

**United Kingdom-Bracknell: Insurance services**

**OJ S 200/2014 17/10/2014**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Bracknell Forest Homes

Postal address: Berkshire Court, Western Road

Town: Bracknell

Postal code: RG12 1RE

Country: United Kingdom

Contact person: Finance Director

For the attention of: Sally Reay

E-mail: [insurance.tender2015@bracknellforesthomes.org.uk](mailto:insurance.tender2015@bracknellforesthomes.org.uk)

Telephone: +44 1344382830

**Additional information can be obtained from:**

Official name: Gibbs Laidler Consulting LLP

Postal address: Hantesa, Pilgrims Way

Town: Hollingbourne

Postal code: ME17 1UT

Country: United Kingdom

For the attention of: Grant Russell

E-mail: [grant.russell@gibbslaidlerconsulting.co.uk](mailto:grant.russell@gibbslaidlerconsulting.co.uk)

Telephone: +44 7841079061

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

Official name: Gibbs Laidler Consulting LLP

Postal address: Hantesa, Pilgrims Way

Town: Hollingbourne

Postal code: ME17 1UT

Country: United Kingdom

For the attention of: Grant Russell

E-mail: [grant.russell@gibbslaidlerconsulting.co.uk](mailto:grant.russell@gibbslaidlerconsulting.co.uk)

Telephone: +44 7841079061

**Tenders or requests to participate must be submitted:** Official name: Gibbs Laidler Consulting LLP

Postal address: Hantesa, Pilgrims Way

Town: Hollingbourne

Postal code: ME17 1UT

Country: United Kingdom

For the attention of: Grant Russell

E-mail: [grant.russell@gibbslaidlerconsulting.co.uk](mailto:grant.russell@gibbslaidlerconsulting.co.uk)

Telephone: +44 7841079061

**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**

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

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

Bracknell Forest Homes — Insurance Services Contract 2015.

#### **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: Primarily in Berkshire but also other locations as required to protect the assets earnings and liabilities of the awarding authority.

NUTS code UKJ11 Berkshire

#### **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)**

Property, business interruption, liability, motor vehicle, engineering, personal accident, fidelity guarantee, professional indemnity, construction related and other insurances and insurance services as required by Bracknell Forest Homes and as more fully detailed in the invitation to tender documents.

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

66510000 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: yes

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

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

Non-life insurance and related services.

Estimated value excluding VAT: 0,00 GBP

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

Options: yes

Description of options: Bracknell Forest Homes is looking to enter into a long term agreement or similar undertaking for 3 years with a possible option to extend the contract for a further 2 years, all subject to satisfactory service, cost and performance and us breach of LTU / LTA. This is an option — not a binding agreement.

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

This contract is subject to renewal: no

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

Information about lots

Lot No: 1

Lot title: Non-Motor Insurances

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

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

66510000 Insurance services

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

Property, business interruption, liability, engineering, personal accident, fidelity guarantee, professional indemnity, construction related and other insurances and insurance services as required by Bracknell Forest Homes and as more fully detailed in the invitation to tender.

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

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

Lot No: 2

Lot title: Motor Insurances

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

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

66510000 Insurance services

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

Motor vehicle insurances and insurance services as required by Bracknell Forest Homes and as more fully detailed in the invitation tender.

#### **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**

As stated in tender documents.

#### **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 to be assumed by all group bidders before acceptance.

### **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: Potential suppliers may be requested to provide a summary and overview of services provided to the social housing sector over the past 3 years, and details of up to 5 clients receiving similar services. Potential service providers may be asked to produce a certificate issued by the appropriate insurance regulatory authority indicating the types of insurance the insurer is authorised to provide in the UK.

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

List and brief description of conditions: As stated in tender documents.

Minimum level(s) of standards possibly required: As stated in tender documents.

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

List and brief description of conditions:

As stated in tender documents.

Minimum level(s) of standards possibly required:

Insurers must be licensed to transact business in the categories mentioned above either in UK or EC Member State of domicile.

#### **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: This service will be regulated by the provisions of the Financial Services and Markets Act 2000 and any other modifications thereof. Suppliers of insurance services will be required to be authorised by the Financial Conduct Authority.

#### **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**

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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) no

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

Envisaged minimum number 3: and Maximum number 5  
Objective criteria for choosing the limited number of candidates: As stated in tender documents.

**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**

Bracknell Forest Homes — Insurance Services Contract 2015.

**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: 9.11.2014  
Payable documents: no

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

16.11.2014 - 16:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

20.11.2014

**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: yes

Estimated timing for further notices to be published: 2017

**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**

Bracknell Forest Homes manages a stock of 5 900 homes and its insurance arrangements require extensive resources on the part of insurance service providers. Insurance of social landlords is a highly specialist field, and Bracknell Forest Homes will require respondents to this notice to be able to demonstrate clearly a strong ability to provide insurance in the RSL sector. This will include providing details of the number of your main insurance providers and principle risks, details of your insurance policy wordings and evidence of detailed knowledge and experience on the part of all account servicing, claims handling and risk management staff. The proposal will be expected to demonstrate in practical terms the capability of tenderers to manage effectively the insurance arrangements for Bracknell Forest Homes, as well as providing competitive insurance terms from experienced RSL insurers.

Bracknell Forest Homes requires that all insurers proposed for its insurance arrangements shall be at least A rated by Standard and Poors or an equivalent rating agency.

The review is to be a multi stage procedure. Responses to this notice in the form of a completed PQQ are required by 16.11.2014. Candidates to enter the negotiated stage of the process will be selected from those responses. The final costed tenders from those candidates selected as tenderers must be submitted on 15.1.2015 in accordance with the timetable which will be set out in the contract documents.

### **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**

14.10.2014