

UK-Houghton Regis: insurance services

OJ S 237/2012 08/12/2012

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Aldwyck Housing Group

Postal address: 6 Houghton Hall Business Park, Porz Avenue

Town: Houghton Regis

Postal code: LU5 5UZ

Country: United Kingdom

Contact person: Finance Officer

For the attention of: Jane Blakey

E-mail: [Jane.Blakey@aldwyck.co.uk](mailto:Jane.Blakey@aldwyck.co.uk)

Telephone: +44 1582869179

**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

Other

### 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

Insurance Services Review 2013.

#### 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 Bedfordshire but also other locations as required to protect the assets earnings and liabilities of the awarding authority.

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)**

Property, business interruption, liability, motor vehicle, engineering, personal accident, fidelity guarantee, professional indemnity, construction related and other insurances and insurance services as required by Aldwyck Housing Group.

#### **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: no

#### **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.

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

Options: yes

Description of options: Aldwyck Housing Group 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.

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

This contract is subject to renewal: no

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

## **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 5 years, and details of up to 5 clients receiving similar services. Potential suppliers 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 and must comply with UK Department of Trade and Industry regulations.

### **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 Insurance Companies Act 1982 and any other modifications thereof. Suppliers of insurance services will be required to be authorised by the Financial Services 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

#### **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 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**

Insurance Services Review 2013

##### **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: 4.1.2013

Payable documents: no

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

15.1.2013 - 16:00

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

22.1.2013

##### **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: 2015.

##### **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**

Aldwyck Housing Group manages over 11 000 homes and its insurance arrangements require extensive resources on the part of insurance service providers. Aldwyck Housing Group will therefore require respondents to this notice to be able to demonstrate clearly a strong track record of insurance provision in the RSL sector, and an understanding of the insurance needs of specialist providers of support, care and accommodation.

This will include providing details of the number of housing associations, and providers of services similar to those of Aldwyck Housing Group which you service, the number of units you insure, your main insurance providers, 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 Aldwyck Housing Group, as well as providing competitive insurance terms from experienced RSL insurers. All insurers proposed must be at least A rated by Standard and Poors or similar. This is to be a two stage review. The request to participate will take the form of a conceptual report based on a PQQ and intended to demonstrate in practical terms the capability of tenderers to manage effectively the insurance arrangements of Aldwyck Housing Group, and must be submitted by 16:00 on 15.1.2013. The final costed tenders from those applicants selected as tenderers must be submitted by 16:00 on 20.3.2013.

**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**

4.12.2012