

United Kingdom-London: Insurance brokerage services

OJ S 47/2016 08/03/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: London Universities Purchasing Consortium (a company limited by guarantee reg. no. 04784719)

Postal address: Shropshire House, 179 Tottenham Court Road

Town: London

Postal code: W1T 7NZ

Country: United Kingdom

For the attention of: Mike Kilner

E-mail: m.kilner@lupc.ac.uk

Telephone: +44 2073072760

Internet address(es):

General address of the contracting authority: <http://www.lupc.ac.uk/>

Address of the buyer profile: <https://lupc.bravosolution.co.uk/web/login.shtml>

Electronic access to information: <https://lupc.bravosolution.co.uk/web/login.shtml>

Electronic submission of tenders and requests to participate: <https://lupc.bravosolution.co.uk/web/login.shtml>

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: the abovementioned address

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: yes

Official name: As stated previously in description

Country: United Kingdom

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Insurance Brokerage including Risk Management.

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

NUTS code UKI London,UKJ South East (England),UKH East of England,UKG West Midlands (England),UKK South West (England),UKF East Midlands (England)

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)

London Universities Purchasing Consortium (LUPC), a company limited by guarantee, is undertaking this tendering process for Insurance brokerage services on behalf of a group of participating institutions, principally made up of members of LUPC (<http://lupc.ac.uk/list-of-members.html>) together with a number of SUPC institutions (<http://www.supc.ac.uk/about-us/our-members/our-members>). It is permissible that at some point within the lifetime of the agreement it may be used by Members (full and associate) of the NEUPC purchasing consortia: (<http://www.neupc.ac.uk/our-members>).

Institutions from outside LUPC and SUPC may only use the agreement by becoming LUPC Associate Members by prior arrangement with LUPC.

This will require a brokerage service provision for at this time over 40 institution members across several classes including but not limited to: property and business interruption, money risks, employers and public liability, professional indemnity, terrorism, clinical research and trials, engineering and motor fleet.

II.1.6. CPV code(s)

66518100 Insurance brokerage 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

Insurance brokerage services with associated placement in the underwriting market for up to 5 years commencing 1.9.2016 for over 40 institutions principally drawn from the UK Higher Education sector.

II.2.2. Information about options

Options: yes

Description of options: An initial term of 3 years with the option to extend for up to a maximum of 2 additional years subject to satisfactory supplier performance.

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

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

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

Joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

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: Stated and evidenced in full within tender documentation.

III.2.2. Economic and financial ability

List and brief description of conditions: Stated and evidenced in full within tender documentation.

III.2.3. Technical and professional ability

List and brief description of conditions:
Stated and evidenced in full within tender documentation.

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: no

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

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

Envisaged number of candidates: 5

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

INS5033LU

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2016/S 012-017024](#)

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: 18.4.2016 - 12:00

Payable documents: no

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

18.4.2016 - 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

until: 1.9.2016

IV.3.8. Conditions for opening of tenders

Date: 18.4.2016 - 12:01

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: March 2021.

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: Please reference the answer in section VI.4.2) below

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: LUPC will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

The Public Contracts Regulations 2006 (SI 2006 No 5) provide for 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).

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

VI.5. Date of dispatch of this notice

5.3.2016