

UK-Feltham: financial and insurance services

OJ S 164/2012 28/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Hounslow Homes Ltd

Postal address: St Catherines House, 2 Hanworth Road

Town: Feltham

Postal code: TW13 5AB

Country: United Kingdom

For the attention of: Procurement Manager

E-mail: tenders@hounslowhomes.org.uk

Telephone: +44 2085836431

Fax: +44 2085834129

Internet address(es):

General address of the contracting authority: www.hounslowhomes.org.uk

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA22007

Additional information can be obtained from:

Official name: Hounslow Homes Ltd

Postal address: St Catherines House, 2 Hanworth Road

Town: Feltham

Postal code: TW13 5AB

Country: United Kingdom

For the attention of: Procurement Manager

E-mail: tenders@hounslowhomes.org.uk

Telephone: +44 2085836431

Fax: +44 2085834129

Internet address: www.hounslowhomes.org.uk

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

Official name: Hounslow Homes Ltd

Postal address: St Catherines House, 2 Hanworth Road

Town: Feltham

Postal code: TW13 5AB

Country: United Kingdom

For the attention of: Procurement Manager

E-mail: tenders@hounslowhomes.org.uk

Telephone: +44 2085836431

Fax: +44 2085834129

Internet address: www.hounslowhomes.org.uk

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

Postal address: St Catherines House, 2 Hanworth Road

Town: Feltham

Postal code: TW13 5AB
Country: United Kingdom
For the attention of: Procurement Manager
E-mail: tenders@hounslow.homes.org.uk
Telephone: +44 2085836431
Fax: +44 2085834129
Internet address: www.hounslowhomes.org.uk

I.2. Type of the contracting authority

Other: ALMO of London Borough of Hounslow

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

Tenants Contents Insurance.

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: London Borough of Hounslow.

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)

Hounslow Homes Ltd (HH) was established, by the London Borough of Hounslow (LBH, the Council), on 1.4.2002, as an Arms Length Management Company (ALMO) to manage, maintain and improve the Council's housing stock. It is responsible for managing some 16 500 properties, which include approximately 2 500 leaseholders. In line with this, Hounslow Homes is required to arrange a Tenant Contents Insurance facility for London Borough of Hounslow tenants. Hounslow Homes also currently owns 79 properties; as part of this contract properties owned by Hounslow Homes will also be able to participate within the insurance offered.

The Contract shall be between the Contractor and London Borough of Hounslow and shall be managed by Hounslow Homes. Hounslow homes will also administer the collection and payment of premiums to the Contractor as set out further within this Specification.

Hounslow is bordered by the M4, the Thames, Heathrow Airport, and home to the headquarters of many leading global and national businesses. With a population of approximately 254 000, of whom an estimated 33 % belong to ethnic minority groups, with more than 140 languages spoken, it is one of London's most culturally diverse and vibrant Boroughs.

Hounslow Homes promotes equality, sustainable procurement and improving the local

economy and expects its contractors and suppliers to adhere to and promote similar policies and values.

It should be noted that the insurance cover is to start from 1.4.2013. The contract start date will reflect any mobilisation period required.

Applicants will need to demonstrate social housing sector experience or equivalent for non UK based applicants and experience of providing standardised ("block") insurance policies for this customer base, but should also be able to demonstrate experience in other sectors in order to add value.

The Contractor shall be expected to promote the service to the Council tenants. Applicants should note no guarantee can be given as to any value, or any minimum number of, insurance covers, or as to the value that may be placed during the term of this contract.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=92093.

II.1.6. CPV code(s)

66000000 Financial and insurance services, 66500000 Insurance and pension services, 66510000 Insurance services, 66512000 Accident and health insurance services, 66512100 Accident insurance services, 66513000 Legal insurance and all-risk insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66518000 Insurance brokerage and agency services, 66518100 Insurance brokerage services, 66518200 Insurance agency services, 66518300 Insurance claims adjustment services, 66515100 Fire 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

It is proposed that the contract will be for a 3 (three) year Term Agreement from 1.4.2013-31.3.2016 with the option of extending for a further 2 (two) years up to a maximum of 5 years. Any extension will be at the sole discretion of London Borough of Hounslow and/or Hounslow Homes.

II.2.2. Information about options

Options: yes

Description of options: Option of extending for a further 2(two) years up to a maximum of 5 years. Any extension will be at the sole discretion of London Borough of Hounslow and/or Hounslow Homes.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Start 1.4.2013. Completion 31.3.2016

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 required within tender documentation.

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

As required within tender documentation.

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that

they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

(2) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(3) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

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: Provision of Financial and Insurance services within the UK - All bidders must be registered with the FSA or equivalent but licensed to trade in the UK by the FSA.

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

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

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

12.10.2012 - 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

Date: 15.10.2012 - 12:00

Place:

Hounslow.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

(MT Ref:92093).

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

23.8.2012