

UK-London: insurance services
OJ S 84/2012 02/05/2012
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: Floor 2M, University of London Union, Malet Street

Town: London

Postal code: WC1E 7HY

Country: United Kingdom

For the attention of: Mike Kilner

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

Telephone: +44 2078631694

Fax: +44 2078631699

Internet address(es):

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

Address of the buyer profile: <http://www.lupc.ac.uk>

Additional information can be obtained from:

Official name: Gallagher Heath

Postal address: Focal Point, 27-35 Fleet Street, Swindon, Wiltshire

Town: Swindon

Postal code: SN1 1RG

Country: United Kingdom

For the attention of: Tim Devine

E-mail: tdevine@heathlambert.com

Telephone: +44 1793468987

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

Official name: Gallagher Heath

Postal address: 27-35 Fleet Street, Swindon, Wiltshire

Town: Swindon

Postal code: SN1 1RG

Country: United Kingdom

For the attention of: Tim Devine

E-mail: tdevine@heathlambert.com

Telephone: +44 1793468987

Tenders or requests to participate must be submitted: Official name: Gallagher Heath

Postal address: 27-35 Fleet Street, Swindon, Wiltshire

Town: Swindon

Postal code: SN1 1RG

Country: United Kingdom

For the attention of: Tim Devine
E-mail: tdevine@heathlambert.com
Telephone: +44 1793468987

I.2. Type of the contracting authority

Other: Public Sector Purchasing Consortium

I.3. Main activity

Recreation, culture and religion
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: Birkbeck College, University of London

Postal address: Malet Street, Bloomsbury

Town: London

Postal code: WC1E 7HX

Country: United Kingdom

Official name: Brunel University

Postal address: Kingston Lane, Uxbridge, Middlesex

Town: Uxbridge

Postal code: UB8 3PH

Country: United Kingdom

Official name: CITB Construction Skills

Postal address: Bircham Newton

Town: King's Lynn

Postal code: PE31 6RH

Country: United Kingdom

Official name: The Courtauld Institute of Art

Postal address: Somerset House, The Strand

Town: London

Postal code: WC2R 0RN

Country: United Kingdom

Official name: Goldsmiths College, University of London

Postal address: Lewisham Way, New Cross, Brent

Town: London

Postal code: SE14 6NW

Country: United Kingdom

Official name: Havering College of Further and Higher Education

Postal address: Ardleigh Green Road Hornchurch, Essex

Town: Hornchurch

Postal code: RM11 2LL

Country: United Kingdom

Official name: Heythrop College, University of London

Postal address: Kensington Square

Town: London

Postal code: W8 5NH

Country: United Kingdom

Official name: Imperial College London

Postal address: South Kensington Campus

Town: London

Postal code: SW7 2AZ
Country: United Kingdom
Official name: The Institute of Cancer Research
Postal address: 123 Old Brompton Road
Town: London
Postal code: SW7 3RP
Country: United Kingdom
Official name: International Students House
Postal address: 1 Park Crescent
Town: London
Postal code: W1B 1SH
Country: United Kingdom
Official name: King's College London
Postal address: The Strand
Town: London
Postal code: WC2R 2LS
Country: United Kingdom
Official name: Kingston College
Postal address: Kingston Hall Road
Town: Kingston-Upon-Thames
Postal code: KT1 2AQ
Country: United Kingdom
Official name: Lambeth College
Postal address: 45 Clapham Common South Side
Town: London
Postal code: SW4 9BL
Country: United Kingdom
Official name: London Metropolitan University
Postal address: 166-200 Holloway Road
Town: London
Postal code: N7 8DB
Country: United Kingdom
Official name: London School of Economics
Postal address: Houghton Street
Town: London
Postal code: WC2A 2AE
Country: United Kingdom
Official name: London South Bank University
Postal address: 90 London Road
Town: London
Postal code: SE1 6LN
Country: United Kingdom
Official name: Natural History Museum
Postal address: Cromwell Road
Town: London
Postal code: SW7 5BD
Country: United Kingdom
Official name: Queen Mary, University of London
Postal address: Mile End Road
Town: London

