

United Kingdom-Edinburgh: Insurance services

OJ S 122/2019 27/06/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Prospect Community Housing Ltd

Postal address: 6 Westburn Avenue, Wester Hailes

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH14 2TH

Country: United Kingdom

Contact person: Our Consultant - Maureen Batten

E-mail: maureenmbatten@gmail.com

Telephone: +44 1314585480

Fax: +44 1314532868

Internet address(es):

Main address: <http://www.prospectch.org.uk/>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11963

I.3. Communication

Access to the procurement documents is restricted. Further information can be obtained at:

www.publiccontractsscotland.gov.uk/

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.](http://www.publiccontractsscotland.gov.uk)

[publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Housing and community amenities

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Insurance and Related Services 2019

II.1.2. Main CPV code

66510000 Insurance services

II.1.3. Type of contract

Services

II.1.4. Short description

The contract is for the provision of general insurance and related services, including claims handling, loss control services and general programme maintenance and advice as required by Prospect Community Housing commencing 30.9.2019. A full summary of current cover will be provided with the invitation to tender to selected bidders. Bids are invited from suitably qualified insurance brokers/direct providers for the entire scope of services. The procurement will follow the 2-stage restricted procedure with a pre-qualifying stage based on ESPDs and bidders will be selected on the basis of their capability, capacity and experience to perform the contract.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

66513000 Legal insurance and all-risk insurance services, 66512100 Accident insurance services, 66513200 Contractor's all-risk insurance services, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66515200 Property insurance services, 66518100 Insurance brokerage services, 66519200 Engineering insurance services, 66513100 Legal expenses insurance services, 66515411 Pecuniary loss insurance services

II.2.3. Place of performance

NUTS code: UKM75 Edinburgh, City of

Main site or place of performance: Edinburgh, SCOTLAND.

II.2.4. Description of the procurement

The scope of the contract includes insurance cover, brokerage services (where applicable), professional advice, claims management and loss control services for property, legal liabilities, engineering insurance and inspection and other general (non-life) insurances as required by Prospect Community Housing for a period of 3 years (or periods of insurance) commencing 30.9.2019, with the option to extend by up to a further 2 years at prospect's sole discretion. The contract is not divided into lots so bidders are required to bid for the entire scope of services.

Bids are invited from suitably qualified and experienced insurance brokers or direct insurers. The contract will follow the 2-stage restricted procedure with bidders being selected on the basis of the responses contained in the pre-qualifying ESPD. Bidders will be expected have the capability, capacity, financial and economic standing and experience to perform the contract. ESPDs must be completed in full with all relevant information supplied. The contract will be awarded on the basis of most economically advantageous tender, with specific evaluation criteria detailed within the ITT and contract documents.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract will be for an initial 3 year period with the option to extend for a further 2 years at Prospect Community Housing's sole discretion. Renewal will be sought at the end of the 3 or 5 year period.

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3 Maximum number: 6 Objective criteria for choosing the limited number of candidates:

Number of suitably qualified and accredited bidders with appropriate economic and financial standing and technical capacity to provide the services.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14. Additional information

A summary of Prospect Community Housing's current insurances will be made available along with the invitation to tender. Bidders are required to submit the appropriate ESPD, completed in full in order to be considered for Stage 2 of the procurement.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

As a minimum, you are required to demonstrate:

- you are an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised and/or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority or equivalent in another member state of the European Economic Area indicating the types of insurance/service the bidder is authorised to arrange or provide (see Question 4a of ESPDs),
- the financial ability and strength to deliver the programme (see Question 4b of ESPDs),
- financial ratings of all risk carriers proposed shall be shown within submitted tenders,
- the ability to provide social landlords with a choice of insurers and/or options,
- a record of successful provision of relevant services to property owners, social housing organisations or other organisations that are similar in profile to the Contracting Authority (see Question 4C1 of ESPDs),

- a skilled and competent service team, being client relationship management, technical staff, broking/underwriting expertise, claims managers and risk managers (see Question 4C 2-6 of ESPDs),
 - your commitment to delivering quality service to Prospect Community Housing, including that provided to us by any third party contractor employed by you or by the insurers you propose (see Question 4D of ESPDs),
 - your ability to demonstrate client satisfaction on at least 3 similar contracts,
 - CII chartered form status and/or commitment to its Code of Ethics, commitment to corporate and individual professional development.
- Defined by the CII or similar professional organisation (see Questions 4C&4D of ESPDs).

III.1.2. Economic and financial standing

List and brief description of selection criteria:

See Questions at 4B of ESPD.

Minimum level(s) of standards possibly required:

Information and formalities necessary for evaluating if requirements are met:

- 1) All candidates will be required to provide evidence of relevant professional indemnity insurance (minimum of 2 000 000 GBP) and public liability insurance (minimum 5 000 000 GBP) and employer's liability insurance;
- 2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the bidder and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;
- 3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business;
- 4) Financial ratings of all risk carriers must be provided.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

See Questions at 4C of ESPD.

Minimum level(s) of standards possibly required:

- 1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years;
- 2) 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 under the contract;
- 3) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

III.2. Conditions related to the contract

III.2.1. Information about a particular profession

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Bidders must be either an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised and/or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority or equivalent in another member state of the European Economic Area indicating the types of insurance/service the bidder is authorised to arrange or provide.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 25/07/2019 Local time: 15:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 29/07/2019

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

36 or 60 months.

VI.3. Additional information

Bidders should note that for reasons of confidentiality, full Tender information will be made available only to those Bidders that are selected to proceed to the ITT Stage.

Sufficient detail is provided within this notice and within the ESPD to enable the Bidder to decide whether to participate in this process.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=588657

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. (SC Ref:588657)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Prospect Community Housing Ltd

Postal address: 6 Westburn Avenue, Wester Hailes
Town: Edinburgh
Postal code: EH14 2TH
Country: United Kingdom
Telephone: +44 1314585480
Fax: +44 1314532868
Internet address: <http://www.prospectch.org.uk/>

VI.5. Date of dispatch of this notice

24/06/2019