

UK-Edinburgh: insurance services

2009/S 240-343640

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Lothian and Borders Police Board, Fettes Avenue, Attn: David Seath, UK-Edinburgh EH4 1RB . Tel. +44 1313113311. E-mail: david.seath@lbp.pnn.police.uk.

Internet address(es):

General address of the contracting authority: www.lbp.police.uk.

Further information can be obtained at: Aon Limited, Sentinel, 103 Waterloo Street, Attn: Graham Munro, UK-Glasgow G2 7BW . Tel. +44 1412223207. E-mail: graham.munro@aon.co.uk. Fax +44 1412223345. URL: www.aon.co.uk.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Aon Limited, Sentinel, 103 Waterloo Street, Attn: Graham Munro, UK-Glasgow G2 7BW . Tel. +44 1412223207. E-mail: graham.munro@aon.co.uk. Fax +44 1412223345. URL: www.aon.co.uk.

Tenders or requests to participate must be sent to: Aon Limited, Sentinel, 103 Waterloo Street, Attn: Graham Munro, UK-Glasgow G2 7BW . Tel. +44 1412223207. E-mail: graham.munro@aon.co.uk. Fax +44 1412223345. URL: www.aon.co.uk.

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:

Tender for the provision of insurance services.

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

Services.

Service category: No 06.

Main place of performance: Livingston, Scotland.

NUTS code: UKM28.

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):

Property, business interruption and property owners liability insurance services for West Lothian Civic Centre, Livingston.

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

66510000, 66515200, 66516000.

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:**

No.

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

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

Provision of insurance services to West Lothian Civic Centre for a 36 month period commencing 1.4.2010 with the option to extend for a further 24 months by mutual agreement.

Estimated value excluding VAT: 100 000 EUR.

II.2.2) **Options:**

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

Duration in months: 36 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

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

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

Refer to Tender Document.

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:**

No.

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: Economic operators must be licenced to transact insurance business in the categories listed either in the United Kingdom or the EU Member State of domicile. Proof is required.

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

Information and formalities necessary for evaluating if requirements are met: Copy of last 3 years annual reports and accounts.

Minimum level(s) of standards possibly required: A minimum financial standing of Standard & Poor's rating of A- or equivalent.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Details of the educational and professional qualifications and experience of all employees who would be responsible for providing the services or carrying out the work or works under the contract.

Details of other Public Sector clients to be provided.

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.

Insurance companies authorised under the Insurance Companies Act 1982 or equivalent legislation.

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:**

Negotiated.

Candidates have already been selected: no.

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:**

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:**

Payable documents: no.

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

8.1.2010 - 12:00.

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

11.1.2010.

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:**

Duration in month(s): 90 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Date: 8.2.2010 - 12:00.

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:**

VI.4) **PROCEDURES FOR APPEAL**

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

Lothian and Borders Police Board, Fettes Avenue, UK-Edinburgh EH4 1RB . E-mail:
david.seath@lbp.pnn.police.uk. Tel. +44 1313113311. URL: www.lbp.police.uk.

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

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

Lothian and Borders Police Board, Fettes Avenue, UK-Edinburgh EH4 1RB . E-mail:
david.seath@lbp.pnn.police.uk. Tel. +44 1313113311. URL: www.lbp.police.uk.

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

9.12.2009.