

**United Kingdom-Dundee: Insurance services**  
**OJ S 69/2016 08/04/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**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: Procurement Officer

E-mail: [procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)

Telephone: +44 1382308035

**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](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00103)

Electronic access to information: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Electronic submission of tenders and requests to participate: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**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: Procurement

For the attention of: Claire McCurley

E-mail: [procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)

Telephone: +44 1382308035

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 and Campus Services

For the attention of: Procurement Officer

E-mail: [procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)

Telephone: +44 1382308035

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: Procurement Officer  
E-mail: [procurement@abertay.ac.uk](mailto:procurement@abertay.ac.uk)  
Telephone: +44 1382308035  
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

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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**

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 1.8.2016 to 31.7.2019 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.

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=437871](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=437871)

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at: [http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx)

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.

**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 1.8.2016. Completion 31.7.2019

Information about lots

Lot No: 1

Lot title: Material Damage / Business Interruption and 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**

Lot No: 2

Lot title: Employers and Public / Products 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: 3

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: 4

Lot title: Directors and 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: 5

Lot title: Personal Accident and 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: 6

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: 7

Lot title: Engineering Insurance and 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: 8

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**

### 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.

(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 evidence of relevant professional risk indemnity insurance.

(3) 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.

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

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 (e.g. 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**

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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**

Time limit for receipt of requests for documents or for accessing documents: 16.5.2016

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

16.5.2016 - 16:00

**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**

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

**IV.3.8. Conditions for opening of tenders**

Date: 16.5.2016 - 17:00

Place:

University of Abertay, Dundee.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Approximately 3 years (2019).

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(SC Ref:437871).

**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**

5.4.2016