procurement**

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 29/10/2024 17:00:00 (UTC)

Deadline until which the tender must remain valid: 6 Months

Information about public opening:

Opening date: 29/10/2024 17:00:00 (UTC)

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

A non-disclosure agreement is required: no

Electronic invoicing: Allowed

Electronic ordering will be used: yes

Electronic payment will be used: yes

#### **5.1.15. Techniques**

Framework agreement: Framework agreement, with reopening of competition

Maximum number of participants: 15

Information about the dynamic purchasing system: No dynamic purchase system

Electronic auction: no

#### **5.1.16. Further information, mediation and review**

Review organisation: Stirling Sheriff Court and Justice of the Peace Court

Organisation providing more information on the review procedures: APUC Limited

## 8. Organisations

---

### **8.1. ORG-0001**

Official name: APUC Limited

Registration number: SC314764

Postal address: APUC Limited Unit 27, Stirling Business Centre Wellgreen

Town: Stirling

Postcode: FK8 1NH

Country subdivision (NUTS): Perth & Kinross and Stirling (UKM77)

Country: United Kingdom

Contact point: APUC Limited

Email: [enquiries@apuc-scot.ac.uk](mailto:enquiries@apuc-scot.ac.uk)

Telephone: 0131 442 8930

Internet address: <https://apuc-scot.ac.uk/>

Buyer profile: <https://www.publiccontractsscotland.gov.uk/>

**Roles of this organisation:**

Buyer



Organisation providing more information on the review procedures

**8.1. ORG-0002**

Official name: Stirling Sheriff Court and Justice of the Peace Court  
Registration number: Stirling Sheriff Court and Justice of the Peace Court  
Department: Review Body  
Postal address: Stirling Sheriff Court House Viewfield Place  
Town: Stirling  
Postcode: FK8 1NH  
Country subdivision (NUTS): Perth & Kinross and Stirling (UKM77)  
Country: United Kingdom  
Contact point: Stirling Sheriff Court House  
Email: [stirling@scotcourts.gov.uk](mailto:stirling@scotcourts.gov.uk)  
Telephone: 01786462191  
Internet address: <https://www.scotcourts.gov.uk/the-courts/courts-locations/stiling-sheriff-court-justice-of-the-peace-court>

**Roles of this organisation:**

Review organisation

**8.1. ORG-0000**

Official name: Publications Office of the European Union  
Registration number: PUBL  
Town: Luxembourg  
Postcode: 2417  
Country subdivision (NUTS): Luxembourg (LU000)  
Country: Luxembourg  
Email: [ted@publications.europa.eu](mailto:ted@publications.europa.eu)  
Telephone: +352 29291  
Internet address: <https://op.europa.eu>

**Roles of this organisation:**

TED eSender

10. Change

---

Version of the previous notice to be changed: 551135-2024

Main reason for change: Buyer correction

Notice information

---

Notice identifier/version: b2a22b64-f0e2-410d-82c6-cae99bc00fef - 01  
Form type: Competition  
Notice type: Contract or concession notice – standard regime  
Notice subtype: 16  
Notice dispatch date: 15/10/2024 13:00:31 (UTC)  
Languages in which this notice is officially available: English  
Notice publication number: 625531-2024  
OJ S issue number: 202/2024  
Publication date: 16/10/2024