

United Kingdom-Dunfermline: Insurance services
OJ S 183/2016 22/09/2016
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Fife Housing Association

Postal address: 7 Pitreavie Court, Pitreavie Business Park

Town: Dunfermline

NUTS code: UKM22 Clackmannanshire and Fife

Postal code: KY11 8UU

Country: United Kingdom

Contact person: Our Consultant — Maureen Batten

E-mail: maureenb3@tiscali.co.uk

Telephone: +44 7920131507

Internet address(es):

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

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11022

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)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: 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 2017.

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, such as claims handling and loss control services, engineering Inspection and general programme maintenance and advice, as required by FHG. Bidders are requested to bid for the entire scope of services.

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)

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

II.2.3. Place of performance

NUTS code: UKM22 Clackmannanshire and Fife
Main site or place of performance: Fife, Scotland.

II.2.4. Description of the procurement

Insurance, related advice, claims management and loss control services for property, legal liability, engineering Insurance and inspection, and other General insurance (non-life) risks, programme maintenance and advice as required by Fife Housing Group for a period of 3 years (or periods of insurance) commencing 31.1.2017, with the option to extend by up to 3 further years. The contract is not divided in to lots so bidders are required to bid for the entire scope of services.

The Contract will follow the Restricted procedure, with a pre-qualifying stage (ESPDS) and bids will be evaluated on the basis of Most Economically Advantageous Tender, with more specific evaluation criteria specified within the Contract Documents.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at <http://www.publiccontractsscotland.gov.uk>

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 may be extended for up to a further two years, subject to service, performance and cost, at the sole discretion of FHG.

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

Envisaged number of candidates: 5
Objective criteria for choosing the limited number of candidates:

Availability of suitably qualified, experienced bidders.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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, we require you to demonstrate:

- you are an insurance broker registered with and regulated by the 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;
- the financial ability to deliver the programme;
- the use of insurers with a Standard and Poor (or equivalent) rating of A- or above;
- the ability to provide Social Landlords with a choice of insurers and/or options;
- a record of successful provision of relevant services to Property Owner, Social Housing and /or Care organisations and other organisations that are similar in profile to the contracting authority;
- a skilled and competent service team, being Client Relationship Management, claims management, technical staff and, broking / underwriting and risk managers;
- your commitment to delivering quality service to FHG, including that provided to us by any third party contractor employed by you or by the Insurers you propose;
- your ability to demonstrate client satisfaction on other similar contracts;
- CII chartered firm status and/or commitment to its Code of Ethics, commitment to Corporate and individual professional development defined by the CII or of a similar professional organisation.

III.1.2. Economic and financial standing

Minimum level(s) of standards possibly required:

Information and formalities necessary for evaluating if the requirements are met: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance (minimum of 2 000 000 GBP), public liability insurance (minimum of 5 000 000 GBP) and Employer's liability insurance (minimum of 5 000 000 GBP)

(2) 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.

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

Evidence of registration with CII.

Evidence of Compliance with FCA and other appropriate authorities.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

- 1) average annual number of bidder's staff and managerial staff over the previous 3 years.
- 2) number, qualifications and experience of the staff available to deliver the services scoped
- 3) appropriate quality management systems and how these are implemented
- 4) examples of three similar contracts delivered in the Scottish housing sector within the past 3 years
- 5) details of bidder compliance with the relevant environmental management systems or standards.

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:

Execution of the service is reserved to suitably qualified and registered insurance providers, brokers and direct insurers.

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: 25/10/2016 Local time: 17:00

IV.2.3.

Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 01/11/2016

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: 6 (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 months from 30 January 2017.

VI.3. Additional information

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=463236.

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.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. The Contracting Authority does not intend to include a sub-contract clause in this contract. (SC Ref:463236).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Fife Housing Association

Postal address: 7 Pitreavie Court, Pitreavie Business Park

Town: Dunfermline

Postal code: KY11 8UU

Country: United Kingdom

Telephone: +44 1383606162

Fax: +44 1383606163

Internet address: <http://www.fifeha.org.uk>

VI.5. Date of dispatch of this notice

20/09/2016