

**United Kingdom-Dunstable: Insurance services**  
**OJ S 212/2017 04/11/2017**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Aldwyck Housing Group

Postal address: Houghton Regis

Town: Dunstable

NUTS code: UKH21 Luton

Postal code: LU5 5UZ

Country: United Kingdom

Contact person: Stephanie Turner

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

Telephone: +44 1582869220

**Internet address(es):**

Main address: <https://aldwyck.co.uk>

Address of the buyer profile: <https://aldwyck.delta-esourcing.com>

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.delta-esourcing.com/tenders/UK-UK-Dunstable:-Insurance-services./27A2HC86J9>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.delta-esourcing.com/tenders/UK-title/6942BD9JQE>

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Housing and community amenities

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Aldwyck Housing Group Limited Insurance and related Services.

Reference number: ALDINS17

**II.1.2.**

**Main CPV code**

66510000 Insurance services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Aldwyck Housing Group Limited is looking for a Contractor to be appointed to provide a programme of Insurance and related Services for Property, Legal Liability and general non-life insurable risks, plus an Engineering Inspection contract.

**II.1.5. Estimated total value**

Value excluding VAT: 975 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 3

Maximum number of lots that may be awarded to one tenderer: 3 The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The contracting authority ideally seeks a single provider for all Lots. Lots 1 — 3 will be individually evaluated and therefore multiple awards may result. 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 the risk carrier(s) will be required for evaluation purposes.

**II.2. Description****II.2.1. Title**

General Insurance and related services for Aldwyck Housing Group Limited

Lot No: 1

**II.2.2. Additional CPV code(s)**

66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515410 Financial loss insurance services, 66516000 Liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66517300 Risk management insurance services, 66518000 Insurance brokerage and agency services, 66519500 Loss adjustment services

**II.2.3. Place of performance**

NUTS code: UKH25 Central Bedfordshire

Main site or place of performance: Central Bedfordshire.

**II.2.4. Description of the procurement**

A programme of General Insurance and related services for Aldwyck Housing Group Limited, excluding Motor Fleet risks and Engineering Insurance/Inspection contract. The programme will require Insurance and related services for risks that may include but not limited to: property damage and business interruption, Employers, Public, Product and Property owners liability, Business Combined/Office, Money, All Risks, Computer, Contract Works, Group Personal Accident, Professional Indemnity, Fidelity Guarantee/Crime, Employment Practices, Cyber and Terrorism.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 824 000,00 GBP

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 28/04/2018 End: 27/04/2021

This contract is subject to renewal: yes

Description of renewals:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or three periods of insurance), with an option to extend for a further 2 years (1 + 1), subject to satisfactory service, performance and cost.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Maximum number: 6 Objective criteria for choosing the limited number of candidates:

This will be a two stage process, including a SQ (Selection Questionnaire) stage. Bidders failing to meet certain required minimum standards at selection (SQ) stage will be rejected. Bidders meeting the required standards at SQ stage will be ranked according to the highest score achieved and may be rejected in reverse order in order to achieve our maximum number of operators for the ITT stage. Selection Criteria for the SQ stage will be stated in the SQ documentation.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes

Description of options:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or three periods of insurance), with an option to extend for a further two years (1 + 1), subject to satisfactory service, performance and cost.

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

As stated in the Tender documents.

## **II.2. Description**

### **II.2.1. Title**

Insurance and related services for Motor Vehicle risks (possibly including Motor Legal Expenses and Occasional Business Use)

Lot No: 2

### **II.2.2.**

**Additional CPV code(s)**

66514110 Motor vehicle insurance services, 66516100 Motor vehicle liability insurance services, 66518000 Insurance brokerage and agency services

**II.2.3. Place of performance**

NUTS code: UKH25 Central Bedfordshire

Main site or place of performance: Central Bedfordshire.

**II.2.4. Description of the procurement**

Insurance and related services for Motor Vehicle risks (possibly including Motor Legal Expenses and Occasional Business Use extensions).

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

Value excluding VAT: 142 000,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 28/04/2018 End: 27/04/2021

This contract is subject to renewal: yes

Description of renewals:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or three periods of insurance), with an option to extend for a further 2 years (1 + 1), subject to satisfactory service, performance and cost.

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3Maximum number: 6Objective criteria for choosing the limited number of candidates:

This will be a two stage process, including a SQ (Selection Questionnaire) stage. Bidders failing to meet certain required minimum standards at selection (SQ) stage will be rejected. Bidders meeting the required standards at SQ stage will be ranked according to the highest score achieved and may be rejected in reverse order in order to achieve our maximum number of operators for the ITT stage. Selection Criteria for the SQ stage will be stated in the SQ documentation.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or three periods of insurance), with an option to extend for a further 2 years (1 + 1), subject to satisfactory service, performance and cost.