Postal code: E1 4NS
Country: United Kingdom
Official name: Royal College of Music
Postal address: Prince Consort Road
Town: London
Postal code: SW7 2BS
Country: United Kingdom
Official name: The Royal College of Surgeons
Postal address: 35-43 Lincoln's Inn Fields
Town: London
Postal code: WC2A 3PE
Country: United Kingdom
Official name: Royal Holloway, University of London
Postal address: Egham Hill, Egham, Surrey
Town: Egham
Postal code: TW20 0EX
Country: United Kingdom
Official name: The Royal Veterinary College
Postal address: Royal College Street
Town: London
Postal code: NW1 0TU
Country: United Kingdom
Official name: School of Oriental & African Studies, University of London
Postal address: Thornhaugh Street, Russell Square
Town: London
Postal code: WC1H 0XG
Country: United Kingdom
Official name: University of Southampton
Postal address: University Road
Town: Southampton
Postal code: SO17 1BJ
Country: United Kingdom
Official name: St Georges, University of London
Postal address: Cranmer Terrace
Town: London
Postal code: SW17 0RE
Country: United Kingdom
Official name: University of Surrey
Postal address: University of Surrey
Town: Guildford
Postal code: GU2 7XH
Country: United Kingdom
Official name: University College London
Postal address: Gower Street
Town: London
Postal code: WC1E 6BT
Country: United Kingdom
Official name: University of Bath
Postal address: Claverton Down
Town: Bath

Postal code: BA2 7AY
Country: United Kingdom
Official name: The University of Buckingham
Postal address: Hunter Street
Town: Buckingham
Postal code: MK18 1EG
Country: United Kingdom
Official name: University of Essex
Postal address: Wivenhoe Park
Town: Colchester
Postal code: CO4 3SQ
Country: United Kingdom
Official name: University of Hertfordshire
Postal address: College Lane
Town: Hatfield
Postal code: AL10 9AB
Country: United Kingdom
Official name: University of London
Postal address: Senate House, Malet Street
Town: London
Postal code: WC1E 7HU
Country: United Kingdom
Official name: University of Portsmouth
Postal address: University House, Winston Churchill Avenue
Town: Portsmouth
Postal code: PO1 2UP
Country: United Kingdom
Official name: University of West London
Postal address: St Mary's Road
Town: Ealing, London
Postal code: W5 5RF
Country: United Kingdom
Official name: The University of Westminster
Postal address: 309 Regent Square
Town: London
Postal code: W1B 2UW
Country: United Kingdom
Official name: City University London
Postal address: Northampton Square
Town: London
Postal code: EC1V 0HB
Country: United Kingdom
Official name: Barnet and Southgate College
Postal address: Wood Street, Barnet, Hertfordshire
Town: Barnet
Postal code: EN5 4AZ
Country: United Kingdom
Official name: Roehampton University
Postal address: Erasmus House, Roehampton Lane
Town: London

Postal code: SW15 5PU
Country: United Kingdom
Official name: University of East London
Postal address: Docklands Campus, University Way
Town: London
Postal code: E16 2RD
Country: United Kingdom
Official name: The Faculty of Health & Social Care Sciences
Postal address: 2nd Floor Grosvenor Wing, St George's Hospital, Cranmer Terrace
Town: London
Postal code: SW17 0RE
Country: United Kingdom
Official name: Trinity Laban Conservatoire of Music & Dance
Postal address: King Charles Court, Old Royal Naval College, Greenwich
Town: London
Postal code: SE10 8JF
Country: United Kingdom
Official name: Royal Agricultural College
Postal address: Stroud Road
Town: Cirencester
Postal code: GL7 6JS
Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

General insurance services (non-brokerage).

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: London and Southern England.

