

**UK-Brentwood: insurance services**  
**OJ S 210/2012 31/10/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Brentwood Borough Council

Postal address: Town Hall, Ingrave Road

Town: Brentwood

Postal code: CM15 8AY

Country: United Kingdom

For the attention of: Jo-Anne Ireland

**Additional information can be obtained from:**

Official name: Marsh Ltd

Postal address: 16 Windsor Place

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

For the attention of: Judith Carroll

E-mail: [Judith.carroll@marsh.com](mailto:Judith.carroll@marsh.com)

Telephone: +44 2920431112

Fax: +44 2920431100

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Marsh Ltd

Postal address: 16 Windsor Place

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

For the attention of: Judith Carroll

E-mail: [Judith.carroll@marsh.com](mailto:Judith.carroll@marsh.com)

Telephone: +44 2920431112

Fax: +44 2920431100

**Tenders or requests to participate must be submitted:** Official name: Marsh Ltd

Postal address: 16 Windsor Place

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

For the attention of: Judith Carroll

E-mail: [Judith.carroll@marsh.com](mailto:Judith.carroll@marsh.com)

Telephone: +44 2920431112

Fax: +44 2920431100

**I.2. Type of the contracting authority**

Regional or local authority

### **I.3. Main activity**

General public services

### **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**

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### **II.1. Description**

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

Provision of Insurance but excluding Broking services.

#### **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: Within the Geographic Boundaries of Brentwood.

NUTS code UKH3 Essex

#### **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)**

Provision of Insurance and claims handling, but excluding Broking services as described in lots 1-7 and within the market presentation to follow.

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

66510000 Insurance services - SB01, 66512100 Accident insurance services - SB01, 66514110 Motor vehicle insurance services - SB01, 66515200 Property insurance services - SB01, 66516000 Liability insurance services - SB01, 66519200 Engineering insurance services - SB01, 66516500 Professional liability insurance services - SB01, 66515410 Financial loss insurance services - SB01

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

The procurement is covered by the Government Procurement Agreement: yes

#### **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: yes

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

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

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

Options: yes

Description of options: The following Quotations are required for.

1. 3 plus 2 year contract for all lots.
2. 5 plus 2 year contract for all lots. and
3. 5 year contract for all lots

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

This contract is subject to renewal: yes  
Number of possible renewals: 7

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

Start 1.4.2013. Completion 31.3.2014

Information about lots

Lot No: 1

Lot title: Accident Insurance (Excluding Broking services)

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

Provision of Personal Accident and Group travel Insurance (But Excluding Broking services) including claims handling as more fully described in the market presentation.

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

66512100 Accident insurance services - SB01, 66510000 Insurance services - SB01

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 2

Lot title: Motor Insurance, (Excluding Broking services)

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

Provision of Motor Insurance, but excluding Broking services as more fully described in the market presentation.

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

66514110 Motor vehicle insurance services - SB01, 66510000 Insurance services - SB01

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 3

Lot title: Liability Insurance Services Excluding Broking Services

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

Provision of Liability Insurance (But Excluding Broking services) as more fully described in the market presentation.

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

66514150 Vessel insurance services - SB01, 66510000 Insurance services - SB01, 66516400 General liability insurance services

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

## 5) Additional information about lots

Lot No: 4

Lot title: Property Insurance (Excluding Broking services)

### 1) Short description

Provision of package insurance (Excluding broking services), to include Property damage, business interruption and Loss of money including claims handling as more fully described in the market presentation.

### 2) CPV code(s)

66515200 Property insurance services - SB01, 66510000 Insurance services - SB01

### 3) Quantity or scope

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 5

Lot title: Computer Insurances, (Excluding Broking services)

### 1) Short description

Provision of computer insurance, but Excluding Broking services as more fully described in the Market Presentation.

### 2) CPV code(s)

66516000 Liability insurance services - SB01, 66510000 Insurance services - SB01, 66515200 Property insurance services

### 3) Quantity or scope

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 6

Lot title: Contractors All Risks Insurance (Excluding Broking Services)

### 1) Short description

Provision of Contractors All Risks Insurance, but excluding Broking services, as more fully described in the market presentation.

