

UK-Bury St Edmunds: Insurance services
OJ S 113/2013 13/06/2013
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Suffolk Housing Society
Postal address: Old Mission House St Botolph's Lane
Town: Bury St Edmunds
Postal code: IP33 2AX
Country: United Kingdom
Contact person: Finance Director
For the attention of: Steve Pugh
E-mail: stevep@suffolkhousing.org
Telephone: +44 1284773432

Additional information can be obtained from:

the abovementioned address

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

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Other: Registered Social Landlord

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

II.1. Description

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

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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: Primarily in Suffolk but also other locations as required to protect the assets earnings and liabilities of the awarding authority.

NUTS code UKH14 Suffolk

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)

Property, business interruption, liability, motor vehicle, engineering, personal accident, fidelity guarantee, professional indemnity, construction related and other insurances and insurance services as required by Suffolk Housing Society.

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: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Non-life insurance and related services.

II.2.2. Information about options

Options: yes

Description of options: Suffolk Housing Society is looking to enter into a Long Term Agreement or similar undertaking for 3 years with a possible option to extend the contract for a further 2 years, all subject to satisfactory service, cost and performance.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

As stated in tender documents.

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

As stated in tender documents.

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

Joint and several liability to be assumed by all group bidders before acceptance.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As stated in tender documents.

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: Potential suppliers may be requested to provide a summary and overview of services provided to the social housing sector over the past 5 years, and details of up to 5 clients receiving similar services. Potential suppliers may be asked to produce a certificate issued by the appropriate insurance regulatory authority indicating the types of insurance the insurer is authorised to provide and must comply with UK Department of Trade and Industry regulations.

III.2.2. Economic and financial ability

List and brief description of conditions: As stated in tender documents.

Minimum level(s) of standards possibly required: As stated in tender documents.

NB All insurance providers must be at least BBB rated.

III.2.3. Technical and professional ability

List and brief description of conditions:

As stated in tender documents.

Minimum level(s) of standards possibly required:

Insurers must be licensed to transact business in the categories mentioned above either in UK or EC Member State of domicile.

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 service will be regulated by the provisions of the Insurance Companies Act 1982 and any other modifications thereof. Suppliers of insurance services will be required to be authorised by the 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

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: As stated in tender documents.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

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

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IV.3.2. Previous publication concerning this procedure

no

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: 5.7.2013

Payable documents: no

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

19.7.2013 - 16:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

25.7.2013

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: 2016

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

Suffolk Housing Society is currently under long term agreement via Farr, and if renewal terms (when submitted) are not in breach of the LTA Suffolk Housing Society will cancel this process and renew in accordance with the LTA. This contract notice relates therefore to a provisional review process designed to enable Suffolk Housing Society to change insurance providers at renewal on 30.9.2013 if the LTA is broken. Suffolk Housing Society manages more than 2,000

homes and its insurance arrangements require extensive resources on the part of insurance service providers. The insurance of social landlords is a highly specialist field, and Suffolk Housing Society will require respondents to this notice to be able to demonstrate clearly a strong track record of insurance provision in the RSL sector. This will include providing details of the number of housing associations (not local authorities, charities, care homes or other similar interests) which you service, the number of units you insure, your main insurance providers, details of your insurance policy wordings and evidence of detailed knowledge and experience on the part of all account servicing, claims handling and risk management staff. The proposal will be expected to demonstrate in practical terms the capability of tenderers to manage effectively the insurance arrangements for Suffolk Housing Society, as well as providing competitive insurance terms from experienced RSL insurers. Suffolk Housing Society requires that all insurers proposed for its insurance arrangements shall be at least BBB rated by Standard & Poors or an equivalent rating agency. The review is to be a multi-stage procedure. Responses to this notice in the form of a completed PQQ are required by 19.7.2013. Candidates to enter the negotiated stage of the process will be selected from those responses. The final costed tenders from those candidates selected as tenderers must be submitted by 1600 on 29.8.2013.

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

11.6.2013