

UK-Glasgow: property insurance services

2010/S 33-047864

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

West Whitlawburn Housing Co-Operative Limited, 57 Belmont Road Cambuslang, Attn: Lorraine McVie, Glasgow G72 8PG , UNITED KINGDOM. Tel. +44 1416418628. Fax +44 1416418028.

Further information can be obtained at: Marsh Limited, Orchard Brae House 30 Queensferry Road, Attn: Chrissie Johnstone or Denise Mitchell, Edinburgh EH4 2HS , UNITED KINGDOM. Tel. +44 1313114272. E-mail: chrissie.johnstone@marsh.com. Fax +44 1313114103.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Marsh Limited, Orchard Brae House 30 Queensferry Road, Attn: Chrissie Johnstone or denise Mitchell, Edinburgh EH4 2HS , UNITED KINGDOM. Tel. +44 1313114272. E-mail: chrissie.johnstone@marsh.com. Fax +44 1313114103.

Tenders or requests to participate must be sent to: Marsh Limited, Orchard Brae House 30 Queensferry Road, Attn: Chrissie Johnstone or Denise Mitchell, Edinburgh EH4 2HS , UNITED KINGDOM. Tel. +44 1313114272. E-mail: chrissie.johnstone@marsh.com. Fax +44 1313114103.

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

Body governed by public law.

Housing and community amenities.

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:

Tender for insurance and claims handling 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: Cambuslang.

NUTS code: UKM.

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):

Tender for insurance and claims handling services.

II.1.6) Common procurement vocabulary (CPV):

66515200, 66516000, 66519200.

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

No.

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:**

The Contract will be for an initial period of 3 years with an option to extend at West Whittlawburn Housing Co-Operative's sole discretion for a further period of 2 years .

In addition quotations based on a five year Long Term Agreement are also invited.

II.2.2) **Options:**

Yes.

Description of these options: See 11.2.1 total quantity on scope above.

Provisional timetable for recourse to these options: in months: 36 (from the award of the contract).

Number of possible renewals: 1.

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

Duration in months: 60 (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:**

Will be advised in tender documents.

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

Will be advised in tender documents.

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

Will be advised in tender documents.

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

Yes.

Notes of interest from insurance brokers / intermediaries will not be accepted as Marsh Ltd are appointed as insurance Brokers.

1. Insurance Carriers should be recognised Insurers authorised to write the classes of business listed above in accordance with the relevant legislation

2. Potential suppliers may be asked to produce a certificate issued by the appropriate insurance regulatory authority indicating the types of insurance the insurers are authorised to provide and must comply with the Department of Trade and Industry Regulations.

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: Potential Suppliers may be asked to produce a certificate issued by the appropriate Insurance Regulatory Authority indicating the types of insurance the Insurers are authorised to provide and must comply with the DTI Regulations.

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

Information and formalities necessary for evaluating if requirements are met: a) a copy of the most recent audited accounts for your organisation that cover the last two years of trading or the period that is available if trading for less than two years.

b) a statement of the organisations turnover, profit and loss and cash flow position for the most recent full year of trading (or part if full year not applicable) and an end period balance sheet where this information is not available in an audited form at (a)

c) Where (b) cannot be provided a statement of the organisation cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position

d) if the organisation is a subsidiary of a group - (a) to (c) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed the information is requested for each member organisation

e) a separate statement of the organisation turnover that relates directly to the supply of this service for the past two years or for the period the organisation has been trading (if less than 2 years)

f) Parent organisation/or other guarantees of performances and financial standing may be required if considered appropriate. Confirmation of the organisations willingness to arrange for a guarantee or a performance bond

g) Insurers must have a credit rating at least, or above:

A- with AM Best

BBB with Standard & Poors with an unencumbered Policyholder's surplus of US\$50m.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

When requested insurers must produce:

a) evidence of adequate risk management facilities and ability to provide a high quality claims handling service

b) draft policy documentation and wordings, proposal form, risk improvement requirements or similar on which tenders are dependant or which will form the basis of contracts.

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.

Insurers must be authorised to carry out the business in the relevant class of insurance listed in this notice in accordance with the provisions of the Insurance Companies Act 1982 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:

Accelerated restricted.

Justification for the choice of accelerated procedure: Urgency. The holding insurer has broken the existing Long Term Agreement.

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

Envisaged minimum number: 5. Maximum number: 6

Objective criteria for choosing the limited number of candidates: Will be advised in tender documents.

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 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:**

Time limit for receipt of requests for documents or for accessing documents: 26.2.2010 - 12:00.

Payable documents: no.

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

12.3.2010 - 12:00.

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:**

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:**

VI.4) **PROCEDURES FOR APPEAL**

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

West Whitlawburn Housing Co-Operative Ltd, 57 Belmont Road, Cambuslang, Glasgow G72 8PG , UNITED KINGDOM. Tel. +44 1416418628. Fax +44 1416418028.

Body responsible for mediation procedures:

West Whitlawburn Housing Co-Operative Ltd, 57 Belmont Road, Cambuslang, Galsgow G72 8PG , UNITED KINGDOM. Tel. +44 1416418628. Fax +44 1416418028.

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

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers.

This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period.

Such additional information should be requested for the contracting authority as detailed in section 1.1 of this Notice.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts (Scotland) Regulations 2006 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the Sheriff Court or Court of Session.

Any such action must be brought promptly (or in any event within 3 months).

Where a contract has not been entered into the Court may award the setting aside of the award decisions or order the authority to amend any document and may award damages.

If the contract has been entered into the Court may only award damages.

(The purpose of the standstill period referred to above is to allow parties to apply to the courts to set aside the award decision before the contract is entered into).

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

West Whitlawburn Housing Co-Operative, 57 Belmont Road, Cambuslang, Glasgow G72 8PG , UNITED KINGDOM. Tel. +44 1416418628. Fax +44 1416418028.

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

12.2.2010.