

**United Kingdom-Lerwick: Insurance services**  
**OJ S 94/2015 16/05/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hjaltland Housing Association Ltd

Postal address: 2 Harbour Street

Town: Lerwick

Postal code: ZE1 0LR

Country: United Kingdom

Contact person: Finance

For the attention of: Susan Gray

E-mail: [mail@hjaltland.org](mailto:mail@hjaltland.org)

Telephone: +44 1595694986

Fax: +44 1595692229

**Internet address(es):**

General address of the contracting authority: [www.hjaltland.org](http://www.hjaltland.org)

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA24543](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24543)

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

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

**Additional information can be obtained from:**

Official name: Hjaltland Housing Association Ltd

Postal address: 2 Harbour Street

Town: Lerwick

Postal code: ZE1 0LR

Country: United Kingdom

Telephone: +44 1595694986

Fax: +44 1595692229

Internet address: [www.hjaltland.org](http://www.hjaltland.org)

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

Official name: Hjaltland Housing Association Ltd

Postal address: 2 Harbour Street

Town: Lerwick

Postal code: ZE1 0LR

Country: United Kingdom

Telephone: +44 1595694986

Fax: +44 1595692229

Internet address: [www.hjaltland.org](http://www.hjaltland.org)

**Tenders or requests to participate must be submitted:** Official name: Hjaltland Housing Association Ltd

Postal address: 2 Harbour Street

Town: Lerwick  
Postal code: ZE1 0LR  
Country: United Kingdom  
Telephone: +44 1595694986  
Fax: +44 1595692229  
Internet address: [www.hjaltland.org](http://www.hjaltland.org)

**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**

Insurance 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: Shetland.

NUTS code UKM66 Shetland Islands

**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)**

Hjaltland Housing Association is a Registered Social Landlord located in Shetland. The Association is seeking to appoint a contractor to provide a comprehensive Insurance Portfolio incorporating the main classes of Property, Liability, Motor Fleet, Engineering and other miscellaneous covers.

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=395945](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=395945).

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

66510000 Insurance services, 66518100 Insurance brokerage 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: no

**II.1.9. Information about variants**

Variants will be accepted: no

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

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

As detailed in attached tender document.

### **II.2.2. Information about options**

Options: yes

Description of options: An option to extend the Long Term Agreement beyond the initial 36 month period.

Provisional timetable for recourse to these options:  
in months: 36 (from the award of the contract)

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 2

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

Duration in months: 36 (from the award of the contract)

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

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### **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: yes

Description of particular conditions: This tender is for the provision of Insurance Services by Insurance Companies, Underwriters, Managing General Agents or Underwriting Agencies. Providers must be Authorised and Regulated by the Financial Conduct Authority.

### **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**

### **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;

### **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: This contract is open to Insurance Companies, Underwriters, Managing General Agents, Underwriting Agencies and Insurance Brokers.

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

## **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**

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

29.6.2015 - 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**

Duration in months: 2 (from the date stated for receipt of tender)

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

Date: 1.7.2015 - 12:00

Place:

2 Harbour Street, Lerwick, Shetland, ZE1 0LR.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

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

### **VI.3. Additional information**

Full details can be found within the tender documentation.  
(SC Ref:395945).

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Hjaltland Housing Association Ltd

Postal address: 2 Harbour Street

Town: Lerwick

Postal code: ZE1 0LR

Country: United Kingdom

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Contracting Authority reserves the right to cancel the tender process at any point. The Contracting Authority is not liable for any costs resulting from any cancellation of this tender process, nor for any other costs incurred by those tendering for this Contract. The Contracting Authority will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract is communicated to candidates. Unsuccessful candidates may request a summary of reasons as to why their bid was unsuccessful. Such information can be obtained from the address specified in the contract notice.

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

**VI.5. Date of dispatch of this notice**

13.5.2015