

UK-Dundee: insurance services
OJ S 36/2012 22/02/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University of Abertay Dundee
Postal address: Bell Street
Town: Dundee
Postal code: DD1 1HG
Country: United Kingdom
Contact person: Procurement
For the attention of: Alison Ure
E-mail: procurement@abertay.ac.uk
Telephone: +44 1382308873
Fax: +44 1382308118

Internet address(es):

General address of the contracting authority: <http://www.abertay.ac.uk>
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00103

Additional information can be obtained from:

Official name: University of Abertay Dundee
Postal address: Bell Street
Town: Dundee
Postal code: DD1 1HG
Country: United Kingdom
Contact person: Estates & Campus Services
For the attention of: Claire McCurley
E-mail: insurance@abertay.ac.uk
Telephone: +44 1382308873
Fax: +44 1382308118
Internet address: <http://www.abertay.ac.uk>

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

Official name: University of Abertay Dundee
Postal address: Bell Street
Town: Dundee
Postal code: DD1 1HG
Country: United Kingdom
Contact person: Estates & Campus Services
For the attention of: Claire McCurley
E-mail: insurance@abertay.ac.uk
Telephone: +44 1382308873
Fax: +44 1382308118
Internet address: <http://www.abertay.ac.uk>

Tenders or requests to participate must be submitted: Official name: University of Abertay
Dundee
Postal address: Bell Street
Town: Dundee
Postal code: DD1 1HG
Country: United Kingdom
Contact person: Procurement
For the attention of: Alison Ure
E-mail: procurement@abertay.ac.uk
Telephone: +44 1382308873
Fax: +44 1382308118
Internet address: <http://www.abertay.ac.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

II.1. Description

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

University of Abertay Dundee: insurance services excluding broking services.

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

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

Main site or place of performance: UK - Dundee.

NUTS code UK United Kingdom

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)

Insurance cover required by University of Abertay Dundee excluding broking services.

The contract period will be for an initial 3 years from 1.8.2012 to 31.7.2015 with the option to extend by an additional 1 year subject to annual review.

Provision of insurance cover for the following policies:

— Motor including legal assistance, material damage/business interruption, contract works, employers liability, public and products liability, professional indemnity, directors and officers liability, engineering insurance and inspection, computers, and personal accident/travel.

This contract is not open to insurance brokers. The contract offer only applies to FSA authorised insurers and discretionary mutuals.

All interested parties should register their interest by the 12.4.2012. After this date full access to the tender documents will be granted to registered parties.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland web site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=220440.

II.1.6. CPV code(s)

66510000 Insurance services, 66512100 Accident insurance services, 66513200 Contractor's all-risk insurance services, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515200 Property insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering 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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Long term agreements may be considered for each lot, otherwise the University's appointed broker will have the option to test the market on an annual basis for each policy not subject to a long term agreement.

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

Start 1.8.2012. Completion 31.7.2015

Information about lots

Lot No: 2

Lot title: Employers liability

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66516400 General liability insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Professional indemnity

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66516500 Professional liability insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Public & products liability (inc hirers liability)

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66516400 General liability insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Personal accident & travel

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66512100 Accident insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Directors & officers liability

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66516400 General liability insurance services

3)

Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Motor insurance

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66514110 Motor vehicle insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 8

Lot title: Engineering inspection

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66519200 Engineering insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 9

Lot title: Computers

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66515200 Property insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 1

Lot title: Material damage / business interruption & contract works

1) Short description

Insurance services excluding broker services.

2) CPV code(s)

66515200 Property insurance services

3) Quantity or scope

12 months cover with an option to market test at renewal or alternatively a 3 year long term agreement.

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

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: Only those parties who register their interest via PCS by the 12.4.2012 will be able to access the tender documents via the University's Share Point page. Access details will be e-mailed to a single nominated individual from each party.

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent; (2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process; (3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession; (4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession;

- (5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register;
- (6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process;
- (7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation;
- (8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established;
- (9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.
- This tender is open to FSA authorised insurers or discretionary mutuals either in the UK or EC member state of domicile.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank;

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

Information and formalities necessary for evaluating if requirements are met:

This will include confirmation of current standard and poor's rating or equivalent information in regard to the security of any discretionary mutual.

III.2.3. Technical and professional ability

List and brief description of conditions:

Certificate of professional or commercial registration or equivalent. Evidence of the insurer's insurance management, risk control, claims and other technical facilities, including the identity of any relevant third party service provider (eg loss adjuster, surveyor) used by the insurer; overview of services provided to education institutions, public sector or corporate clients relevant to the lots of interest.

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: Insurers must be regulated in accordance with the provisions of the Insurance Companies Act 1982 and other statutory modifications thereof. Discretionary mutual must evidence capacity, security and any reinsurance arrangements necessary to underwrite the institution's risks.

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: yes

Section IV: Procedure

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 Price is not the only award criterion and all criteria are stated only in the procurement documents

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

UAD_12_01_EU

IV.3.2. Previous publication concerning this procedure

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: 12.4.2012

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

7.6.2012 - 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

IV.3.8. Conditions for opening of tenders

Date: 7.6.2012 - 14:00

Place:

University of Abertay Dundee.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Approximately 3 years (2015).

VI.2. Information about European Union funds

VI.3. Additional information

The invitation to tender documentation will only be made available to those parties who have registered their interest via PCS by the 12.4.2012. At this time all documents including; claims experience, financial accounts, sums insured and policy limits will be accessible from the University's Share Point site to registered parties. No new notes of interest will be accepted after this date.

(SC Ref:220440).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

17.2.2012