

**Norway-Steinkjer: Insurance brokerage services**

**OJ S 108/2023 07/06/2023**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Trøndelag fylkeskommune

National registration number: 817920632

Postal address: Seilmakergata 2

Town: STEINKJER

NUTS code: NO Norge

Postal code: 7725

Country: Norway

Contact person: Håkon Farstad

E-mail: [e-hakfa@trondelagfylke.no](mailto:e-hakfa@trondelagfylke.no)

**Internet address(es):**

Main address: <https://permalink.mercell.com/205280749.aspx>

Address of the buyer profile: <http://www.trondelagfylke.no/>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://permalink.mercell.com/205280749.aspx>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://permalink.mercell.com/205280749.aspx>

**I.4. Type of the contracting authority**

National or federal agency/office

**I.5. Main activity**

General public services

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Brokerage services for insurance contracts - 2nd notice

Reference number: 202319285

**II.1.2. Main CPV code**

66518100 Insurance brokerage services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The contracting authority for this procurement is Trøndelag County (TRFK) c/o the Property Section. The contracting authority hereby invites tenderers to an open tender contest for the procurement of brokerage services for insurance contracts.

#### **II.1.5. Estimated total value**

Value excluding VAT: 3 000 000,00 NOK

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

66000000 Financial and insurance services, 66500000 Insurance and pension services, 66510000 Insurance services, 66518000 Insurance brokerage and agency services, 79100000 Legal services, 79400000 Business and management consultancy and related services, 79418000 Procurement consultancy services, 79419000 Evaluation consultancy services

#### **II.2.3. Place of performance**

NUTS code: NO06 Trøndelag

#### **II.2.4. Description of the procurement**

The assignment includes brokerage services related to all;  
Non-life insurance contracts for property, valuables, liability, and motor vehicle and work machines.

Travel insurance for personnel, students, and apprentices.

Accident insurance for personnel, students, and apprentices.

Occupational injury insurance for personnel, students, and apprentices.

Liability insurance for personnel, students, and apprentices.

See the attached requirements specification (annex 1) for further details and for expectations for the tenderer.

The estimated contract value is approx. NOK 1.5 – NOK 2 million excluding VAT. The estimated contract value is for information only, and the contracting authority is not bound by it. The contracting authority's need can vary from year to year. The maximum contract value in the contract period is NOK 3 million excluding VAT.

The estimated value for the procurement of insurance in the entire contract period is approx. NOK 45 million excluding VAT based on historical procurements.

The contract is valid from 15.08.2023 to 14.08.2025. The framework agreement period will be for two (2) calendar years at the start-up. The contracting authority then has a unilateral option to extend the contract for up to one (1) year plus one (1) year, for a maximum total length of four (4) years. The contracting authority can also require a contract extension for short periods of less than one (1) year at a time.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Service and quality / Weighting: 50

Quality criterion - Name: Expertise and experience / Weighting: 30

Price - Weighting: 20

#### **II.2.6. Estimated value**

Value excluding VAT: 3 000 000,00 NOK

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

Start: 15/08/2023 End: 14/08/2025

This contract is subject to renewal: yes

Description of renewals:

The framework agreement period will be for two (2) calendar years at the start-up. The contracting authority then has a unilateral option to extend the contract for up to one (1) year plus one (1) year, for a maximum total length of four (4) years. The contracting authority can also require a contract extension for short periods of less than one (1) year at a time.

### **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**

## **Section III: Legal, economic, financial and technical information**

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### **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:

Requirement: Tenderers must be a legally established company. Documentation: Norwegian companies: Company Registration Certificate. Foreign companies: Proof that the company is registered in a trade register or business register as prescribed by the law of the country where the tenderer is established.

Requirement: Tenderers must document Fulfilment of the Insurance Mediation Act dated 10.6.2005 no. 41 and the regulations on insurance mediation dated 9.12.2005 no. 1421.

Documentation: Tenderers must document registration at the Norwegian Financial Supervisory Board, either by a copy of the registration/certificate, or by submitting equivalent documentation.

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Requirement: Tenderers must have liability insurance as described in the Insurance Mediation Act dated 10.6.2005 no. 41 and the regulations on insurance mediation dated 9.12.2005 no. 1421 Documentation: Tenderers must attach a copy of proof of insurance of separate valid liability insurance, or submit equivalent documentation.

Requirement: Tenderers are required to be financially solvent, which gives the contracting authority the security that the tenderer will be financially viable throughout the period of the agreement. Tenderers must as a minimum be credit worthy without a requirement for guarantee. Documentation: Credit evaluation/rating, not older than 3 months based on the last known accounting figures. The rating must be carried out by a public certified credit rating institution. The contracting authority will also be able to retrieve information from the credit rating institution.

Minimum level(s) of standards possibly required:

1. Tenderers must have liability insurance as described in the Insurance Mediation Act dated 10.6.2005 no. 41 and the regulations on insurance mediation dated 9.12.2005 no. 1421.
2. Tenderers are required to be financially solvent, which gives the Contracting Authority the security that the tenderer will be financially viable throughout the period of the agreement. Tenderers must as a minimum be credit worthy without a requirement for guarantee.

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Requirement: Tenderers must have carried out a minimum of 3 deliveries that are similar to that described in this tender documentation. Documentation: Tenderers must document 3 relevant deliveries. The description must include a statement of the assignment's value, date and recipient (name, telephone number and e-mail address). References must be able to be contacted if needed to clarify relevance of the assignment. However, it is the tenderer's responsibility to provide a description substantiating relevance. Use Annex 4 - Template for References

Requirement: Tenderers are required to have a satisfactory quality assurance system that ensures the quality of the deliveries under this agreement Documentation: Documentation must be submitted in one of the two following ways: Alternative 1: Description of the company's implemented routines in regards to quality management, with emphasis on quality assurance, resource management, manager responsibility and continuous analysis and improvement. Alternative 2: If a tenderer is certified in accordance with ISO 9001 or equivalent third-party verified systems, it is sufficient to present a copy of a valid certificate thereof.

Minimum level(s) of standards possibly required:

1. Tenderers must have carried out a minimum of 3 deliveries that are similar to that described in this tender documentation.
2. Tenderers are required to have a satisfactory quality assurance system that ensures the quality of the deliveries under this agreement

## **III.2. Conditions related to the contract**

### **III.2.2. Contract performance conditions**

- Wages and working conditions
  - Requirements on social responsibility
- cf. the tender documentation point 5.3

### **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**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

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

The procurement is covered by the Government Procurement Agreement: yes

## **IV.2. Administrative information**

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

Date: 05/07/2023 Local time: 12:00

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

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

Norwegian

### **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)

### **IV.2.7. Conditions for opening of tenders**

Date: 05/07/2023 Local time: 12:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3. Additional information**

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Trøndelag tingrett

Town: Trondheim

Country: Norway

### **VI.5. Date of dispatch of this notice**

02/06/2023