

United Kingdom-Cumnock: Legal insurance and all-risk insurance services

OJ S 242/2014 16/12/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Shire Housing Association Ltd

Postal address: Netherthird House, Netherthird

Town: Cumnock

Postal code: KA18 3DB

Country: United Kingdom

Contact person: C/O Bruce Stevenson Insurance Brokers Ltd — Appointed Brokers to Shire Housing Association

For the attention of: Lynne Cairns

E-mail: lynne.cairns@brucestevenson.co.uk

Telephone: +44 1413533539

Fax: +44 1413543888

Internet address(es):General address of the contracting authority: www.shirehousing.co.ukAddress of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14802Electronic access to information: www.publiccontractsscotland.gov.ukElectronic submission of tenders and requests to participate: www.publiccontractsscotland.gov.uk**Additional information can be obtained from:**

Official name: Bruce Stevenson Insurance Brokers Ltd

Postal address: 38-40 New City Road

Town: Glasgow

Postal code: G4 9JT

Country: United Kingdom

Contact person: Social Housing

For the attention of: Lynne Cairns

E-mail: lynne.cairns@brucestevenson.co.uk

Telephone: +44 1413533539

Fax: +44 1413542888

Internet address: <http://www.brucestevenson.co.uk/>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Bruce Stevenson Insurance Brokers Ltd

Postal address: 38-40 New City Road

Town: Glasgow

Postal code: G4 9JT

Country: United Kingdom

Contact person: Social Housing

For the attention of: Lynne Cairns

E-mail: lynne.cairns@brucestevenson.co.uk

Telephone: +44 1413533539

Fax: +44 1413543888

Internet address: <http://www.brucestevenson.co.uk/>

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

Non-Life Insurance 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: Cumnock.

NUTS code UKM Scotland

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 Insurance Policies offering protection for Housing Stock, Office Buildings, Office contents, Business Interruption, Public and Property Owners Liability Insurance, Employers Liability, Money, Crime, Management Liability, Corporate Liability, Employment Law and Professional Indemnity Insurances.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=329698

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.publiccontractsscotland.gov.uk/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)

66513000 Legal insurance and all-risk insurance services, 66515200 Property insurance services, 66515000 Damage or loss insurance services, 66515410 Financial loss insurance services, 66516000 Liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering 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: yes

Tenders may be submitted for one or more lots

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: This contract is sought for a 3 year contract duration with the option to extend for a further 2 years, subject to continued acceptable service provision and premium levels.

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 1.4.2018

Information about lots

Lot No: 1

Lot title: Housing Stock, Office Building and Property Owners Liability

1) Short description

Insurance quotations sought for the provision of housing stock, office building and property owners liability insurance cover.

2) CPV code(s)

66513000 Legal insurance and all-risk insurance services, 66515200 Property insurance services, 66516000 Liability insurance services

3) Quantity or scope

Housing Stock Insurance,
Building Insurance,
Property Owners Liability Insurance.

4) Indication about different time frame or duration

5) Additional information about lots

Bidders will be expected to pass certain questions within the contract tender document. Failure to pass these questions will mean we are unable to consider the Bidder's proposition. This information will be provided within the initial stages of the tender document but please ask should you wish to see these separately.

Lot No: 2

Lot title: Office combined

1) Short description

Provision of Office Combined Insurance policy cover.

2) CPV code(s)

66515200 Property insurance services, 66516400 General liability insurance services

3) Quantity or scope

Office combined Insurance covers including Office Contents, Business Interruption, Public Liability, employers Liability, Money and All risks.

4) Indication about different time frame or duration

5) Additional information about lots

Bidders will be required to pass certain expectations to be considered for this tender. The details of these will be provided within the documentation. Should any bidder fail any of these questions, their bid will not be considered. The questions are shown within the initial stages of the tender document but please ask if you wish to view these separately.

Lot No: 3

Lot title: Computers/Engineering/Contract Works

1) Short description

Insurance Cover provision for Computers, Contract Works, Engineering Insurance and engineering Inspection.

2) CPV code(s)

66519200 Engineering insurance services, 66515200 Property insurance services

3) Quantity or scope

Insurance cover for:
Computer insurance including virus and hacking,
Contract Works,
engineering insurance,
engineering inspection.

4) Indication about different time frame or duration

5) Additional information about lots

Bidders will be expected to pass certain expected criteria. Failure to pass any or all of these will preclude the bidder from their tender being considered. The details of these expectations are shown in the initial stages of the tender document but please ask if you wish to view these separately.

Lot No: 4

Lot title: Professional Risks Insurances

1) Short description

Insurance quotations are sought for professional risks insurances.

2) CPV code(s)

66516500 Professional liability insurance services

3) Quantity or scope

Quotes for:
Professional indemnity,
Crime,
Employment Practices Liability,
Management Liability,
Corporate Liability.

4) Indication about different time frame or duration

5) Additional information about lots

Bidders are expected to pass certain questions to allow their bid to be considered. Failure to pass any or all of the questions will mean the bidder is precluded from their tender being considered. These questions are noted in the initial stages of the tender document but please ask should you wish to view these separately.

Lot No: 5

Lot title: Personal Accident

1) Short description

Personal Accident Insurances for staff and committee.

2) CPV code(s)

66512100 Accident insurance services

3) Quantity or scope

Details are provided in the tender document.

4) Indication about different time frame or duration

5) Additional information about lots

Bidders are expected to pass certain questions to allow their bid to be considered. Failure to pass any or all of the questions will result in the bidder being precluded from their tender being considered. These questions are noted in the initial stages of the tender document but please ask should you wish to view these separately.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

All Bidders require to be rated 'A' or higher by Standard and Poors and see tender document.

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

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

See tender document.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: As noted within the tender document.

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

Minimum level(s) of standards possibly required: Please see tender document.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) 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;

(2) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;

(3) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

Minimum level(s) of standards possibly required:

As noted in tender document.

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 rated 'A' by standard and poors. The insurers must be authorised and regulated by the Financial Conduct Authority. This notice is open to Insurers/Underwriting Agents/Managing General Agent (Excluding Insurance Brokers). All other requirements are as per the tender document.

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

Open

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

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

Time limit for receipt of requests for documents or for accessing documents: 23.2.2015

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

27.2.2015 - 12:00

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

Duration in months: 2 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 2.3.2015 - 12:00

Place:

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

(SC Ref:329698).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Shire Housing Association

Postal address: Netherthird House, Netherthird

Town: Cumnock

Postal code: KA18 3DB

Country: United Kingdom

Body responsible for mediation procedures

Official name: Shire Housing Association

Postal address: Netherthird House, Netherthird

Town: Cumnock

Postal code: KA18 3DB

Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Shire Housing Association will incorporate a minimum of 10 calendar days standstill period after notification to unsuccessful applicants of the award decision. The period allows unsuccessful applicants to seek a debriefing from Shire Housing Association before the contract is entered into and to provide the opportunity to seek to challenge the award decision before it is implemented.

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

VI.5. Date of dispatch of this notice

11.12.2014