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

As stated in Tender documents.

### **II.2. Description**

#### **II.2.1. Title**

Engineering Insurance and an associated Inspection Contract  
Lot No: 3

#### **II.2.2. Additional CPV code(s)**

71630000 Technical inspection and testing services, 71631000 Technical inspection services, 71631100 Machinery-inspection services

#### **II.2.3. Place of performance**

NUTS code: UKH25 Central Bedfordshire  
Main site or place of performance: Central Bedfordshire.

#### **II.2.4. Description of the procurement**

Engineering Inspection contract for items of lifting plant, pressure plant, playgrounds and the like, all owned or managed by Aldwyck Housing Group Limited.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 9 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 28/04/2018 End: 27/04/2021

This contract is subject to renewal: yes

Description of renewals:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or three periods of insurance), with an option to extend for a further 2 years (1 + 1), subject to satisfactory service, performance and cost.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3 Maximum number: 6 Objective criteria for choosing the limited number of candidates:

This will be a two stage process, including a SQ (Selection Questionnaire) stage. Bidders failing to meet certain required minimum standards at selection (SQ) stage will be rejected. Bidders meeting the required standards at SQ stage will be ranked according to the highest score achieved and may be rejected in reverse order in order to achieve our maximum number of operators for the ITT stage. Selection Criteria for the SQ stage will be stated in the SQ documentation.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

Aldwyck Housing Group Limited will consider entering into a Long Term Agreement with the bidder and/or the risk carriers proposed by the bidder, for three years (or three periods of insurance), with an option to extend for a further two years (1 + 1), subject to satisfactory service, performance and cost.

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

As stated in Tender documents.

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions for participation**

##### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Potential suppliers will be required to provide an overview of services provided to property owners, public sector organisations, social landlords or other relevant organisations over the past five years, plus details of three clients currently receiving similar services. Potential suppliers will be asked to evidence permission by the FCA, PRA or other appropriate regulatory authority indicating the types of insurance/service the bidder is authorised to arrange or provide.

##### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

The tender documents will require providers to produce financial information in relation to the type of services offered, including but not limited to, three years reports and accounts.

Minimum level(s) of standards possibly required:

The financial ability to deliver the programme, including Insurers that are at least 'A-' rated by Standard and Poor's (or equivalent Rating Agency) and/or approved by the Bidder's Market Security Committee. In the case of the latter, Aldwyck Housing Group Limited will evaluate and accept the Insurer(s) at its sole discretion, subject to disclosure prior to the Bid deadline, of the Bidder's Market Security Committee's latest report, including written opinion from the Bidder's Committee that the Insurer would achieve a Standard and Poor's (or equivalent Rating Agency) rating of at least A- (or equivalent standard of solvency and claims paying ability through a recognisable measure) if/when seeking such rating.

##### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

The tender documents will require the providers to detail their relevant professional experience, resource, skills, qualifications and quality control practices.

#### **III.2. Conditions related to the contract**

##### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession 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 Prudential Regulation Authority, UK Financial Conduct Authority, or equivalent in another member state of the European Economic Area. Insurance Brokers registered with regulated by the Financial Conduct Authority.

### **III.2.3. 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

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Competitive procedure with negotiation

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.4. 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

#### **IV.1.5. Information about negotiation**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 01/12/2017 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 08/12/2017

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

## **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:

Between 3 to 5 years from the date of this Contract Notice.

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3. Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

Bidders should note that for reasons of Confidentiality, full Tender information will be made available only to those Bidders that are selected to proceed to the ITT Stage. Sufficient detail is provided within the SQ and via the Authority's eSourcing Portal to enable the Bidder to decide whether to participate in this process. All respondents will be required to detail your proposed insurance wordings and provide details of relevant experience of all account servicing, claims handling and risk management staff at the ITT stage.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://aldwyck.delta-esourcing.com/tenders/UK-UK-Dunstable:-Insurance-services./27A2HC86J9>

To respond to this opportunity, please click here:

<https://aldwyck.delta-esourcing.com/respond/27A2HC86J9>

GO Reference: GO-2017111-PRO-11315763.

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

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

Official name: The High Court of England and Wales

Town: London

Country: United Kingdom

##### **VI.4.3. 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 intention to award. The Public Contracts Regulations 2015 provide for aggrieved Parties who have been harmed or who are at risk of harm by a breach of the Regulations to bring proceedings in the High Court. Any such proceedings must be brought with the limitation period specified by the Regulations according to the remedy sought.

##### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: The Cabinet Office

Town: London

Country: United Kingdom

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

01/11/2017