

UK-Stevenage: insurance services

2009/S 107-155304

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Stevenage Borough Council, Daneshill House, Danestrete, Attn: Debbie Gibson, UK-Stevenage SG1 1HN . Tel. +44 1438242406. E-mail: debbie.gibson@stevenage.gov.uk. Fax +44 1438242621.

Internet address(es):

General address of the contracting authority: www.stevenage.gov.uk.

Address of the buyer profile: www.stevenage.g2b.info.

Further information can be obtained at: Jardine Lloyd Thompson - Public Sector Risks, 6 Crutched Friars, Attn: Geoff Dunn, UK-London EC3N 2PH . Tel. +44 2075583264. E-mail: Geoff_dunn@jltgroup.com. Fax +44 2075583289. URL: www.jltgroup.com.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in I.1.1.

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

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: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

UK-Stevenage: insurance and related services (excluding broker services).

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

Services.

Service category: No 6.

Main place of performance: The borough of Stevenage. Hertfordshire.

NUTS code: UKH23.

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):

Non-life insurance services programme for Stevenage Borough Council and Stevenage Homes Ltd relating to contracts for accident, all risk, contractor's all risk, motor vehicle, fire, property, financial loss, engineering, motor vehicle liability, general liability and loss adjustment.

CPV Descriptions: Non-life insurance services. Property insurance services. Weather-related insurance services.

Liability insurance services. Motor vehicle liability insurance services. General liability insurance services.

Insurance services relating to transport. Motor vehicle insurance services. Damage or loss insurance services. Fire insurance services. Accident and health insurance services. Accident insurance services. All-risk insurance services. Contractor's all-risk insurance services. Other non-life insurance services. Engineering insurance services. Professional liability insurance services.

II.1.6) **Common procurement vocabulary (CPV):**

66510000, 66516500, 66515200, 66515400, 66516000, 66516100, 66516400, 66514100, 66514110, 66515000, 66515100, 66512000, 66512100, 66513200, 66510000, 66519200, 66513000.

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

No.

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

Yes.

Tenders should be submitted for: one or more lots.

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

Yes.

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

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

Non-life insurance service contracts.

II.2.2) **Options:**

Yes.

Description of these options: The contract will be for a period of 3 years with an option to extend for a further 2 years.

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

Starting: 1.10.2009. Completion: 30.9.2014.

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: UK-Stevenage: property excluding right to buy

1) **SHORT DESCRIPTION:**

Property, Business Interruption, Money, Computer, Works in Progress, Fidelity, All Risks.

CPV Descriptions: Contractor's all-risk insurance services. Damage or loss insurance services. Pecuniary loss insurance services. Credit and surety insurance services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

66513200, 66515000, 66515411, 66517000.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: UK-Stevenage: leasehold right to buy

1) **SHORT DESCRIPTION:**

Leasehold Right To Buy flats portfolio. CPV Description: Property insurance services.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

66515200.

- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 3

TITLE: UK-Stevenage: casualty

- 1) **SHORT DESCRIPTION:**
Employers and public liability, officials and professional indemnity, land charges, libel and slander, Public Health Act, directors and officers liability and claims handling. CPV Description: Liability insurance services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
66516000.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 4

TITLE: UK-Stevenage: accident and travel

- 1) **SHORT DESCRIPTION:**
Group PA and travel, voluntary PA policy. CPV Description: Accident and health insurance services. Voluntary health insurance services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
66512000, 66512210.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 5

TITLE: UK-Stevenage: engineering

- 1) **SHORT DESCRIPTION:**
Engineering insurance and inspection. CPV Code: Engineering insurance services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
66519200.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 6

TITLE: UK-Stevenage: motor fleet

- 1) **SHORT DESCRIPTION:**
Motor fleet insurance and uninsured loss recovery service. CPV Description: Motor vehicle insurance services.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
66514110.

- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

- III.1.1) **Deposits and guarantees required:**
- 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:**
Joint and several liability to be assumed by all group bidders before acceptance. Insurance companies and/ or Lloyds underwriters wishing to participate may submit requests.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
Yes.
As per tender documentation.

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: As per tender documentation.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met: As per tender documentation.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:
As per tender documentation.
- III.2.4) **Reserved contracts:**
No.

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

- III.3.1) **Execution of the service is reserved to a particular profession:**
Yes.
This service will be regulated by the provisions of the Insurance Companies Act 1982 and any other 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:**
Open.
- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**
- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) AWARD CRITERIA

- IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated below:

Price. Weighting: 70 %.

Scope of Cover. Weighting: 25 %.

Claims Handling and Customer Care. Weighting: 4 %.

Risk Management Advice and Facilities. Weighting: 1 %.

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:

Time limit for receipt of requests for documents or for accessing documents: 6.7.2009 - 15:00.

Payable documents: no.

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

14.7.2009 - 15:00.

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

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:

Until: 1.10.2009.

IV.3.8) Conditions for opening tenders:

Date: 15.7.2009 - 09:30.

Place: Stevenage Borough Council Offices.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

Yes.

Estimated timing for further notices to be published: 16.2014.

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

No.

VI.3) ADDITIONAL INFORMATION:

Please email your expression of interest to Geoff Dunn at the email address in section 1.1.1, providing your company registration number and key contact details. You will then be issued with a tender box access code that will allow you to access full documentation on delta-ets website.

GO reference: GO 09060435/01.

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures:

Body responsible for mediation procedures:

DRS-CI Arb, on behalf of the Chartered Institute of Arbitrators, 12 Bloomsbury Square, UK-London. E-mail: padre@bipsolutions.com. Tel. +44 8452707055. URL: <http://www.bipsolutions.com/padre/>.

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:**
4.6.2009.