NUTS code UKK South West (England),UKI London,UKJ South East (England)

II.1.3. Information about a framework agreement or a dynamic purchasing system

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Insurance services required by institutions participating as full or associate members of London University Purchasing Consortium both on a group and individual basis. This will require insurance provision for several areas including but not limited to: property, business interruption and money risks, employers and public liability, professional indemnity, clinical research and trials, engineering and motor fleet. This agreement is initially on behalf of 42 Full and Associate Members of LUPC, which may include the Members of the neighbouring Southern Universities Purchasing Consortium (SUPC). Links to the participating consortia including a list of current Members may be found at London Universities Purchasing Consortium (LUPC), <http://www.lupc.ac.uk/about/members-list.aspx> and Southern Universities Purchasing Consortium (SUPC), <http://supc.procureweb.ac.uk/aboutsupc>

[/supcmembers.The](#) institutions involved in this agreement may be subject to change during the term of the Agreement. The agreement will also apply, with the express written permission of LUPC, to any third sector organisation, or any other public sector organisation in the United Kingdom in accordance with the following definition: <http://www.legislation.gov.uk/ukxi/2005/1515/regulation/3/made>. If the organisation is not a Member of the LUPC, they will need to join as either an Associate or Full Member.

II.1.6. CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses 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: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The full scope of the contract will be included within the Invitation To Tender.

II.2.2. Information about options

Options: yes

Description of options: The contract will be for a 3 year period with an option to extend for a further 2 years from 2015.

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 1.8.2012. Completion 31.7.2015

Information about lots

Lot No: 1

Lot title: Property Insurance

1) Short description

This lot includes Material Damage, Business Interruption, Works In Progress, Computer, Money and Deterioration of Stock insurance - but excludes Terrorism.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110

Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Terrorism

1) Short description

This Lot allows for separate bids for Terrorism Property insurance.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Casualty

1) Short description

This Lot includes Employers Liability and Public/Products Liability insurance.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Miscellaneous Liability

1) Short description

This Lot includes Pension Trustee Liability, Libel and Slander and Directors & Officers insurance.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Professional Indemnity

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Clinical Trials

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Medical Malpractice

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 8

Lot title: Motor Vehicle

1) Short description

This lot includes Motor Vehicle insurance, both for damage to vehicles and Third Party Liability. Bids for Uninsured Loss Recovery Service will also be considered within this Lot.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 9

Lot title: Personal Accident and Travel insurance

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 10

Lot title: Engineering Inspection and Insurance

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 11

Lot title: Fidelity Guarantee / Crime Insurance

1) Short description

Bids for either Fidelity Guarantee or Crime insurance policies are to be submitted within this Lot.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 12

Lot title: Marine / Craft Insurance

1) Short description

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 13

Lot title: Miscellaneous Risk Classes

1) Short description

Legal Expenses and Employment Practices Liability (where required).

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 14

Lot title: Package Lot

1) Short description

This Lot is to allow bidders to bid for the entire package of policies. If you do not provide a split of premiums available in isolation for each Lot you will only be considered for a Package bid compared to the best scoring alternative package(s) available.

2) CPV code(s)

66510000 Insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66514110 Motor vehicle insurance services, 66514120 Marine, aviation and other transport insurance services, 66512000 Accident and health insurance services, 66513100 Legal expenses insurance services, 66519200 Engineering insurance services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

N/A.

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: Applicants are requested to provide with their letter of application an overview of services provided to Universities and other public sector bodies over the past 3 years with a list of the services provided.

III.2.2. Economic and financial ability

List and brief description of conditions: Applicants are requested to provide with their letter of application details of their financial standing, including confirmation of company registration number and the company address. Applicants may be asked for further information if the University feels it is necessary. The financial assessment will be based upon a credit check and review of the supplied accounts in relation to the value of business for the lot(s) applied for.

III.2.3. Technical and professional ability

List and brief description of conditions:

Applicants are requested to provide with their letter of application details of experience with Universities and other public sector clients.

Minimum level(s) of standards possibly required:

Service providers shall be authorised to write the classes of insurance listed within EU member states subject to English law and jurisdiction of English Courts, or shall be University sector mutual associations. Potential suppliers must comply with the UK Department for Business enterprise & regulatory reform regulations.

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 Companies Act 1982 and other statutory modifications thereof, and associated obligations of the Financial services authority and University sector mutual associations. Insurers must be authorised to carry out business in the relevant classes of insurance listed in II.1.6.

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

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

TBA

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2011/S 244-396160](#) of 20.12.2011

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: 30.5.2012 - 12:00
Payable documents: no

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

31.5.2012 - 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

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Not known at this time.

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

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

27.4.2012