

**United Kingdom-Horsham: Insurance services**  
**OJ S 67/2015 04/04/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Saxon Weald Homes Ltd

Postal address: 38-42 Worthing Road, Horsham, West Sussex

Town: Horsham

Postal code: RH12 1DT

Country: United Kingdom

Contact person: Expressions of interest must be sent by email to the address below

For the attention of: Paul Latham

E-mail: [paul\\_latham@ajg.com](mailto:paul_latham@ajg.com)

Telephone: +44 7887717624

Fax: +44 1245290324

**Internet address(es):**

General address of the contracting authority: <http://www.saxonweald.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:** the abovementioned address

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

Body governed by public law

**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

**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**

Provision of Insurance and Risk Management 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: Primarily in Horsham but also other locations as required to protect the assets, earnings and liabilities of the awarding authority.

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)**

Property, liability and other insurance as required by Saxon Weald and amended from time to time to meet our requirements and respond to our changing risk profile and appetite.

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

66510000 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: yes

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

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

**II.2.2. Information about options**

Options: yes

Description of options: Saxon Weald will consider entering into a Long Term Agreement for 3 years or more, with an option to extend the contract subject to service, performance and cost.

**II.2.3. Information about renewals**

This contract is subject to renewal: no

**II.3. Duration of the contract or time limit for completion**

Information about lots

Lot No: 1

Lot title: Property Stock, including Property Owners Liability and Terrorism

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 2

Lot title: Employers, Public and Products/Pollution Liability

**1) Short description**

- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in the Invitation to Negotiate.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 3

Lot title: Asbestos Liability

- 1) **Short description**
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in the Invitation to Negotiate.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 4

Lot title: Office Combined, including Business Interruption

- 1) **Short description**
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in the Invitation to Negotiate.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 5

Lot title: Computers and ICT, including Business Interruption

- 1) **Short description**
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in the Invitation to Negotiate.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 6

Lot title: Contract Works, including Terrorism

- 1) **Short description**
- 2) **CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 7

Lot title: Engineering Insurance and Inspection

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 8

Lot title: Group Personal Accident

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 9

Lot title: Crime/Employee Dishonesty

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 10

Lot title: Professional Indemnity (Errors and Omissions)

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 11

Lot title: Commercial Legal Expenses, including Employment Practices Liability

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 12

Lot title: Motor Fleet, including Uninsured Loss Recovery and Occasional Business Use

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 13

Lot title: Cyber Liability, including Cyber Extortion and Privacy Breach Expenses

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the Invitation to Negotiate.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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**Section III: Legal, economic, financial and technical information**

**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

As stated in the Invitation to Negotiate.

**III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As stated in the Invitation to Negotiate.

### **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: yes

Description of particular conditions: As stated in the Invitation to Negotiate.

## **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: Potential suppliers may be requested to provide a summary and overview of services provided to the social housing sector over the past 3 years, and details of up to 10 clients receiving similar services. Potential suppliers may be asked to produce a certificate issued by the appropriate insurance regulatory authority indicating the types of insurance the insurer is authorised to provide and must comply with UK Department of Trade and Industry regulations.

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

List and brief description of conditions: As stated in the Invitation to Negotiate.

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

List and brief description of conditions:

As stated in the Invitation to Negotiate.

### **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: Insurance brokers registered with and regulated by the Financial Services Authority. Insurers authorised under the Financial Services and Markets Act 2000 and regulated by the Financial Services Authority or an insurance company authorised in another member state of the European Economic Area.

### **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**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

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

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: As stated in tender documents.

#### **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**

Payable documents: no

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

1.5.2015 - 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**

#### **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**

Insurance of social landlords is a highly specialised field and Saxon Weald will require respondents to this notice to clearly demonstrate a strong track record of insurance provision in this sector. A detailed evaluation of tenders will be carried out considering cost, track record, insurance cover, credit rating, claims services and service standards, administrative provisions and details of the account servicing, claims handling and risk management staff.

**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**

2.4.2015