

United Kingdom-Pontypool: Insurance services

OJ S 217/2015 10/11/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Melin Homes Ltd

Postal address: Ty'r Efail, Lower Mill Field, Torfaen

Town: Pontypool

Postal code: NP4 0XJ

Country: United Kingdom

For the attention of: Peter Crockett, Deputy Chief Executive, or our Consultant: Jeremy Flint of NHF Insurance Services

Telephone: +44 1495742700

Internet address(es):General address of the contracting authority: <http://melinhomes.co.uk>Address of the buyer profile: http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA44665Electronic access to information: www.sell2wales.gov.ukElectronic submission of tenders and requests to participate: www.sell2wales.gov.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: 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 to Melin Homes Ltd.

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 south east Wales, plus other areas that are necessary to fulfil the Contract.

NUTS code UK United Kingdom

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, related advice, claims management and loss control services for Property, Legal Liability and other General insurance (non-life) risks, as required by Melin Homes Ltd for a period of 3 years (or periods of insurance) commencing 1.4.2016, with the option to extend by up to 2 further years (or periods of insurance).

The Contract may also include Engineering Inspection services.

The Tender procedure will be conducted using the Competitive Process with Negotiation.

The Contracting Authority reserves the right to award the Contract on the basis of the initial Tenders without conducting negotiations.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at http://www.sell2wales.gov.uk/Search/Search_Switch.aspx?ID=36672

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, 66517300 Risk management insurance services, 66518000 Insurance brokerage and agency services, 66519500 Loss adjustment services, 71631000 Technical inspection services, 71630000 Technical inspection and testing services

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

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: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Non-Life insurance and related services.

Where the respondent is an insurance Broker, it may choose to place the insurance(s) required within Lot 1 with different insurers at its discretion, but full details of all risk carrier(s) will be required for Lots 1 and 2, for evaluation purposes.

Melin Homes Ltd will consider entering into Long Term Agreements with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or 3 periods of insurance), with an option to extend the award period by up to 2 further years (or periods of insurance), subject to satisfactory service, performance and cost.

Estimated value excluding VAT:
Range: between 600 000 and 1 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Melin Homes Ltd will consider entering into Long Term Agreements with the bidder and/or the bidder's proposed Risk Carriers for 3 years (or 3 periods of insurance), with an option to extend the award period by up to 2 further years (or periods of insurance) subject to service, performance and cost.

II.2.3. Information about renewals

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

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

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

Start 1.4.2016. Completion 31.3.2019

Information about lots

Lot No: 1

Lot title: A programme of general insurance and related services, excluding Motor Fleet insurance

1) Short description

The insurance classes within Lot 1 may include: Material Damage, Works in Progress, Business Interruption, All Risks, Money, Public/Property Owners and Products Liability, Employers Liability, Libel and Slander, Professional Negligence, Fidelity Guarantee/Crime, Group Personal Accident, Terrorism, Employment Practices Liability, Commercial Legal Expenses and Directors and Officers Liability.

2) CPV code(s)

66510000 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, 66516000 Liability insurance services, 66515100 Fire insurance services, 66515410 Financial loss insurance services, 66517300 Risk management insurance services, 66518100 Insurance brokerage services, 66518000 Insurance brokerage and agency services, 66519500 Loss adjustment services

3) Quantity or scope

The scope of the proposed Contract is the provision of insurance and related Services to Melin Homes Ltd. Bidders may bid for 1 or both Lots. Individual lots will not be divided further into sub-Lots. Lots 1 and 2 will be individually evaluated against the award criteria for the particular Lot, so different Providers may win different Lots.

Estimated value excluding VAT:

Range: between 600 000 and 1 000 000 GBP

4) Indication about different time frame or duration

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

5) Additional information about lots

As stated in Tender documents.

Lot No: 2

Lot title: Engineering Insurance and related Inspection service

1) Short description

Engineering Insurance and an associated Inspection contract and related services for items of lifting plant, pressure plant, playgrounds and the like.

2) CPV code(s)

71330000 Miscellaneous engineering services, 71630000 Technical inspection and testing services, 71631000 Technical inspection services, 71631100 Machinery-inspection services, 66519200 Engineering insurance services

3) Quantity or scope

The scope of the proposed Contract is the provision of insurance and related Services to Melin Homes Ltd. Bidders may bid for 1 or both Lots. Individual lots will not be divided further into sub-Lots. Lots 1 and 2 will be individually evaluated against the award criteria for the particular Lot, so different Providers may win different Lots.

Estimated value excluding VAT:

Range: between 15 000 and 20 000 GBP

4) Indication about different time frame or duration

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

5) Additional information about lots

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

As stated in the 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.

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: (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.

Candidates will be required to provide an overview of similar services provided to property owners, public sector organisations, social landlords or other relevant organisations over the past 5 years, including details of three clients that received similar services.

Candidates will be required to evidence regulation by the FCA or other appropriate regulatory authority indicating the types of insurance/service the bidder is authorised to arrange or provide.

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.

The tender PQQ documents will require candidates to produce financial information in relation to the type of services offered, including but not limited to a Dun and Bradstreet, Experian or similar report, or 3 years Reports and Accounts.

A minimum financial rating of A- from Standard & 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) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;

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

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 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 ITN 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 at the ITN stage.

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

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

7.12.2015 - 17:00

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

14.12.2015

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: Between 3 years and 5 years from commencement of this Contract.

VI.2. Information about European Union funds

VI.3. Additional information

All candidates will be required to provide your proposed insurance Policy wordings and to provide a Summary of the principle Terms, conditions and limitations of the same. Candidates will be required to provide details of relevant experience of all account servicing, claims handling and risk management staff.
(WA Ref:36672).

VI.4. Procedures for review

VI.4.1. Review body

Official name: The High Court of England and Wales

Postal address: Strand

Town: London
Postal code: WC2A 2LL
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

5.11.2015