

**United Kingdom-Glasgow: Insurance brokerage services**

**OJ S 51/2017 14/03/2017**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Ministry of Defence, C&C,

Postal address: Rm 2102, Level 2, Kentigern House, 65 Brown Street

Town: Glasgow

NUTS code: UK11 Inner London

Postal code: G2 8EX

Country: United Kingdom

Contact person: DefComrclCC-HOCS1B

E-mail: [DefComrclCC-HOCS1B@mod.uk](mailto:DefComrclCC-HOCS1B@mod.uk)

Telephone: +44 1412242716

**Internet address(es):**

Main address: [www.contracts.mod.uk](http://www.contracts.mod.uk)

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.contracts.mod.uk](http://www.contracts.mod.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.contracts.mod.uk](http://www.contracts.mod.uk)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Other type: Ministry of Defence

**I.5. Main activity**

Defence

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Provision of Personal Accident Insurance and Life Insurance Broking Services For Service Personnel (including MOD Civil Servants on deployment).

Reference number: HOCS1B/00010

**II.1.2. Main CPV code**

66518100 Insurance brokerage services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

Provision of Personal Accident and Life Insurance Broking Services (including Critical Illness and Terminal illness (life insurance only) cover) to Service Personnel (including Reserves). The Ministry of Defence (MOD) wishes to appoint a Contractor or Contractors (broker) to provide a Personal Accident and Life Insurance Scheme(s) tailored to the specific needs of Service personnel (including Reservists) and ex-Service personnel and MOD Civil Servants (deployment) for a period of five years plus an option to extend for a further period of up to 2 years. The Scheme(s) should include all brokerage and marketing services as appropriate. Options are also required for family cover for personal accident insurance and spouse/partner (nominated partner) cover for life insurance. There is a requirement for the inclusion under the Schemes for MOD Civil Servants; those on deployment whilst in support to operations. There are approximately 27 MOD Civil Servants on deployment currently.

### **II.1.5. Estimated total value**

Value excluding VAT: 25 000 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2 The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 — Personal Accident Insurance,

Lot 2 — Life Insurance.

## **II.2. Description**

### **II.2.1. Title**

Personal Accident Insurance

Lot No: 1

### **II.2.2. Additional CPV code(s)**

66518100 Insurance brokerage services

### **II.2.3. Place of performance**

NUTS code: UKI1 Inner London

Main site or place of performance: Inner London.

### **II.2.4. Description of the procurement**

LOT 1 — Personal Accident Insurance

The Contractor shall establish, market and deliver a Personal Accident Insurance Scheme tailored to the specific needs of Service Personnel (including Reservists), ex-Service Personnel and MOD Civil Servants on deployment. The contractor shall provide for policies which will deliver defined benefits based on agreed levels of cover. The provision of an appropriate level of personal injury cover (excluding death from natural causes) based on a selected number of units and will be available for purchase depending on individual need and extent of the financial commitment that the individual is prepared to make. The individual should be able to increase or decrease the number of units held at any time.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Technical / Weighting: 80

Cost criterion - Name: Cost / Weighting: 20

#### **II.2.6. Estimated value**

Value excluding VAT: 15 000 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/05/2018 End: 30/04/2025

This contract is subject to renewal: yes

Description of renewals:

Any renewal will be for similar type of services.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Maximum number: 10 Objective criteria for choosing the limited number of candidates:

Evaluation following completed Dynamic Pre Qualification Questionnaires (DPQQs).

#### **II.2.10. Information about variants**

Variants will be accepted: yes

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

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

#### **II.2.14. Additional information**

##### **II.2. Description**

##### **II.2.1. Title**

Life Insurance

Lot No: 2

##### **II.2.2. Additional CPV code(s)**

66518100 Insurance brokerage services

##### **II.2.3. Place of performance**

NUTS code: UK11 Inner London

Main site or place of performance: Inner London.

