

**United Kingdom-Holywood: Fire insurance services**  
**OJ S 8/2014 11/01/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Council for Catholic Maintained Schools

Postal address: 160 High Street

Town: Holywood

Postal code: BT18 9HT

Country: United Kingdom

Contact person: H.A.Leslie & Co.

For the attention of: Stephen McAnee

E-mail: [info@haleslie.co.uk](mailto:info@haleslie.co.uk)

Telephone: +44 2890323855

Fax: +44 2890312188

**Internet address(es):**

General address of the contracting authority: <http://www.onlineccms.com>

Electronic access to information: <http://www.onlineccms.com>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** Official name: H.A.Leslie & Co

Postal address: 5 Crescent Gardens

Town: Belfast

Postal code: BT7 1NS

Country: United Kingdom

Contact person: Tender documents must be received before 12:00 noon on 26.2.2014 at the e mail address below.

E-mail: [ccmstender2014@haleslie.co.uk](mailto:ccmstender2014@haleslie.co.uk)

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

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

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1.**

**Title attributed to the contract by the contracting authority**

Appointment of Insurers for the Provision of General Insurances for the period 1.4.2014 to 31.3.2017.

**II.1.2. Type of contract and place of performance or delivery**

Services

NUTS code UKN0 Northern Ireland

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

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

The Contracting Authority is seeking tenders for the provision of a range of insurances for the period 1.4.2014 to 31.3.2017.

**II.1.6. CPV code(s)**

66515100 Fire insurance services, 66515200 Property insurance services, 66515400 Weather-related insurance services, 66515411 Pecuniary loss insurance services, 66515000 Damage or loss insurance services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

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

Services are required for the period from 1.4.2014 to 31.3.2017 subject to the Contracting Authority being permitted to cancel one or more of the covers during the period and receive a pro rata return of premium. The premium range provided in this document (Section II.2.1) is the premium range per annum excluding Insurance Premium Tax.

Estimated value excluding VAT:

Range: between 250 000 and 300 000 GBP

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

**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**

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**III.1. Conditions related 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 governing 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. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Cover quoted for and subsequently provided must be exactly as stated in the Requirements document.

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Tenderers must not have any Regulation 23 of the Public Contracts Regulations 2006 Part 4 as amended offences.

**III.2.2. Economic and financial ability**

List and brief description of conditions: A copy of the most recent audited accounts that cover the last two years of trading or for the period that is available if trading for less than two years.

Evidence of a rating by Standard & Poor, A.M.Best or Moody's or equivalent rating agency.

Minimum level(s) of standards possibly required: Tenderers must hold a current rating of BBB+ by Standard & Poor, A.M.Best or Moody's or equivalent rating agency.

**III.2.3. Technical and professional ability**

List and brief description of conditions:

Evidence of previous experience of relevant insurance contracts in the last three years for the provision of services similar to those to be provided in relation to the Requirement. Details of any material non-employment related litigation (pending threatened or determined) or other legal proceedings against the tendering organisation within the last 3 years that may be relevant to the tenderers ability to deliver the Requirement.

**III.2.4. Information about reserved contracts**

**III.3. Conditions specific to services contracts**

**III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: yes

Reference to the relevant law, regulation or administrative provision: All Insurers which tender must be authorised by the Financial Conduct Authority in the United Kingdom or EU equivalent to carry on business in the relevant classes of Insurance as listed in this contract notice in accordance with the provisions of the Insurance Companies Act 1982 and any other statutory modifications thereof.

**III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

**Section IV: Procedure**

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**IV.1. Type of procedure**

**IV.1.1. Type of procedure**

Open

**IV.1.2. Information about the limits on the number of candidates to be invited**

**IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

**IV.2. Award criteria**

**IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Price. Weighting 85
2. Quality. Weighting 15

**IV.2.2. Information about electronic auction**

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 concerning this procedure**

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: 26.2.2014 - 12:00

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

26.2.2014 - 12:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

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

Duration in days: 90 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Council for Catholic Maintained Schools  
Postal address: 160 High Street  
Town: Hollywood  
Postal code: BT18 9HT  
Country: United Kingdom  
Internet address: <http://www.onlineccms.com>

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: A standstill period will be incorporated at the point that confirmation of the award of the contract is communicated to tenderers.

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

9.1.2014