

United Kingdom-Chester: Insurance services
OJ S 199/2015 14/10/2015
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Muir Group Housing Association

Postal address: 80 Lightfoot Street, Hoole

Town: Chester

Postal code: CH2 3AL

Country: United Kingdom

Contact person: Finance

For the attention of: Neil Swanton

E-mail: neil.swanton@muir.org.uk

Telephone: +44 3001231222

Fax: +44 8453849387

Internet address(es):

General address of the contracting authority: www.muir.org.uk

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA4903

Electronic access to information: www.mytenders.org

Electronic submission of tenders and requests to participate: www.mytenders.org

Additional information can be obtained from:

Official name: Muir Group Housing Association

Postal address: PO Box 136

Town: Frodsham

Postal code: WA6 1AW

Country: United Kingdom

For the attention of: Neil Swanton

Telephone: +44 1928728034

Fax: +44 1244404031

Internet address: www.muir.org.uk

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: Official name: Muir Group HA Limited

Country: United Kingdom

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 2016.

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 offices and properties in Cheshire, plus other areas that are necessary to fulfil the Contract.

NUTS code UKD2 Cheshire

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 corporate insurance, related advice, claims management and loss control services for property, legal liability, engineering insurance and inspection services, and other general insurance (non-life) risks, as required by by Muir Group Housing Association, for a period of 3 years (or periods of insurance) commencing 1.3.2016, with the option to extend by up to 3 further years (or periods of insurance).

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=164155

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, 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, 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: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT:

Range: between 750 000 and 900 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Option to extend for up to a further 2 years beyond initial 3 year contract period.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

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

Payments will be made in 3 instalments, payable at commencement of each year of the contract.

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 the full specification within the Invitation to Tender. All candidates will be required to detail their proposed insurance wordings and provide details of relevant experience of all account servicing, claims handling and risk management staff.

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 will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.
- (5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.

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 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.

All candidates will be required to provide:

1) A copy of previous 2 years' accounts including balance sheet.

2) Details of brokers' security ratings for each proposed underwriter.

A minimum financial rating of A- from Standard and Poor (or equivalent from another recognised Rating Agency) will be required of all Risk carriers.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) 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;

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

1) Details of membership of any relevant professional body or association, professional qualifications/experience of key staff providing the service and evidence of compliance with Financial Conduct Authority registration.

2) A list of similar clients for whom the bidder currently provides the services described.

3) 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, 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

Restricted

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

Envisaged minimum number 5: and Maximum number 6

Objective criteria for choosing the limited number of candidates: This will be a two stage Tender using the Competitive Procedure with Negotiation, including a PQQ (Pre-qualification Questionnaire) stage. For reasons of confidentiality, full ITT tender documentation will be made available only to potential Bidders that meet minimum requirements at the PQQ stage. Sufficient detail will be included in the PQQ documentation for bidders to consider their participation in this process. Bidders failing to meet required minimum standards at selection (PQQ) stage will be rejected. Bidders meeting the required standards at PQQ stage will be ranked according to the highest score achieved and may be rejected in reverse order to achieve our maximum number of operators for the ITN stage.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

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**
10.11.2015 - 12:00
- IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**
16.12.2015
- 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

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 3-5 years.

VI.2. Information about European Union funds

VI.3. Additional information

This will be a two stage Tender using the Restricted Procedure, including a PQQ (Pre-qualification Questionnaire) stage.

For reasons of confidentiality, full ITT tender documentation will be made available only to potential Bidders that meet minimum requirements at the PQQ stage. Sufficient detail will be included in the PQQ documentation for bidders to consider their participation in this process, for example, the Current Schedule of Insurances attached along with key underwriting information.

(MT Ref:164155).

VI.4. Procedures for review

VI.4.1. Review body

Official name: The High Court of England & Wales

Postal address: Strand

Town: London

Postal code: WC2A 2AL

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

9.10.2015