

UK-Bath: Insurance services

OJ S 250/2012 29/12/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: Bath & North East Somerset Council

Postal address: Guildhall, High Street

Town: Bath

Postal code: BA1 5AW

Country: United Kingdom

For the attention of: John Hewlett

E-mail: [john\\_hewlett@bathnes.gov.uk](mailto:john_hewlett@bathnes.gov.uk)

**Additional information can be obtained from:**

Official name: Marsh Limited

Postal address: 16 Windsor Place Cardiff

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

Contact person: Marsh Limited

For the attention of: Ian Harding

E-mail: [ian.E.Harding@marsh.com](mailto:ian.E.Harding@marsh.com)

Telephone: +44 2920431156

Fax: +44 2920431100

Internet address: [www.marsh.com](http://www.marsh.com)

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

Official name: Marsh Limited

Postal address: 16 Windsor Place

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

For the attention of: Ian Harding

E-mail: [ian.E.Harding@marsh.com](mailto:ian.E.Harding@marsh.com)

Telephone: +44 2920431156

Fax: +44 2920431100

Internet address: [www.marsh.com](http://www.marsh.com)

**Tenders or requests to participate must be submitted:** Official name: Marsh Limited

Postal address: 16 Windsor Place Cardiff

Town: Cardiff

Postal code: CF10 3BY

Country: United Kingdom

Contact person: Marsh Limited

For the attention of: Ian harding

E-mail: [ian.e.harding@marsh.com](mailto:ian.e.harding@marsh.com)

Telephone: +44 2920431156  
Fax: +44 2920431100  
Internet address: [www.marsh.com](http://www.marsh.com)

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**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**

The provision of Insurance and Claims Handling Services (Excluding Broking Services).

**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: The Jurisdiction of Bath and North East Somerset.

NUTS code UKK12 Bath and North East Somerset, North Somerset and South Gloucestershire

**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 and Claims Handling Services (Excluding Broking Services) for the following classes of Insurance:

Property Owners (Commercial Properties and Loss of Revenue);

Property Owners Liability;

Motor Fleet;

Directors and Officers Liability;

Professional Indemnity Insurance;

Fidelity Guarantee;

Group Personal Accident;

Combined Liability (EL/PL).

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

66510000 Insurance services - SB01, 66515200 Property 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 lot only

### **II.1.9. Information about variants**

Variants will be accepted: yes

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

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

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

Options: yes

Description of options: A minimum of 1 year duration. Offers of long term agreements for 3 years, three plus 2 years and 5 years will be considered.

### **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 31.3.2013. Completion 30.3.2014

Information about lots

Lot No: 1

Lot title: Material Damage (Commercial Properties and Loss of Rent) and Property Owners Liability

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

Material Damage (Commercial Properties and Loss of Rent) and Property Owners Liability.

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

66510000 Insurance services - SB01, 66515200 Property insurance services - SB01

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

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

Start 31.3.2013. Completion 30.3.2014

#### **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**

N/A.

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

The Authority will pay insurance premiums at inception and annually there after.

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

N/A.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **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: In order to qualify participating insurers may be asked to produce the following:

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

List and brief description of conditions: Appropriate statements from banks and evidence of relevant professional risk indemnity insurance.

The insurers balance sheets extracts therefore (where publication is required of that insurer).

A statement of the insurers overall turnover and its turnover in respect of the services to which the contract relates for the previous 3 financial years.

Minimum level(s) of standards possibly required: A Certificate issued by the relevant authority of the member state, indicating the types of activities they are competent to engage in.

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

List and brief description of conditions:

Evidence of the educational and professional qualifications of the insurer, its managerial staff and the persons responsible for providing services.

Evidence of the last 3 years experience in underwriting the classes of insurance referred to in this Contract Notice (together with details of the policy dates, premium payable and assured's names) by way of certificates issued or countersigned by the relevant public authority assured.

Evidence of the insurer's risk management, risk control, claims and other technical facilities, including the identity of any third party (e.g loss adjuster, surveyor) used by the insurer.

An indication of the proportion of the contract which the insurer may intend to sub-contract.

### **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: The insurers must be authorised to carry on business in the relevant classes of insurance cover as listed in this Contract Notice in accordance with the provisions of the Insurance Companies Act 1982 and any other statutory modifications thereof.

##### **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: no

## **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) yes

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

Envisaged minimum number 3

Objective criteria for choosing the limited number of candidates: All Pre-Selected Insurers will be issued a copy of the Market Presentation. Any Insurers who registers an interest via email to Marsh Ltd will be considered with agreement from both Marsh and our Client.

**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**

**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**

25.1.2013

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

**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: Conditional on Long Term Agreement.

Either 3 or 5 years.

**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**

The Following Insurers and Claims Handlers have been Pre-Selected:

Insurers.

Aviva Insurance, 51-54 Fenchurch St, London EC3M 3LA.

Lloyds of London, Lime Street, London.

Risk Management Partners, 9 Alie Street, London, E1 8DE.

Royal & Sun Alliance, PO Box 152, West Gate, Colston Avenue, Bristol, BS99 7RD.  
Travelers Insurance Company Limited, St Paul House, 61-63 London Road, Redhill, Surrey.  
Tokio Marine.  
Zurich Municipal, Gladiator Way, Farnborough, GU14 6GB.

The above organisations have been pre selected as, where appropriate, they have been considered and approved by the Marsh Information Group and meet their required minimum financial standards. In the event that your Organisation has not been listed above and has not been considered and approved by the Marsh Information Group and would like to be included in this and other notices please go to [www.marsh.com](http://www.marsh.com) or contact the Public Sector Unit for instructions. If your Organisation meets the required standards set out in this Notice and you have not been pre-selected please notify your interest.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: The High Court  
Postal address: The Strand  
Town: London  
Postal code: WC2A 2LL  
Country: United Kingdom

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Our Client will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. The duration of this standstill will be disclosed at this point. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be required from (Refer to address in part 1.1) If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) 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 brought promptly. Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages.

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

##### **VI.5. Date of dispatch of this notice**

27.12.2012