

**UK-Cranfield: Insurance services**  
**OJ S 113/2013 13/06/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Grand Union Housing Group  
Postal address: Martell House, University Way  
Town: Cranfield  
Postal code: MK43 0TR  
Country: United Kingdom  
For the attention of: Ian Summers - Thistle Insurance Services  
E-mail: [ian.summers@thistleinsurance.co.uk](mailto:ian.summers@thistleinsurance.co.uk)  
Telephone: +44 1628586100  
Fax: +44 1628586182

**Internet address(es):**

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

**Additional information can be obtained from:**

Official name: Thistle Insurance Services Limited  
Postal address: 17 Marlow Road  
Town: Maidenhead  
Postal code: SL6 7AA  
Country: United Kingdom  
For the attention of: Ian Summers  
E-mail: [ian.summers@thistleinsurance.co.uk](mailto:ian.summers@thistleinsurance.co.uk)  
Telephone: +44 1628586100  
Fax: +44 1628586182

**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 Provider of Social Housing

**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**

Provision of Insurance (Non Life) 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: Bedfordshire.

NUTS code UKH2 Bedfordshire and Hertfordshire

## **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, group personal accident, computer, engineering, contract works, motor, legal expenses, crime, employment practices liability, professional indemnity and other insurances as required by Grand Union Housing Group to be placed and managed by our sole appointed insurance broker Thistle Insurance Services Limited.

### **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: 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: Grand Union Housing Group is seeking to enter into a Long Term Agreement or similar for 3 years with option to extend for a further 2 years 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**

Start 3.10.2013. Completion 2.10.2018

Information about lots

Lot No: 1

Lot title: Insurance for housing stock and related business interruption risks (possibly including property owners liability) plus associated terrorism cover

### **1) Short description**

Insurance as required by the contracting authority for property damage, business interruption and terrorism risks associated with social rented homes, leasehold, shared ownership, commercial property and the like all owned or managed by the contracting authority.

- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in tender specification.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 2

Lot title: Commercial Combined plus associated terrorism cover

- 1) **Short description**  
Commercial Combined package including commercial buildings, general office contents, business interruption, money, specified all risks (possibly including employers liability, public /products liability) and associated terrorism risks.
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in tender specification.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 3

Lot title: Group Personal Accident

- 1) **Short description**  
Personal accident insurance for board members and staff as required by the contracting authority.
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in the tender specification.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 4

Lot title: Employers, public/products liability (and possibly property owners liability)

- 1) **Short description**  
Employers, public/products (and possibly property owners liability) as required by the contracting authority.
- 2) **CPV code(s)**  
66510000 Insurance services
- 3) **Quantity or scope**  
As stated in tender specification.
- 4) **Indication about different time frame or duration**

## 5) Additional information about lots

Lot No: 5

Lot title: Computer insurance

### 1) Short description

Insurance for computer and ancilliary equipment including portable equipment and related loss of data and business interruption cover plus associated terrorism cover as required by the contracting authority.

### 2) CPV code(s)

66510000 Insurance services

### 3) Quantity or scope

As stated in the tender specification.

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 6

Lot title: Engineering insurance

### 1) Short description

Engineering inspection cover to comply with statutory requirements and insurance cover.

### 2) CPV code(s)

66510000 Insurance services

### 3) Quantity or scope

As stated in the tender specification.

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 7

Lot title: Contractors All Risks

### 1) Short description

Contractors All Risks insurance for new build, rehab/refurbishment projects plus associated terrorism cover as required by the contracting authority.

### 2) CPV code(s)

66510000 Insurance services

### 3) Quantity or scope

As stated in the tender specification.

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 8

Lot title: Motor fleet insurance

### 1) Short description

Comprehensive motor insurance cover as required by the contracting authority.

### 2) CPV code(s)

66510000 Insurance services

**3) Quantity or scope**

As stated in tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 9

Lot title: Commercial Legal Expenses

**1) Short description**

Commercial legal proceedings insurance including contract, employment, prosecution /defence, property, taxation, data protection and bodily injury as required by the contracting authority.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 10

Lot title: Professional Indemnity

**1) Short description**

Professional indemnity insurance as required by the contracting authority.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 11

Lot title: Crime insurance

**1) Short description**

Crime insurance including theft by employee/board members and third party fraud as required by the contracting authority.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 12

Lot title: Employment practices liability

**1) Short description**

Employment practices liability as required by the contracting authority.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 13

Lot title: Other non-life insurances

**1) Short description**

Other classes of insurance as required by the contracting authority possibly including but not limited to excess liability, excess directors and officers liability and cyber liability.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

As stated in the tender specification.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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**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**

As stated in tender documents.

**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**

**III.2.2. Economic and financial ability**

List and brief description of conditions: Minimum standards possibly required as stated in tender documents.

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

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Insurers must be licensed to transact business in the categories mentioned above either in the 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: Service providers will be insurance companies or underwriting agencies authorised to write the classes of insurance listed within the EU Member States subject to English/Welsh law and jurisdiction of the English /Welsh courts. The service will be regulated by the provisions of the Insurance Companies Act 1982 and any modification thereof.

##### **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**

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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**

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: 5.8.2013

Payable documents: no

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

5.8.2013

**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**

until: 3.10.2013

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

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 3-5 years

**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**

This contract is offered for 36 months with the possibility of an extension of a further 24 months.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Thistle Insurance Services Limited

Postal address: Thames House 17 Marlow Road

Town: Maidenhead

Postal code: SL6 7AA

Country: United Kingdom

E-mail: [ian.summers@thistleinsurance.co.uk](mailto:ian.summers@thistleinsurance.co.uk)

Telephone: +44 1628586100

Fax: +44 1628586182

**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