

United Kingdom-Tunbridge Wells: Insurance services

OJ S 180/2015 17/09/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Town and Country Housing Group

Postal address: Monson House, Monson Way

Town: Tunbridge Wells

Postal code: TN1 1LQ

Country: United Kingdom

Contact person: Finance or our Consultant (NHF Insurance Services — j.flint@nhfinsurance.co.uk)

For the attention of: Amara McKay

E-mail: amara.mckay@tchg.org.uk

Telephone: +44 1892501778

Internet address(es):General address of the contracting authority: www.tchg.org.ukElectronic access to information: www.mytenders.orgElectronic submission of tenders and requests to participate: www.mytenders.org**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**

Body governed by public law

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**

Insurance and related services to Town and Country Housing Group.

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: Focussed around the office and properties in Tunbridge Wells, Kent plus other areas that are necessary to fulfil the contract.

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)

Insurance, related advice, claims management and loss control services for Property, Legal Liability and other General insurance (non-life) risks, as required by Town and Country Housing Group for a period of 2 years (or periods of insurance) commencing 31.10.2015, with the option to extend by up to 3 further years (or periods of insurance).

The Contract may also include Engineering Inspection Services.

The Tender procedure will be conducted using the Open Procedure with reduced time frames due to urgency.

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=162509.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at http://www.myTenders.org/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.

II.1.6. CPV code(s)

66510000 Insurance services, 66519200 Engineering insurance services, 66516400 General liability insurance services, 66515411 Pecuniary loss insurance services, 66513200 Contractor's all-risk insurance services, 66512100 Accident insurance services, 66513100 Legal expenses insurance services, 66515000 Damage or loss insurance services, 66516500 Professional liability insurance services, 66515200 Property insurance services, 66516000 Liability insurance services, 66515100 Fire insurance services, 66515410 Financial loss insurance services, 66517300 Risk management insurance services, 66518100 Insurance brokerage services, 66518000 Insurance brokerage and agency services, 66519500 Loss adjustment services, 66514110 Motor vehicle insurance services, 66516100 Motor vehicle liability insurance services, 71631100 Machinery-inspection services, 71631000 Technical inspection services, 71630000 Technical inspection and testing services, 71330000 Miscellaneous engineering 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: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Non Life Insurance and related services.

Where the respondent is an Insurance Broker, it may choose to place the required Insurance (s) with different Insurers at its discretion, but full details of the Risk carrier(s) will be required, for evaluation purposes.

Town and Country Housing Group will consider entering into Long Term Agreements with the bidder and/or the Risk carriers proposed by the bidder, for 2 years (or 3 periods of insurance), with an option to extend the award period by up to 3 further years, subject to satisfactory service, performance and cost.

II.2.2. Information about options

Options: yes

Description of options: Town and Country Housing Group will consider entering into Long Term Agreements with the bidder and/or the Bidder's proposed Risk carriers for 2 years (or periods of insurance), with an option to extend the award period subject to satisfactory service, performance and cost.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Start 31.10.2015. Completion 30.10.2017

Information about lots

Lot No: 2

Lot title: Environmental Impairment Liability insurance

1) Short description

Environmental Impairment Liability insurances.

2) CPV code(s)

66516000 Liability insurance services

3) Quantity or scope

As per Tender documentation.

4) Indication about different time frame or duration

Start 31.10.2015. Completion 30.10.2018

5) Additional information about lots

Lot No: 3

Lot title: Engineering Inspection Contract

1) Short description

A programme of Inspections associated with a schedule of lifting and pressure plant, as detailed in the ITT document.

2) CPV code(s)

71300000 Engineering services, 71631000 Technical inspection services, 71631100 Machinery-inspection services

3) Quantity or scope

As per Tender Documentation.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 1

Lot title: A programme of General (non Life) insurances, excluding Environmental Impairment liability

1) Short description

A programme of General (non-life) insurance and related services, excluding Environmental Impairment Liability insurance — see Lot 2.

2) CPV code(s)

66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66517300 Risk management insurance services, 66518000 Insurance brokerage and agency services, 66518100 Insurance brokerage services, 66519200 Engineering insurance services, 66000000 Financial and insurance services, 66500000 Insurance and pension services, 66510000 Insurance services

3) Quantity or scope

As per Tender Documentation.

4) Indication about different time frame or duration

Start 31.10.2015. Completion 30.10.2018

5) Additional information about lots

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 stated in Tender Documents.

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

Joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: As stated in Tender documents.

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

(5) 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.

(6) 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.

(7) 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.

(8) 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.

Candidates will be required to provide an overview of similar services provided to property owners, public sector organisations, social landlords or other relevant organisations over the past 5 years, including details of three clients that received similar services.

Candidates will be required to evidence regulation by the FCA, the PRA or other appropriate regulatory authority indicating the types of insurance/service the bidder is authorised to arrange or provide.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

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

The tender PQQ documents will require candidates to produce financial information in relation to the type of services offered, including but not limited to a Dun & Bradstreet DUNS number, Experian or similar report, or 3 years reports and accounts.

Minimum level(s) of standards possibly required: A minimum financial rating of A- from Standard & Poor or equivalent rating Agency will be required of all Risk carriers.

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 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.

(3) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

The tender will require candidates to detail their relevant professional experience, resource, skills, qualifications and quality control practices.

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: For insurance services required under Lots 1 and 2, insurers authorised under the Financial Services and Markets Act 2000, Insurance Companies Act 1982 (and any other statutory modifications thereof) and regulated by the UK Prudential Regulation Authority, the UK Financial Conduct Authority, or equivalent in another member state of the European Economic Area. Insurance Brokers registered with and regulated by the Financial Conduct Authority, or equivalent in another member state of the European Economic Area.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

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

30.9.2015 - 17:00

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: 30.11.2015

IV.3.8. Conditions for opening of tenders

Date: 1.10.2015 - 9:00

Place:

The Offices of Town and Country Housing Group in Tunbridge Wells, Kent.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

All candidates will be required to detail your proposed insurance wordings and provide details of relevant experience of all account servicing, claims handling and risk management staff. (MT Ref:162509).

VI.4. Procedures for review

VI.4.1. Review body

Official name: The High Court of England and Wales

Postal address: Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will enter into this Contract following a 10 calendar day standstill period starting on the day after the notification of the result. The Public Contracts Regulations 2015 (as amended)(The Regulations) provide for aggrieved Parties who have been harmed or who are at risk of harm by breach of The Regulations to bring proceedings in the High Court. Any such proceedings must be brought within the limitation period specified by The Regulations according to the remedy sought.

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

Official name: The Cabinet Office

Postal address: 70 Whitehall

Town: London

Postal code: SW1A 2AS

Country: United Kingdom

VI.5.

Date of dispatch of this notice

14.9.2015