

**United Kingdom-Glasgow: Insurance services**  
**OJ S 251/2020 24/12/2020**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Elderpark Housing Association

Postal address: 31 Garmouth Street, Govan

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G51 3PR

Country: United Kingdom

Contact person: James McGeough

E-mail: [james.mcgeough@elderpark.org](mailto:james.mcgeough@elderpark.org)

Telephone: +44 1414402244

**Internet address(es):**

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

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA15563](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15563)

**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

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**Section II: Object**

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

**II.1.1. Title**

Insurance and Related Services 2021

**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, engineering inspections and general programme maintenance and advice as required by Elderpark Housing Association. Bidders are requested to bid for the entire scope of services. The procurement will follow the 2-stage restricted procedure, with bidders pre-qualified on the basis of capability, capacity and experience using the attached ESPDs.

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

Value excluding VAT: 300 000,00 GBP

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

This contract is divided into lots: no

## **II.2. Description**

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

66513100 Legal expenses insurance services, 66512100 Accident insurance services, 66516400 General liability insurance services, 66515411 Pecuniary loss insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66515000 Damage or loss insurance services, 66516500 Professional liability insurance services, 66515200 Property insurance services, 66515100 Fire insurance services, 66516000 Liability insurance services, 66518100 Insurance brokerage 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**

Insurance cover, related advice, claims management and loss control services for property, legal liabilities, engineering insurance and inspection and other general (non-life) insurance as required by Elderpark Housing Association for a period of 3 years (or periods of insurance) commencing 1 April 2021, with the option to extend by up to a further 2 years at Elderpark's 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 or direct insurers.

The contract will follow the restricted procedure with a pre-qualifying stage based on the ESPDs and bidders will be selected on the basis of their capability, capacity and experience from to perform the contract. ESPDs must be completed in full with all relevant information supplied. Those selected will be invited to tender. The contract will be awarded on the basis of the basis of 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:

Initial award for a period of 36 months, with an option to extend up to a further 24 months at the discretion of Elderpark Housing Association.

### **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 :

Availability of suitably qualified, competent and experienced candidates.

### **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**

Economic operators may be excluded from this competition if they are in any way of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **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 ESPD);
- the financial ability and strength to deliver the programme (See question 4b of the ESPD);
- use of insurers with a Standard and Poors(or equivalent) rating of A or above (see question 4b of ESPD);
- 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 Elderpark Housing Association (See question 4c1 of ESPD);
- a skilled and competent service team, being client relationship management, technical staff, brokering/underwriting expertise, claims managers and risk managers (See question 4c6 of ESPD);
- your commitment to delivering quality service to Elderpark Housing Association, including that provided to us by any third party contractor employed by you or by the insurers you propose (See question 4d of ESPD);

- your ability to demonstrate client satisfaction on at least 2 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 question 4c and 4d of ESPD).

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

List and brief description of selection criteria:

See question 4b of ESPD.

Minimum level of standards required:

Information and formalities necessary for evaluating if minimum requirements are met:

- 1) All candidate swill be required to provide evidence of relevant professional indemnity risk insurance;
- 2) All candidates will be required to provide a statement covering the 3 previous financial years including the overall turnover of the candidate 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 extracts from those accounts relating to their business.

A minimum financial rating of A from standard and poor (or equivalent from another recognised Rating Agency) will be required of all risk carriers.

Minimum level(s) of standards possibly required:

As above.

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

List and brief description of selection criteria:

See questions at 4c of ESPD

Minimum level of standards required:

- a statement of the candidates average number of staff and managerial staff over the previous 3 years;
- details of the educational and professional qualifications of their managerial staff, and of those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;
- an indication of the proportion of the contract which the services provider intends possibly to subcontract.

Minimum level(s) of standards possibly required:

As above.

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

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

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

Execution of the service is reserved to suitably qualified, registered and experienced insurance providers, brokers and direct insurers.

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

Sustainability of the premium throughout the duration of 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**

Restricted procedure Accelerated procedure Justification:  
Not using accelerated 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: 25/01/2021 Local time: 12:00

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

Date: 29/01/2021

### **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)

## **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:  
December 2023.

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted  
Electronic payment will be used

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

Selection of bidders will be based on assessment of the responses to questions in ESPD aligned with financial, economic, and technical requirements stated in the contract notice. These questions must be responded to in full and submitted before the deadline for requests to participate elapses.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=639750](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=639750)

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:639750)

Download the ESPD document here: [https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=639750](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=639750)

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

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

Official name: Glasgow Sheriff Court

Postal address: 1 Carlton Place

Town: Glasgow

Postal code: G5 9TW

Country: United Kingdom

E-mail: [james.mcgeough@elderpark.org](mailto:james.mcgeough@elderpark.org)

Telephone: +44 1414298888

Internet address: <https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

##### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Within mandatory 10 day standstill period which will commence when bidders are notified of the outcome of the tender.

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

21/12/2020