

UK-Coatbridge: insurance services
OJ S 85/2012 03/05/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: North Lanarkshire Leisure Ltd
Postal address: The Time Capsule, 100 Buchanan Street
Town: Coatbridge
Postal code: ML5 1DL
Country: United Kingdom
For the attention of: Mr Neil Ross
E-mail: RossNE@nlleisure.gov.uk
Telephone: +44 1236437756

Internet address(es):

General address of the contracting authority: <http://www.nlleisure.co.uk/>

Additional information can be obtained from:

Official name: Marsh Limited
Postal address: 48 St Vincent Street
Town: Glasgow
Postal code: G2 5TR
Country: United Kingdom
For the attention of: Charles Wade
E-mail: charles.r.wade@marsh.com
Telephone: +44 1413044303
Internet address: <http://www.marsh.com>

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

Official name: Marsh Limited
Postal address: 48 St Vincent Street
Town: Glasgow
Postal code: G2 5TR
Country: United Kingdom
For the attention of: Charles Wade
E-mail: charles.r.wade@marsh.com
Telephone: +44 1413044303
Internet address: <http://www.marsh.com>

Tenders or requests to participate must be submitted: Official name: North Lanarkshire Council

Postal address: Civic Centre, Windmillhill Street
Town: Motherwell
Postal code: ML1 1AB
Country: United Kingdom
For the attention of: The Executive Director Corporate Services
Telephone: +44 1698302222
Fax: +44 1698275125

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Recreation, culture and religion

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

II.1. Description

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

Provision of insurance and claims handling, but 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: Within the geographic boundaries of North Lanarkshire Council.

NUTS code UKM36 North Lanarkshire

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 Insurance and Claims Handling but excluding broking services as described in the invitation to tender document to follow. Individual contracts will be sought for the following requirements:

Property and related items.

Combined liability and libel and slander.

Motor fleet and related items.

Personal accident and business travel.

Trustee and trust fund indemnity.

Claims handling services.

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=227089.

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: Quotations required for a 5 year contract for all lots.

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 4

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

Start 16.9.2012. Completion 15.9.2017

Information about lots

Lot No: 1

Lot title: Property and related services

1) Short description

Provision of property, business interruption, all risks, money and similar classes.

2) CPV code(s)

66515200 Property insurance services

3) Quantity or scope

The purpose is to obtain this insurance cover fully inclusive of all the requirements listed in the lot description.

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Combined liability insurance

1) Short description

Provision of combined liability insurances including employers liability, public liability and products liability and libel and slander.

2) CPV code(s)

66516000 Liability insurance services

3) Quantity or scope

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Motor fleet insurance

1)

Short description

Provision of Motor Fleet insurances and related services.

2) CPV code(s)

66514110 Motor vehicle insurance services

3) Quantity or scope

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 4

Lot title: Personal Accident and Business Travel Insurance

1) Short description

Provision of Personal Accident and Business Travel insurances.

2) CPV code(s)

66512100 Accident insurance services

3) Quantity or scope

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 6

Lot title: Claims Handling Services

1) Short description

Provision of Insurance Claims Handling services.

2) CPV code(s)

66518300 Insurance claims adjustment services

3) Quantity or scope

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

4) Indication about different time frame or duration**5) Additional information about lots**

Lot No: 5

Lot title: Trustee and Trust Fund Indemnity Insurance

1) Short description

Provision of Trustee and Trust Fund Indemnity insurances.

2) CPV code(s)

66516500 Professional liability insurance services

3)

Quantity or scope

This contract will be awarded on the basis of a five year cost; NLL Ltd will seek offers as a fixed five years proposal and a fixed three year proposal with two year extension.

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

A parent company guarantee may be required.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Will be specified within the Invitation To Tender documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Position as set out in Regulation 28 of The Public Contracts (Scotland) Regulations 2006. Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these.

Circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract.

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.

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.

Minimum level(s) of standards possibly required: Tenderers will be required to effect, maintain and keep maintained such insurances as detailed below.

Employers Liability - in accord with Regulation 5 of the Employer's Liability (Compulsory Insurance) Regulations 1998 (as amended) to a minimum indemnity limit of 10 million GBP.

Public Public/Products Liability - to a minimum indemnity limit of 10 million GBP.

The service provider to effect and maintain Professional Indemnity insurance to a minimum indemnity of 2 million GBP.

Candidates are required to confirm that these levels are currently held and submit copies thereof.

If above level of cover is not currently held any successful Tenderer will be required to increase to the stated levels of indemnity during the mandatory standstill period.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years

(2) 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;

(3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

- (5) Certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.
- (6) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.
- (7) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided
- (8) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;
- (9) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;
- (10) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
- (11) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.
- (12) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.
- (13) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

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 authorised to carry on business in the relevant classes of insurance cover as listed in this contract notice in accordance with the provisions of the Insurance Companies Act 1982 and any other statutory modifications thereof.

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

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

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: 8.6.2012

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

11.7.2012 - 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

Duration in months: 4 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 11.7.2012 - 12:00

Place:

Committee Room tba, Civic Centre, Motherwell ML1 1AP.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Tenderers may bid for one or more Lots, but not part of Lots.

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In order to obtain the ITT documents please contact:

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Mr Charles Wade, Marsh Limited, 48 St. Vincent Street, Glasgow G2 5TR.

Tel 01413044303; eMail charles.r.wade@marsh.com.

(SC Ref:227089).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1) (as amended) may bring proceedings in the Sheriff Court or the Court of Session.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

30.4.2012