

UK-Aberystwyth: motor vehicle insurance services
OJ S 139/2012 21/07/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Hywel Dda Local Health Board
Postal address: Bronglais Hospital, Caradog Road, Ceredigion
Town: Aberystwyth
Postal code: SY23 1ER
Country: United Kingdom
For the attention of: Mr Alun James
E-mail: alun.james@wales.nhs.uk
Telephone: +44 1970635837
Fax: +44 1970635916

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

Health

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 for vehicles leased by the staff of Hywel Dda Health Board.

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: Hywel Dda Health Board locations.

NUTS code UKL Wales

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)

Provision of insurance for vehicles leased by the staff of Hywel Dda Health Board via the Health Board's lease car scheme. Please note: the tender is for the provision of vehicle insurance cover, it is not for the provision of insurance broker services, accident management

services or claims handling services.
Community Benefits do not apply to this contract.

II.1.6. CPV code(s)

66514110 Motor vehicle 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: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The duration of the contract is anticipated to be 3 years with the option to extend for a further one year term and a further one year term thereafter at the Health Board's discretion.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

Start 8.10.2012. Completion 7.10.2015

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

None.

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

No special legal form is required by the grouping of providers but each provider will be required to become jointly or severally responsible for the contract before acceptance.

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: (a) Is bankrupt or is being wound up, whose affairs are being administered by the courts, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

- (b) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the courts or for an arrangement with creditors or is the subject of any other similar proceeding under national laws or regulations;
- (c) Has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;
- (d) Has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (e) Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
- (f) Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
- (g) Is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection;

III.2.2. Economic and financial ability

List and brief description of conditions: (a) Bank statement and/or evidence of professional risk indemnity insurance;

- (b) Balance sheets or extracts of balance sheets;
- (c) Statement of turnover for a maximum of the last three years.

III.2.3. Technical and professional ability

List and brief description of conditions:

- (a) A list of works carried out over the last 5 years with certificates of satisfaction;
- (b) A list of principal deliveries effected or services provided in the last 3 years and evidence of delivery;
- (c) An indication of technicians or technical bodies involved;
- (d) A description of technical facilities and measures used to ensure quality;
- (e) Educational and professional qualifications of the supplier and staff responsible for performing the contract;
- (f) Where appropriate, an indication of the environmental management measures that would be applied when performing the contract;
- (g) A statement of average annual manpower and number of staff in the last 3 years;
- (h) A statement of tools, plant and equipment available to the supplier;
- (i) Details of any intended sub-contracting arrangements;
- (j) Where appropriate, samples, descriptions and photographs of products and quality assurance certificates.

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: no

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

Section IV: Procedure

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

HDT-57

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: 24.8.2012 - 17:00
Payable documents: no

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

31.8.2012 - 12:00

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

19.7.2012

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

VI.2. Information about European Union funds

VI.3. Additional information

The tender will be loaded as an attachment on the E-tenderwales system, please read the following instructions on how to register:

Suppliers Instructions How to Express Interest in this Tender.

1. Register your company on the eTenderwales portal (this is only required once)

— Browse to the eSourcing Portal: www.etenderwales.bravosolution.co.uk,

- Click the “Click here to register” link,
 - Accept the terms and conditions and click “continue”,
 - Enter your correct business and user details,
 - Note the username you chose and click “Save” when complete,
 - You will shortly receive an email with your unique password (please keep this secure).
2. Express an Interest in the tender
- Login to the portal with the username/password,
 - Click the “ITT open to all suppliers” link,
 - Click on ITT no. ITT_36373,
 - Click the “Create response” button in the “Actions” box on the left-hand side of the page.
3. Responding to the tender
- You can now choose to “Reply” or “Reject” (please give a reason if rejecting),
 - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification,
 - Note the deadline for completion, then follow the onscreen instructions to complete the ITT,
 - There may be a mixture of online & offline actions for you to perform (there is detailed online help available).
- If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:
- E-mail: help@bravosolution.co.uk,
 - Phone: +44 8003684850 / fax: +44 2070800480.
- Buy4Wales Reference Number: 31049.

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

18.7.2012