

UK-Cardiff: insurance claims adjustment services

2010/S 12-015400

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Cardiff Council, County Hall Atlantic Wharf, Attn: Steve Thomas, Cardiff CF1 5UW , UNITED KINGDOM. Tel. +44 2920872257. E-mail: steThomas@cardiff.gov.uk.

Further information can be obtained at: Marsh Ltd, 12th Floor, Brunel House, 2 Fitzalan Road, Attn: Mark Hudman, Cardiff CF24 0EB , UNITED KINGDOM. Tel. +44 2920431121. E-mail: Mark.hudman@marsh.com. Fax +44 2920431100.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Marsh Ltd, 12th Floor, Brunel House, 2 Fitzalan Road, Attn: Mark Hudman, Cardiff CF24 0EB , UNITED KINGDOM. Tel. +44 2920431121. E-mail: Mark.hudman@marsh.com. Fax +44 2920431100.

Tenders or requests to participate must be sent to: Marsh Ltd, 12th Floor, Brunel House, 2 Fitzalan Road, Attn: Mark Hudman, Cardiff CF24 0EB , UNITED KINGDOM. Tel. +44 2920431121. E-mail: Mark.hudman@marsh.com. Fax +44 2920431100.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Regional or local authority.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

Provision of employers liability and public liability litigation services (but excluding broking services).

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 6.

NUTS code: UKL22.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

II.1.5) Short description of the contract or purchase(s):

Provision of employers liability and public liability litigation services (but excluding broking services).

II.1.6) Common procurement vocabulary (CPV):

66518300.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Starting: 1.7.2010. Completion: 30.6.2015.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

The Council may require deposits, guarantees, bonds or other forms of appropriate security. Further details are set out in the pre-tender questionnaire (PTQ).

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: Information and formalities necessary for evaluating if requirements are met: In order to qualify, participating Solicitors may be asked to produce the following - as defined by points III.2.2 and III.2.3 and as set out in the pre-qualification questionnaire.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: Appropriate statements from Banks and evidence of relevant professional risk indemnity insurance.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Evidence of the educational and professional qualifications of the insurer, its managerial staff and the persons responsible for providing services. Evidence of the last 3 years experience in underwriting the classes of insurance referred to in this contract notice. Evidence of the insurers risk management, risk control claims and other technical facilities, including the identity of any third party (EG Loss adjuster/Surveyor) used by the insured. An indication of the proportion of the contract which the insurer may intend to sub-contract (if applicable).

III.2.4) **Reserved contracts:**

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

Yes.

The providers must be authorised to carry on business as listed in this contract notice in accordance with the provisions of the Law Society Rules and any other statutory modifications thereof.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged number of operators 5.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no.

IV.2) AWARD CRITERIA

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) An electronic auction will be used:

No.

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority:

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:

IV.3.4) Time-limit for receipt of tenders or requests to participate:

20.2.2010.

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:

22.2.2010.

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

IV.3.8) Conditions for opening tenders:

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

No.

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:

No.

VI.3) ADDITIONAL INFORMATION:

The pre-tender questionnaire and supporting information is available from Mark.hudman@marsh.com.

VI.4) PROCEDURES FOR APPEAL

VI.4.1) **Body responsible for appeal procedures:**

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

15.1.2010.