

United Kingdom-St Asaph: Insurance services

OJ S 121/2014 27/06/2014

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Pennaf Ltd

Postal address: 72 Fford William Morgan, St Asaph Business Park

Town: St Asaph

Postal code: LL17 0JD

Country: United Kingdom

For the attention of: Jonathan Williams (Pennaf) and/or Jeremy Flint (NHF Insurance Services)

Internet address(es):General address of the contracting authority: <http://www.pennaf.co.uk>**Additional information can be obtained from:**

Official name: Pennaf Ltd

Postal address: 72 Fford William Morgan, St Asaph Business Park, Wales

Town: St Asaph

Postal code: LL17 0JD

Country: United Kingdom

Contact person: Information can be obtained by contacting Jonathan Williams, or our Consultant, NHF Insurance Services (j.flint@nhfinsurance.co.uk)

For the attention of: Jonathan Williams

E-mail: jonathan.williams@pennaf.co.ukInternet address: <http://www.pennaf.co.uk>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Pennaf Ltd

Postal address: As above

Town: As above

Country: United Kingdom

Contact person: As above

Tenders or requests to participate must be submitted: Official name: Pennaf Ltd

Postal address: As above

Town: As above

Country: United Kingdom

Contact person: As above

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

II.1. Description

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

Provision of Insurance and related risk management and claims handling services to Pennaf Ltd.

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: Focussed around the head office in St Asaph, our properties in Mid and North Wales, plus other areas as may be required to fulfil the Contract.
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)

Insurance and related services for Property, Legal Liability and other general non-life insurable risks, as required by Pennaf Ltd.

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: 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 services and related services.

The contracting authority intends to appoint a single Broker or a single Insurer to act as provider of insurance services. Where the respondent is a Broker, it may choose to place the insurance or parts thereof with a different insurer at its discretion, but only one respondent is expected to be selected by the contracting authority for this procurement.

Pennaf Ltd will consider entering into Long Term Agreements with the bidder and/or the risk carriers proposed by the bidder for more than one year, ideally for three years (or periods of insurance), with an option to extend the award period by up to two further years (or periods of insurance), subject to service, performance and cost.

II.2.2. Information about options

Options: yes

Description of options: Pennaf Ltd will consider entering into Long Term Agreements with the bidder and/or the bidder's proposed Risk Carriers for more than one year, with an option to extend the award period subject to service, performance and cost.

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 1.10.2014. Completion 30.9.2019

Section III: Legal, economic, financial and technical information

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

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.

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 will be requested to provide an overview of services provided to the social housing, public sector or other relevant property owners over the past five years, details of two clients currently receiving similar services and the three most recent ex-clients that received similar services. Potential suppliers may be asked to produce evidence of regulation by the FCA or other appropriate insurance regulatory authority indicating the types of insurance the proposed insurer is authorised to arrange or provide.

III.2.2. Economic and financial ability

List and brief description of conditions: The tender documents will require providers to produce financial information in relation to the type of services offered, including but not limited to three years reports and accounts.

Minimum level(s) of standards possibly required: A minimum financial rating of A- from Standard & Poors, or an equivalent rating Agency will be required of all risk carriers.

III.2.3. Technical and professional ability

List and brief description of conditions:

The tender documents will require providers to detail their professional experience, resource, skills, qualifications and quality control practices.

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 authorised under the Financial Services and Markets Act 2000, Insurance Companies Act 1982 (and any other statutory modifications thereof) and regulated by the UK Financial Conduct Authority, or equivalent in another member state of the European Economic Area. Insurance Brokers registered with and regulated by the Financial Conduct 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: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Accelerated negotiated

Re-issue of Contract Notice [2014/S 107-188685](#) dated 5th June 2014, with alterations that will permit wider participation by potential providers including alternative Brokers.

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

Envisaged minimum number 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: This will be a single stage process, with minimum (Pre-qualification) selection criteria included in the ITN. Bidders failing to meet certain required minimum standards will be rejected. Selection Criteria will be stated in the ITN documentation.

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

Other previous publications

Notice number in the OJ S: [2014/S 107-188685](#) of 5.6.2014

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Payable documents: no

IV.3.4.

Time limit for receipt of tenders or requests to participate

11.7.2014 - 13:00

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

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: 3, 4 or 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 is a single stage process, where respondents will be required to meet certain minimum Qualification criteria. Bidders that do not meet our minimum requirements will be rejected. Our minimum requirements will be fully explained in the ITN documentation.

Insurance of Registered Providers of Social Housing is a specialist field and Pennaf Ltd requires respondents to this notice to be able to demonstrate a record of successful provision of insurance and related services within the Social Housing sector, the Public sector or to other relevant Property Owners.

If the respondent is a Broker, you will be asked to detail your main insurance risk carriers, including confirmation of any exclusive or preferential arrangements with those insurers.

All respondents will be required to detail your proposed insurance wordings and provide details of relevant experience of all account servicing, claims handling and risk management staff.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The standstill begins the day after the award decision is dispatched. This allows unsuccessful tenderers to challenge award decisions before the contract has been signed. We will inform the unsuccessful tenderer of the reasons as to why they have been unsuccessful. Unsuccessful Tenderers have 2 working days from notification of the award decision to request additional debriefing. If requested within this timescale, it is necessary to allow three full working days between the dispatch of additional briefing and the end of the standstill period. If a request arrives within the standstill period but after the first two working days of the standstill period (or later) there is no need to provide further briefing within the standstill period. We will still provide it within 15 days of receipt of a written request, which is normal practice and will not affect the standstill period.

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

VI.5. Date of dispatch of this notice

25.6.2014