

**United Kingdom-Manchester: Legal insurance and all-risk insurance services**

OJ S 243/2015 16/12/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Irwell Valley Housing Association

Postal address: Paragon House, 48 Seymour Grove

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

Contact person: Procurement

For the attention of: Michelle Cunningham

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

Telephone: +44 1616101000

Fax: +44 1618770660

**Internet address(es):**General address of the contracting authority: <http://www.irwellvalleyha.co.uk>Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA0995](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA0995)Electronic access to information: [www.mytenders.org](http://www.mytenders.org)Electronic submission of tenders and requests to participate: [www.mytenders.org](http://www.mytenders.org)**Additional information can be obtained from:**

Official name: Irwell Valley Housing Association

Postal address: Paragon House, 48 Seymour Grove

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

Contact person: Procurement

For the attention of: Michelle Cunningham

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

Telephone: +44 1616101000

Fax: +44 1618770660

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

Official name: Irwell Valley Housing Association

Postal address: Paragon House,, 48 Seymour Grove

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

Contact person: Procurement

For the attention of: Michelle Cunningham

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

Telephone: +44 1616101000

Fax: +44 1618770660

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

**Tenders or requests to participate must be submitted:** Official name: Irwell Valley Housing Association

Postal address: Paragon House, 48 Seymour Grove

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

Contact person: Procurement

For the attention of: Michelle Cunningham

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

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

## **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**

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### **II.1. Description**

#### **II.1.1. Title attributed to the contract by the contracting authority**

Insurance 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: Greater Manchester.

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 services for a housing association and subsidiary company.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=167410](http://www.myTenders.org/Search/Search_Switch.aspx?ID=167410)

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.myTenders.org/sitehelp/help\\_guides.aspx](http://www.myTenders.org/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, 66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514100 Insurance related to Transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66517300 Risk management insurance services, 66518300 Insurance claims adjustment services, 66519000 Engineering, auxiliary, average, loss, actuarial and salvage insurance services, 66519200 Engineering insurance services, 66720000 Accident and health reinsurance services, 66510000 Insurance services, 66512200 Health insurance services, 66512000 Accident and health insurance services, 66512210 Voluntary health 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: no

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

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

Estimated value excluding VAT:

Range: between 17 000 and 1 000 000 GBP

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

Options: no

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

This contract is subject to renewal: no

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

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

Information about lots

Lot No: 1

Lot title: Insurance services for Irwell Valley Housing Association

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

Insurance services for a housing association.

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

66512220 Medical insurance services, 66512210 Voluntary health insurance services, 66513000 Legal insurance and all-risk insurance services, 66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514100 Insurance related to Transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance

services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515400 Weather-related insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66517300 Risk management insurance services, 66518300 Insurance claims adjustment services, 66519000 Engineering, auxiliary, average, loss, actuarial and salvage insurance services, 66519200 Engineering insurance services, 66000000 Financial and insurance services, 66510000 Insurance services, 66512000 Accident and health insurance services, 66512200 Health insurance services, 66512100 Accident insurance services

**3) Quantity or scope**

Multiple insurance covers.

Estimated value excluding VAT:

Range: between 800 000 and 1 000 000 GBP

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

Start 1.4.2016. Completion 31.3.2019

**5) Additional information about lots**

Option to extend 2 years (3 + 2 years).

Lot No: 2

Lot title: Irwell Valley Adamas Ltd insurance services

**1) Short description**

Insurance services for direct labour organisation.

**2) CPV code(s)**

66513000 Legal insurance and all-risk insurance services, 66513100 Legal expenses insurance services, 66513200 Contractor's all-risk insurance services, 66514100 Insurance related to Transport, 66514110 Motor vehicle insurance services, 66514200 Freight insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515400 Weather-related insurance services, 66515410 Financial loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66518300 Insurance claims adjustment services, 66519200 Engineering insurance services, 66720000 Accident and health reinsurance services, 66000000 Financial and insurance services, 66510000 Insurance services

**3) Quantity or scope**

Various insurance services.

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

Start 1.4.2016. Completion 31.3.2019

**5) Additional information about lots**

Option to extend for 2 years (3+2).

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

**III.1. Conditions related to the contract**

**III.1.1.**

## **Deposits and guarantees required**

Details of any deposits or guarantees that are required will be set out in the invitation to tender and draft contract.

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

Annual Advance Payment.

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

Groupings of economic operators may either (at the option of the contracting authority) be required to form a legal entity or to undertake 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: Details of any conditions will be set out in the contract documents. These may include conditions relating to environmental and social requirements.

## **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. All candidates to be regulated by The Financial Conduct Authority (FCA).

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

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) 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.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business. copies of re-insurance schedules to be provided.

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

List and brief description of conditions:

(1) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(2) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(3) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.

(4) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(5) 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.

(6) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(7) 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.

(8) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

As detailed in the ITT.

### **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: All candidates to be regulated by The Financial Conduct Authority (FCA).

### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **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 Criteria below

1. Price. Weighting 50
2. Quality. Weighting 50

#### **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**

20.1.2016 - 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**

until: 9.6.2016

#### **IV.3.8. Conditions for opening of tenders**

Date: 20.1.2016 - 14:00

Place:

Board Room, Paragon House, 48 Seymour Grove, Old Trafford, M16 0LN.

## **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: This tender is for 3 + 2 years.

## **VI.2. Information about European Union funds**

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

(MT Ref:167410).

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

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

Official name: Irwell Valley Housing Association

Postal address: Paragon House, 48 Seymour Grove, Old Trafford

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

Telephone: +44 1616101000

Fax: +44 1618770660

Internet address: [www.irwellvalleyha.co.uk](http://www.irwellvalleyha.co.uk)

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

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) (as amended) 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 started within 30 days beginning with the date when the aggrieved party first knew or ought to have known that grounds for starting the proceedings had arisen. The Court may extend the time limit for starting proceedings where the Court considers that there is a good reason for doing so but not so as to permit proceedings to be started more than 3 months after that date. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be 'ineffective.'

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

Official name: Irwell Valley Housing Association

Postal address: Paragon House, 48 Seymour Grove, Old Trafford

Town: Manchester

Postal code: M16 0LN

Country: United Kingdom

E-mail: [michelle.cunningham@irwellvalleyha.co.uk](mailto:michelle.cunningham@irwellvalleyha.co.uk)

Telephone: +44 1616101000

Fax: +44 1618770660

Internet address: [www.irwellvalleyha.co.uk](http://www.irwellvalleyha.co.uk)

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

11.12.2015