United Kingdom-Bedford: Insurance services
OJ S 210/2014 31/10/2014
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: bpha Limited
Postal address: Head Office, Bedford Heights, Manton Lane
Town: Bedford
Postal code: MK41 7BJ
Country: United Kingdom
For the attention of: Christopher Harper
E-mail: christopher.harper@bpha.org.uk
Telephone: +44 1234221233
Fax: +44 1234221234
Internet address(es):
General address of the contracting authority: http://www.bpha.org.uk
Additional information can be obtained from:
the abovementioned address
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: the abovementioned address

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: yes
Official name: bpha Finance PLC
Postal address: Head Office, Bedford Heights, Manton Lane
Town: Bedford
Postal code: MK41 7BJ
Country: United Kingdom
Official name: Bushmead Homes Ltd
Postal address: Head Office, Bedford Heights, Manton Lane
Town: Bedford
Postal code: MK41 7BJ
Country: United Kingdom
Official name: CPLhomes Management Services
Postal address: Head Office, Bedford Heights, Manton Lane
Town: Bedford
Postal code: MK41 7BJ
Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Provision of Insurance Services and related risk management and claims handling services to bpha.

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: Head Office, bpha Limited, Bedford Heights, Manton Lane, Bedford, MK41 7BJ.
NUTS code UKH2 Bedfordshire and Hertfordshire

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)

Insurance services. Insurance and related services to property, business interruption, public and employers liability, work in progress,and other insurance as required by bpha.

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: yes

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

Insurance services. Insurance and related services to property, business interruption, public and employers liability, work in progress,and other insurance as required by bpha.
Estimated value excluding VAT:
Range: between 750 000 and 5 000 000 GBP

II.2.2. Information about options

Options: yes
Description of options: bpha Limited will enter into a contract for three years, with the possibility of extending the contract for a period of up to two years at bpha's sole discretion and subject to satisfactory service, performance and cost. The minimum duration is as per section II.3 but may be extended as set out above.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Start 1.4.2015. Completion 31.3.2018

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Details of any deposits or guarantees that are required will be set out in the tender and contract documents.

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

Details will be set out in the tender and contract documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Groupings of economic operators may either (at the option of the contracting authority) be required to form a legal entity or to undertake 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: Details of an conditions will be set out in the contract documents. These may include conditions relating to environment and social requirements.

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: The qualification criteria are set out in the pre-qualification questionnaire ('PQQ') which can be obtained from the address in section I.1. Applicants will be required to complete a pre-qualification questionnaire. Potential supplies may be requested to provide an overview of services provided to the social housing sector or similar over the past 5 years and details of 5 clients receiving similar services. Potential suppliers may be asked to provide evidence of regulation by the FCA or other appropriate insurance regulatory authorities indicating the types of insurance the proposed insurer is authorised to arrange to provide.

III.2.2. Economic and financial ability

List and brief description of conditions: The information and documentation required is set out in the PQQ which can be requested from the address in Section I.1 The contracting authority need not consider any request to participate unless it is accompanied by a completed PQQ.
Minimum level(s) of standards possibly required: These are set out in the PQQ.

III.2.3. Technical and professional ability

List and brief description of conditions:
The information and documentation required is set out in the PQQ which can be requested from the address in Section I.1 The contracting authority need not consider any request to participate unless it is accompanied by a completed PQQ.
Minimum level(s) of standards possibly required:
These are set out in the PQQ.

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: 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 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.

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

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: This will be a two stage process, including a PQQ (Pre-Qualification Questionnaire) stage. Bidders failing to meet certain 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 numbers of operators for the ITN stage. Selection Critera for the PQQ stage will be stated in the PQQ documentation.

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

IV.3.2. Previous publication concerning this procedure

no

IV.3.3.

Conditions for obtaining specifications and additional documents or descriptive document
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate
9.12.2014 - 17:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates
12.12.2014

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

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
Insurance of social landlords is a specialist field and bpha requires respondents to this notice to be able to demonstrate clearly a strong track record of insurance provision in the sector. This will include details of the number of housing associations or clients in similar sectors which you service, the number of social housing units you insure, your main insurance providers, details of your insurance wordings and evidence of experience of your staff in terms of all account servicing, claims handling and risk management. If the respondent is a Broker, you will be asked to detail your main insurance risk carriers, including confirmation of any exclusive or preferential arrangements with those insurers.
The contracting authority is subject to the Environmental Information Regulations 2004. All information to which the Environmental Information apply will be dealt with in accordance with those Regulations.
The right is reserved not to proceed or not to award a contract for the whole or part of proposed procurement. Neither the contracting authority nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for this contract.

VI.4. Procedures for review

VI.4.1. Review body
Official name: See VI.4.2 below

VI.4.2. Review procedure
Precise information on deadline(s) for review procedures: The Contracting authority will incoporate a minimum 10 calender day standstill period at the point that information on the award of the contract is communicated to tenderers.

If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be started within 30 days beginning with the date when the aggrieved party first knew or ought to have known that grounds for starting the proceedings had arisen. The Court may extend the time limit for starting proceedings where the Court considers that there is a good reason for doing so but not so as to permit proceedings to be started more than 3 months after that date. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be 'ineffective.'

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

28.10.2014