

**United Kingdom-Norwich: Insurance services**

**OJ S 124/2015 01/07/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Norfolk Council

Postal address: Swan House, Swan Lane, Long Stratton

Town: Norwich

Postal code: NR15 2XE

Country: United Kingdom

For the attention of: Matthew Fernandez Graham

E-mail: [mgraham@s-norfolk.gov.uk](mailto:mgraham@s-norfolk.gov.uk)

Telephone: +44 1508533855

**Internet address(es):**

General address of the contracting authority: <http://www.south-norfolk.gov.uk>

Electronic access to information: <https://www.delta-esourcing.com/tenders/UK-UK-Norwich:-Insurance-services./5HPMT2A3P3>

Electronic submission of tenders and requests to participate: <https://www.delta-esourcing.com/respond/5HPMT2A3P3>

**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**

Regional or local agency/office

**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**

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**II.1. Description**

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

Provision of Insurance Related Services for South Norfolk Council.

**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

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

Insurance services. Property insurance services. Liability insurance services. Motor vehicle insurance services. Pecuniary loss insurance services. Engineering insurance services. Accident and health insurance services. Professional liability insurance services. Contractor's all-risk insurance services.

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

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66515411 Pecuniary loss insurance services, 66519200 Engineering insurance services, 66512000 Accident and health insurance services, 66516500 Professional liability insurance services, 66513200 Contractor's all-risk insurance services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**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**

Lot 1) Property Non Life Insurance Services  
Scope or Quantity: Property related insurance services  
Lot 2) Property Non Life Insurance Services  
Scope or Quantity: Property Owners related insurance services  
Lot 3) Contractors All Risks Non Life Insurance Services  
Scope or Quantity: Works in Progress related insurance services  
Lot 4) Liability Non Life Insurance Services  
Scope or Quantity: Liability related insurance services  
Lot 5) Pecuniary Non Life Insurance Services  
Scope or Quantity: Fidelity Guarantee related insurance services  
Lot 6) Accident Non Life Insurance Services  
Scope or Quantity: Personal Accident related insurance services  
Lot 7) Property Non Life Insurance Services  
Scope or Quantity: Computer related insurance services  
Lot 8) Engineering Non Life Insurance Services  
Scope or Quantity: Engineering Insurance and Inspection related insurance services  
Lot 9) Motor Vehicle Non Life Insurance Services  
Scope or Quantity: General and Leased Motor Fleet related insurance services  
Lot 10) Package.

**II.2.2. Information about options**

Options: no

### II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 3 and 5

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

Information about lots

Lot No: 1

Lot title: Property insurance related services

**1) Short description**

Material damage, business interruption, specified all risks, money, theft, terrorism.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.

Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 2

Lot title: Property insurance related services

**1) Short description**

Property Owners.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.

Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 3

Lot title: Contractors All Risks insurance related services

**1) Short description**

Works in progress.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.

Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 4

Lot title: Casualty insurance related services

**1) Short description**

Employers liability, public/products liability, officials indemnity, libel and slander, professional negligence, land charges, public health act, hirers liability.

**2) CPV code(s)**

66510000 Insurance services, 66516000 Liability insurance services, 66516500 Professional liability insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 5

Lot title: Pecuniary insurance related services

**1) Short description**

Fidelity Guarantee.

**2) CPV code(s)**

66510000 Insurance services, 66515411 Pecuniary loss insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 6

Lot title: Personal Accident insurance related services

**1) Short description**

Personal Accident.

**2) CPV code(s)**

66510000 Insurance services, 66512000 Accident and health insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 7

Lot title: Property insurance related services

**1) Short description**

Computers.

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 8

Lot title: Engineering insurance related services

**1) Short description**

Engineering insurance and inspection, engineering business interruption.

**2) CPV code(s)**

66510000 Insurance services, 66519200 Engineering insurance services

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 9

Lot title: Motor Vehicle insurance related services

**1) Short description**

General motors, leased motor vehicles.

**2) CPV code(s)**

66510000 Insurance services, 66514100 Insurance related to Transport

**3) Quantity or scope**

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

**5) Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.  
Insurers can quote for individual Lots or provide quotes as a Package.

Lot No: 10

Lot title: Package

**1) Short description**

**2) CPV code(s)**

66510000 Insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66514110 Motor vehicle insurance services, 66515411 Pecuniary loss insurance services, 66519200 Engineering insurance services, 66512000 Accident and health insurance services, 66516500 Professional liability insurance services

**3) Quantity or scope**

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

**5)**

## **Additional information about lots**

Contract is for 3 years with the option to extend for a further 2 years.

Insurers can quote for individual Lots or provide quotes as a Package.

## **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: 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: FCA Registers Insurers only.

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

List and brief description of conditions: Current Financial Rating (Standard & Poors or equivalent).

Minimum level(s) of standards possibly required: A minimum financial rating of 'A' from Standard & Poors, or an equivalent rating from another equivalent rating agency, is required.

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

List and brief description of conditions:

Evidence of experience of providing insurance cover for the public sector is preferable but experience with providing cover for complex commercial organisations will be considered.

#### **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 tender is open only to insurance companies regulated by the Financial Services and Market Act 2000, Insurance Companies Act 1982 and any other statutory modifications thereof.

This competition does not include a requirement for insurance broking services and insurance brokers are not eligible to participate in the tender.

#### **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**

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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**

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

7.8.2015 - 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**

##### **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: no

##### **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 tender is being run in conjunction with South Norfolk Council, North Norfolk District Council and Great Yarmouth Borough Council.

Insurers can quote for individual Lots or provide quotes as a Package.

Contract is for 3 years with an option to extend for a further 2 years.

One round of tendering is intended with best final offers from bidders being received by 7.8.2015.

Subsequently, there may be dialogue with bidders regarding clarification in respect of bids received.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Norwich:-Insurance-services./5HPMT2A3P3>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/5HPMT2A3P3>

GO Reference: GO-2015626-PRO-6725428.

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

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

Official name: South Norfolk Council

Postal address: Swan House, Swan Lane, Long Stratton

Town: Norwich

Postal code: NR15 2XE

Country: United Kingdom

Telephone: +44 508533855

##### **Body responsible for mediation procedures**

Official name: South Norfolk Council

Postal address: Swan House, Swan Lane, Long Stratton

Town: Norwich

Postal code: NR15 2XE

Country: United Kingdom

Telephone: +44 508533855

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

Precise information on deadline(s) for review procedures: South Norfolk Council will incorporate a minimum 10 calendar days standstill period at the point the information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum 3 working days before the expiry of the standstill period. Such additional information should be requested from the address given in VI.4.1.

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

Official name: South Norfolk Council

Postal address: Swan House, Swan Lane, Long Stratton

Town: Norwich

Postal code: NR15 2XE

Country: United Kingdom

Telephone: +44 508533855

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

26.6.2015