

**UK-Chelmsford: financial and insurance services**

**2009/S 34-050011**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

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

Essex Police Authority, P O Box 2, Contact: Essex Police Procurement Department, Attn: Liana Booth, UK-Chelmsford CM2 6DA . Tel. +44 1245452792. E-mail: [procurement@essex.pnn.police.uk](mailto:procurement@essex.pnn.police.uk). Fax +44 1245452341.

**Internet address(es):**

General address of the contracting authority: [www.essex.police.uk](http://www.essex.police.uk).

**Further information can be obtained at:** Essex Police Authority, P O Box 2, Springfield, Contact: Procurement Department, Attn: Liana Booth, UK-Chelmsford CM2 6DA . Tel. +44 1245452792. E-mail: [procurement@essex.pnn.police.uk](mailto:procurement@essex.pnn.police.uk). Fax +44 1245452341. URL: [www.bluelight.gov.uk](http://www.bluelight.gov.uk).

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:** Essex Police Authority, P O Box 2, Springfield, Contact: Procurement Department, Attn: Liana Booth, UK-Chelmsford CM2 6DA . Tel. +44 1245452792. E-mail: [procurement@essex.pnn.police.uk](mailto:procurement@essex.pnn.police.uk). Fax +44 1245452341. URL: [www.bluelight.gov.uk](http://www.bluelight.gov.uk).

**Tenders or requests to participate must be sent to:** Essex Police Authority, P O Box 2, Springfield, Contact: Procurement Department, Attn: Liana Booth, UK-Chelmsford CM2 6DA . Tel. +44 1245452792. E-mail: [procurement@essex.pnn.police.uk](mailto:procurement@essex.pnn.police.uk). Fax +44 1245452341. URL: [www.bluelight.gov.uk](http://www.bluelight.gov.uk).

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

Body governed by public law.

Public order and safety.

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:**

Provision of Liability and Motor Insurances related 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: East and South East of England.

NUTS code: UK.

**II.1.3) The notice involves:**

The establishment of a framework agreement.

**II.1.4) Information on framework agreement:**

Framework agreement with a single operator.

Duration of the framework agreement: Duration in year(s): 3

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 20 000 000 GBP.

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

Provision of Employers and Public Liability and Motor Insurance related Services (including claims handling). Essex Police Authority will be leading this tender on behalf of the South East and Eastern Region Police Insurance Consortium (SEERPIC).

The following police forces are potential participating members:

Bedfordshire Police.

British Transport Police.

Cambridgeshire Constabulary.

Essex Police.

Hampshire Police.

Hertfordshire Police.

Kent Police.

Norfolk Police.

Suffolk Constabulary.

Surrey Police.

Sussex Police.

Thames Valley Police.

British Transport Police and Hampshire Police will not be initially participating in this contract but may join at a later date during the period of this contract. Details of the joining mechanism of these two Forces will be provided within the Tender Documents.

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

66000000, 66516400, 66514110.

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

Yes.

**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:**

LOT 1.

To provide Employer and Public Liability Insurance services including claims handling to all Participating Police Forces.

LOT 2.

To provide Motor Insurance services including claims handling (excluding uninsured loss recovery) to all Participating Police Forces.

Interested parties can quote for one or both lots.

The period of the contract will be 3 years with an option to extend for a further year.

Interested parties should request a Pre qualification questionnaire, by registering on [www.bluelight.gov.uk](http://www.bluelight.gov.uk).

Estimated value excluding VAT: 20 000 000 GBP.

**II.2.2) Options:**

Yes.

Description of these options: The contract period is 3 years but the Contracting Authority/ies reserve the right to extend for a further 12 months at its/their discretion.

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

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

**INFORMATION ABOUT LOTS**

**LOT NO 1**

TITLE: Provision of Liability Insurance related services

**1) SHORT DESCRIPTION:**

To provide Public and Employer Liability Insurance services including claims handling to all Participating Police Forces.

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

66000000, 66516400.

**3) QUANTITY OR SCOPE:**

All details will be included within the Tender documents.

Estimated cost excluding VAT: 7 000 000 GBP.

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

**5) ADDITIONAL INFORMATION ABOUT LOTS:**

.All details will be included within the Tender documents.

**LOT NO 2**

TITLE: Provision for Motor Insurance related services

**1) SHORT DESCRIPTION:**

To provide Motor Insurance services including claims handling (excluding uninsured loss recovery) to all Participating Police Forces.

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

66000000, 66514110.

**3) QUANTITY OR SCOPE:**

All details will be included within the Tender documents.

Estimated cost excluding VAT: 13 000 000 GBP.

**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:**

As detailed in the Tender documentation.

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

As detailed in the Tender documentation.

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

Joint & Several Liability.

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

Yes.

1. British Transport Police and Hampshire Police reserve the right to join the contract at a later date and in accordance with the details provided within the Tender Documents.

Also, as per the conditions detailed within the Tender Documents.

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: Suppliers interested in seeking to gain a place on the Invitation to Negotiation list must register on the Bluelight ProContract e-tendering system, [www.bluelight.gov.uk](http://www.bluelight.gov.uk)

Once registered, Parties will need to confirm their expression of interest for this contract via the Bluelight website and links for the Pre Qualification Questionnaire will be sent via email automatically.

Completed Pre Qualification Questionnaires must be returned via the Bluelight ProContract e-tendering system no later than the date stated on the Pre Qualification Questionnaire.

The responses provided in the Pre Qualification Questionnaire will enable the necessary evaluation to be undertaken as part of the Essex Police procedure for selecting Candidates to be invited to Negotiation.

Contact details in the event of any queries: - Telephone: 01245 452407 or e-mail [procurement@essex.pnn.police.uk](mailto:procurement@essex.pnn.police.uk)

The minimum requirements (as outlined in the Pre Qualification Questionnaire) must be met, in order for applicants to proceed to the Invitation to Negotiation stage.

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

Information and formalities necessary for evaluating if requirements are met: As above.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: As above.

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:**

No.

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

No.

**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:**

Envisaged minimum number: 3. Maximum number: 10

Objective criteria for choosing the limited number of candidates: This is the minimum number required for the use of the Negotiated Procedure with a call for competition.

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:**

C122/LB.

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:**

25.3.2009 - 17:00.

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

23.4.2009.

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:**

Date: 3.6.2009 - 14:00.

Place: Essex Police Headquarters.

Persons authorised to be present at the opening of tenders: yes.

Authorised Essex Police personnel in accordance with Bluelight opening tender procedures.

**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:**

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

Precise information on deadline(s) for lodging appeals: This Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of 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 two working days from 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 from the address in Section I.1.

If an appeal regarding the award of a contract has not been successfully resolved (for public sector) Public Contracts Regulations 2006 (SI 2006 No 5) 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 High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into, the court may order the setting aside of the award decision 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.

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

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

18.2.2009.