

**UK-Hounslow: motor vehicle insurance services**  
**OJ S 182/2012 21/09/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Hounslow Homes Ltd

Postal address: St. Catherine's House, 2 Hanworth Road, Feltham, Middlesex

Town: Hounslow

Postal code: TW13 5AB

Country: United Kingdom

For the attention of: Procurement Manager

E-mail: [tenders@hounslowhomes.org.uk](mailto:tenders@hounslowhomes.org.uk)

Telephone: +44 2085836431

**Internet address(es):**

General address of the contracting authority: <http://www.hounslowhomes.org.uk>

**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 authority

**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

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**Section II: Object of the contract**

**II.1. Description**

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

TC 02 Hounslow Homes Insurance Cover.

**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: Hounslow.

NUTS code UKI23 Outer London - West and North West

**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 Cover for Hounslow Homes.

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

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability insurance services, 66512000 Accident and health insurance services

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

The procurement is covered by the Government Procurement Agreement: no

#### **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: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

#### **II.2.2. Information about options**

Options: yes

Description of options: Hounslow Homes will offer the option to extend the original three year contract by two (2) additional 1 year periods up to a maximum of 5 years. Any extension will be offered at the sole discretion of Hounslow Homes.

#### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Property Insurance

#### **1) Short description**

#### **2) CPV code(s)**

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability 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**

Lot No: 2

Lot title: Liability Insurance Including Professional Indemnity

#### **1) Short description**

**2) CPV code(s)**

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability 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**

Lot No: 3

Lot title: Motor Insurance

**1) Short description**

**2) CPV code(s)**

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability 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**

Lot No: 4

Lot title: Personal Accident Insurance

**1) Short description**

**2) CPV code(s)**

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability 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**

Lot No: 5

Lot title: Trustees and Trust Fund Indemnity Insurance

**1) Short description**

**2) CPV code(s)**

66514110 Motor vehicle insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66516500 Professional liability 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**

**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**

N/A.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Bids will only be accepted from insurance companies registered with the FSA to write the classes of insurance business specified within the UK. Please note that Hounslow Homes are only seeking responses from insurance companies - this invitation is not open to insurance brokers.

#### **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: Bids will only be accepted from insurance companies registered with the FSA to write the classes of insurance business specified within the UK. Please note that Hounslow Homes are only seeking responses from insurance companies - this invitation is not open to insurance brokers.

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

List and brief description of conditions: Bids will only be accepted from insurance companies registered with the FSA to write the classes of insurance business specified within the UK. Please note that Hounslow Homes are only seeking responses from insurance companies - this invitation is not open to insurance brokers.

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

List and brief description of conditions:

Bids will only be accepted from insurance companies registered with the FSA to write the classes of insurance business specified within the UK. Please note that Hounslow Homes are only seeking responses from insurance companies - this invitation is not open to insurance brokers.

#### **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: Bids will only be accepted from insurance companies registered with the FSA to write the classes of insurance business specified within the UK. Please note that Hounslow Homes are only seeking responses from insurance companies - this invitation is not open to insurance brokers.

#### **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**

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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**

Time limit for receipt of requests for documents or for accessing documents: 5.11.2012 - 13:00  
Payable documents: no

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

5.11.2012 - 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**

until: 1.4.2013

#### **IV.3.8. Conditions for opening of tenders**

Date: 6.11.2012

## **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**

**VI.3. Additional information**

**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**

17.9.2012