### 2) CPV code(s)

66518300 Insurance claims adjustment services - SB01, 66510000 Insurance services - SB01, 66513200 Contractor's all-risk insurance services

### 3) Quantity or scope

### 4) Indication about different time frame or duration

### 5) Additional information about lots

Lot No: 7

Lot title: Engineering Inspection and Insurance Services (Excluding Broking services)

### 1) Short description

Provision of Engineering Inspection and Insurance (but excluding Broking Services) including claims handling as more fully described in the market presentation.

- 2) **CPV code(s)**  
66519200 Engineering insurance services - SB01, 66510000 Insurance services - SB01
- 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**

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

#### **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: Organisations have been pre selected as, they hold a minimum of an A- rating by either AM Best, Standard And Poors or Moody's rating agency. In addition each qualifying market have been considered and approved by the Marsh Information Group and meet their required minimum financial standards. In the event that your Organisation has not been listed and has not been considered and approved by the Marsh Information Group and would like to be included in this and other notices please go to [WWW.Marsh.Com](http://WWW.Marsh.Com) or contact the Public Sector.

Unit for instructions. If your Organisation meets the required standards set out in this Notice and you have not been pre-selected please notify your interest.

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

List and brief description of conditions: Ref III.2.1.

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

List and brief description of conditions:  
Ref III.2.1.

#### **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: Except for lot 6 the Insurers must be authorised by the FSA or EU equivalent to carry on business in the relevant classes of Insurance as listed in the lots in this contract notice in accordance with the provisions of the.

Insurance Companies Act 1982 and any other statutory modifications thereof.

### **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**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) yes

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 3

#### **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 no

### **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**

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

3.12.2012

#### **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**

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

## **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**

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

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

The following have been pre selected:-.

Insurers.

ACE SA –NV, Bank House, 8 Cherry Street, Birmingham, B2 5AL.

Allianz, Allianz House, Leadenhall Street, London, EC3A 1AA.

Aspen Insurance, 88 Leadenhall Street, London, EC3A 3BA.

Chubb Insurance, 13th Floor, Bank House, 8 Cherry Street, Birmingham, B2 5AL.

QBE, Birmingham.

DAS Legal Expenses, Temple Quay, Bristol.

Ecclesiastical Insurance Group, Beaufort House, Brunswick Road, Gloucester, GL1 1JZ.

HSB Insurance, Birmingham.

Lloyds of London, Lime Street, London – including Summit and QBE.

Aviva, Norwich Union House, 51-54 Fenchurch Street, London, EC3M 3LA.

Risk Management Partners, 9 Alie Street, London, E1 8DE.

Royal & SunAlliance, PO Box 152, West Gate, Colston Avenue, Bristol, BS99 7RD.

Travelers Insurance Company Limited, St Paul House, 61-63 London Road, Redhill, Surrey.

Zurich Municipal, Zurich House, 2 Gladiator Way, Farnborough, Hampshire Gu14 6GB.

Equity Red Star, Castlemead, Lower Castle Street, BRISTOL BS1 3AG.

Markel Insurance – Bristol.

Tokyo Marine –.

Hiscox UK.

Bureau Veritas.

Please note:

1. All bidders must supply at least one reference from a public body. For the avoidance of doubt a public body is not limited to Police authorities, local authorities. Failure to provide a reference will preclude the bidder from further consideration.

2. The Authority require confirmation that those bidding for the Motor, Casualty and Property modules (in part or in total) will allow a continuation of the existing claims handling arrangements and if required by the Authority, the bidder will be open to allowing the Authority broadening the current arrangements to increase their claims handling Authority.

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

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

Official name: Brentwood Borough Council

Postal address: Town Hall Ingrave Road

Town: Brentwood

Postal code: CM15 8AY

Country: United Kingdom

#### **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**

26.10.2012