

**UK-Linwood: insurance services**  
**OJ S 51/2012 14/03/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Linstone Housing Association  
Postal address: 32 Burnbrae Avenue  
Town: Linwood  
Postal code: PA3 3DD  
Country: United Kingdom  
For the attention of: Gary Dalziell  
Telephone: +44 1505384104  
Fax: +44 1505382384

**Internet address(es):**

General address of the contracting authority: [www.linstone.co.uk](http://www.linstone.co.uk)  
Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11884](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11884)

**Additional information can be obtained from:**

Official name: Linstone Housing Association  
Postal address: 32 Burnbrae Avenue  
Town: Linwood  
Postal code: PA3 3DD  
Country: United Kingdom  
For the attention of: Gary Dalziel  
Telephone: +44 1505384104  
Fax: +44 1505382384  
Internet address: [www.linstone.co.uk](http://www.linstone.co.uk)

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

Official name: Linstone Housing Association  
Postal address: 32 Burnbrae Avenue  
Town: Linwood  
Postal code: PA3 3DD  
Country: United Kingdom  
For the attention of: Gary Dalziel  
Telephone: +44 1505384104  
Fax: +44 1505382384  
Internet address: [www.linstone.co.uk](http://www.linstone.co.uk)

**Tenders or requests to participate must be submitted:** Official name: Linstone Housing Association

Postal address: 32 Burnbrae Avenue  
Town: Linwood  
Postal code: PA3 3DD  
Country: United Kingdom

For the attention of: Gary Dalziel  
Telephone: +44 1505384104  
Fax: +44 1505382384  
Internet address: [www.linstone.co.uk](http://www.linstone.co.uk)

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

Other: Housing Association

**I.3. Main activity**

Housing and community amenities

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

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

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**Section II: Object of the contract**

**II.1. Description**

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

Provision of general insurances.

**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: Linwood, Johnstone surrounding area.

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)**

Provision of general insurances.

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=223304](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=223304).

The awarding authority has indicated that it will accept electronic responses to this notice via a "Tender Submission Postbox" facility. Further details of this facility are available at [http://www.publiccontractsscotland.gov.uk/PostBox/Postbox\\_Explain.aspx?ID=223304](http://www.publiccontractsscotland.gov.uk/PostBox/Postbox_Explain.aspx?ID=223304).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. The postbox closes precisely at the time stated.

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

66510000 Insurance services, 66515200 Property insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66519200 Engineering insurance services, 66512100 Accident insurance services, 66513100 Legal expenses 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**

### **II.2.2. Information about options**

Options: yes

Description of options: Options to extend the long term agreement.

### **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 31.5.2012. Completion 30.5.2015

## **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: 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: (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.

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

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance;

(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.

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

List and brief description of conditions:

(1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

### **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: Providers must be authorised to deliver insurance services in the UK.

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

## **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 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**
- IV.3.2. Previous publication concerning this procedure**
- IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4. Time limit for receipt of tenders or requests to participate**  
27.4.2012 - 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: 30.4.2012 - 12:00  
Place:  
Linwood.

## **Section VI: Complementary information**

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- VI.1. Information about recurrence**
- VI.2. Information about European Union funds**
- VI.3. Additional information**  
(SC Ref:223304).
- VI.4. Procedures for review**
  - VI.4.1. Review body**  
Official name: Linwood Housing Association  
Postal address: 32 Burnbrae Avenue  
Town: Linwood  
Postal code: PA3 3DD  
Country: United Kingdom  
E-mail: [gdalziel@linstone.co.uk](mailto:gdalziel@linstone.co.uk)  
Telephone: +44 1505384104  
Fax: +44 1505382384  
Internet address: [www.linstone.co.uk](http://www.linstone.co.uk)
  - 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**  
9.3.2012