##### **II.2.4. Description of the procurement**

LOT 2 — Life Insurance

The Contractor shall establish, market and deliver an 'All Risks' Life Insurance Scheme tailored to the specific needs of Service Personnel (including Reservists), ex-Service Personnel and MOD Civil Servants (on deployment) and provide for policies which will deliver defined benefits based on agreed levels of cover. Members shall be able to increase or decrease the amount of cover they have within the Scheme limits, or leave the Scheme on written application to the Insurer. The minimum policy term will be 5 years and the maximum 25 years.

##### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Technical / Weighting: 80

Cost criterion - Name: Cost / Weighting: 20

**II.2.6. Estimated value**

Value excluding VAT: 10 000 000,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/05/2018 End: 30/04/2025

This contract is subject to renewal: yes

Description of renewals:

Any renewal will be for similar type of services.

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Maximum number: 10

**II.2.10. Information about variants**

Variants will be accepted: yes

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

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

**II.2.14. Additional information**

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**Section IV: Procedure**

**IV.1. Description**

**IV.1.1. Type of procedure**

Restricted procedure

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

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 11/04/2017 Local time: 10:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 08/05/2017

**IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

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**Section VI: Complementary information**

## **VI.1. Information about recurrence**

This is a recurrent procurement: yes

## **VI.3. Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. The Authority reserves the right to amend any condition related to security of information to reflect any changes in national law or government policy. If any contract documents are accompanied by instructions on safeguarding classified information (e.g. a Security Aspects Letter), the Authority reserves the right to amend the terms of these instructions to reflect any changes in national law or government policy, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies, or otherwise. The link below to the Gov.uk website provides information on the Government Security Classification.

<https://www.gov.uk/government/publications/government-security-classifications>

Advertising Regime OJEU: This contract opportunity is published in the Official Journal of the European Union (OJEU), the MoD Defence Contracts Bulletin and [www.contracts.mod.uk](http://www.contracts.mod.uk) Suppliers must read through this set of instructions and follow the process to respond to this opportunity.

The information and/or documents for this opportunity are available on <http://www.contracts.mod.uk>.

You must register on this site to respond, if you are already registered you will not need to register again, simply use your existing username and password. Please note there is a password reminder link on the homepage.

Suppliers must log in, go to your Response Manager and add the following Access Code: 6XS65EQNK5.

Please ensure you follow any instruction provided to you here.

The deadline for submitting your response(s) is detailed within this contract notice, you will also have visibility of the deadline date, once you have added the Access code via DCO as the opening and closing date is visible within the opportunity.

Please ensure that you allow yourself plenty of time when responding to this opportunity prior to the closing date and time, especially if you have been asked to upload documents.

If you experience any difficulties please refer to the online Frequently Asked Questions (FAQ's) or the User Guides or contact the MOD DCO Helpdesk by emailing [support@contracts.mod.uk](mailto:support@contracts.mod.uk) or Telephone 0800 282 324.

GO Reference: GO-2017310-DCB-9768739.

## **VI.4. Procedures for review**

### **VI.4.1. Review body**

Official name: Ministry of Defence, C&C, C&C

Postal address: Rm 2102, Level 2, Kentigern House, 65 Brown Street

Town: Glasgow

Postal code: G2 8EX

Country: United Kingdom

E-mail: [DefComrclCC-HOCS1b@mod.uk](mailto:DefComrclCC-HOCS1b@mod.uk)

Telephone: +44 1412242716

### **VI.4.2. Body responsible for mediation procedures**

Official name: Ministry of Defence, C&C, C&C

Postal address: Rm 2102, Level 2, Kentigern House, 65 Brown Street  
Town: Glasgow  
Postal code: G2 8EX  
Country: United Kingdom  
E-mail: [DefComrclCC-HOCS1B@mod.uk](mailto:DefComrclCC-HOCS1B@mod.uk)  
Telephone: +44 1412242716

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Ministry of Defence, C&C, C&C  
Postal address: Rm 2102, Level 2, Kentigern House, 65 Brown Street  
Town: Glasgow  
Postal code: G2 8EX  
Country: United Kingdom  
E-mail: [DefComrclCC-HOCS1B@mod.uk](mailto:DefComrclCC-HOCS1B@mod.uk)  
Telephone: +44 1412242716

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

10/03/2017