

UK-Poulton-Le-Fylde: Financial and insurance services
OJ S 99/2013 24/05/2013
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Wyre Borough Council
Postal address: Civic Centre, Breck Road
Town: Poulton-Le-Fylde
Postal code: FY6 7PU
Country: United Kingdom
For the attention of: Allan Williams
Telephone: +44 81253887440
Fax: +44 81253894157

Internet address(es):

General address of the contracting authority: www.wyrebc.gov.uk

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA1223

Additional information can be obtained from:

Official name: Wyre Borough Council
Postal address: Civic Centre, Breck Road
Town: Poulton-Le-Fylde
Postal code: FY6 7PU
Country: United Kingdom
Contact person: Audit and Risk Management
For the attention of: Neil Mountford
E-mail: Neil.Mountford@wyre.gov.uk
Telephone: +44 81253887325
Fax: +44 81253894157
Internet address: www.wyrebc.gov.uk

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

Official name: Wyre Borough Council
Postal address: Civic Centre, Breck Road
Town: Poulton-Le-Fylde
Postal code: FY6 7PU
Country: United Kingdom
Contact person: Procurement
For the attention of: Allan Williams
E-mail: allan.williams@wyrebc.gov.uk
Telephone: +44 81253887440
Fax: +44 801253894157
Internet address: <https://www.the-chest.org.uk/procontract/supplier.nsf>

Tenders or requests to participate must be submitted: Official name: Wyre Borough Council
Postal address: Civic Centre, Breck Road

Town: Poulton-Le-Fylde
Postal code: FY6 7PU
Country: United Kingdom
Contact person: Procurement
For the attention of: Allan Williams
Telephone: +44 801253887440
Fax: +44 81253894157
Internet address: www.wyrebc.gov.uk

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services

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

For the provision of Insurance Services (excluding Insurance Broker 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: Civic Centre, Poulton-Le-Fylde, Lancashire, FY6 7PU
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)

The provision of various insurance services to be provided in its entirety within lots. To include a claims handling service.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=105020.

II.1.6. CPV code(s)

66000000 Financial and insurance services, 66510000 Insurance services, 66512100 Accident insurance services, 66513000 Legal insurance and all-risk insurance services, 66513200 Contractor's all-risk insurance services, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515400 Weather-related insurance services, 66515410 Financial loss insurance services,

66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66518300 Insurance claims adjustment 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

Estimated value excluding VAT:

Range: between 600 000 and 950 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Option to extend up to a maximum of 5 years

Provisional timetable for recourse to these options:
in months: 60 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 60 (from the award of the contract)

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

Duration in months: 60 (from the award of the contract)

Information about lots

Lot No: 2

Lot title: Fidelity Guarantee

1) Short description

An indemnity is required in respect of the loss of money or other property controlled by the Authority as a direct act of fraud or dishonesty.

2) CPV code(s)

66510000 Insurance services, 79212400 Fraud audit services

3) Quantity or scope

Fraud

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 1

Lot title: Property

1) Short description

A range of indemnities are required for all the Council's general and industrial/commercial property. Additional indemnity is required for the loss of associated revenue. The policies are listed below:

2) CPV code(s)

66515200 Property insurance services

3) Quantity or scope

- Material damage – general properties
- Material damage – works in progress
- Industrial/Commercial property
- Business Interruption – Gross Revenue
- Business Interruption – Additional Expenditure
- Business Interruption – Rent Receivable
- Money
- Property – All Risks
- Computer

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 3

Lot title: Combined Liability

1) Short description

An indemnity is required in respect of all sums that the Authority maybe legally liable to pay. These contracts should include in-house claims handling to extinction both within and under the excess levels. These policies are listed below

2) CPV code(s)

66516000 Liability insurance services, 66516500 Professional liability insurance services, 66516400 General liability insurance services

3) Quantity or scope

- Public Liability
- Officials' Indemnity
- Employer's Liability
- Libel and Slander
- Land Charges
- Public Health Act

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 4

Lot title: Motor Vehicle

1) Short description

Cover is required for a range of vehicles either owned or used by the Authority. An indemnity is also required for any associated third party personal injury or damage to third party property.

2) CPV code(s)

34100000 Motor vehicles, 66514110 Motor vehicle insurance services, 66516100 Motor vehicle liability insurance services, 34115200 Motor vehicles for the transport of fewer than 10 persons, 34120000 Motor vehicles for the transport of 10 or more persons

3) Quantity or scope

- Accident
- Loss
- Theft

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 5

Lot title: Engineering

1) Short description

Inspection contract for a range of plant and machinery in accordance with current legislation. Some items will also require insurance cover. The policies are listed below

2) CPV code(s)

66519200 Engineering insurance services

3) Quantity or scope

- Engineering Inspection
- Engineering Insurance

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 6

Lot title: Personal Accident

1) Short description

Cover is required for employers and members and these policies are listed below

2) CPV code(s)

66512100 Accident insurance services

3) Quantity or scope

- Personal Accident – Employees
- Personal Accident – Members

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

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 performance bond or parent company guarantee may be required.

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

The provisions and terms concerning financing and payments will be set out in the contract documents.

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

Legal form may be required.

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 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.

III.2.3. Technical and professional ability

List and brief description of conditions:

- (1) 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;
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.
- (7) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
- (8) 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.
- (9) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.
- (10) 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: Financial Services Authority

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

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

[2013/S 060-100417](#)

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2013/S 60-100417](#) of 26.3.2013

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: 14.6.2013

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

26.6.2013 - 10:00

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: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 26.6.2013 - 12:00

Place:

Civic Centre, Breck Road, Poulton -Le-Fylde, Lancashire. FY6 7PU

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Wyre Council Portfolio Holder

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Suppliers are invited to tender for the provision of Insurance services for Wyre Council.

Please note: This Tender will be run electronically only via the North West's Supplier Portal – 'The CHEST'. In order to express your interest in this Tender and to download/upload all documentation relating to this tender you must first register (free of charge) on The Chest.

<https://www.thechest.nwce.gov.uk>

You must then search for this contract opportunity and register your interest on The CHEST. Documentation will not be sent in any other way.

Completed Tenders MUST be returned via the CHEST no later than 10am on Wednesday the 26th June 2013.

You can also post questions on the CHEST regarding this tender and responses will be notified on the CHEST only.

(MT Ref:105020)

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

22.5.2013