

**United Kingdom-Cheltenham: Financial and insurance services**

OJ S 246/2015 19/12/2015

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ubico Ltd

Postal address: Head Office, Central Depot, Swindon Road

Town: Cheltenham

Postal code: GL51 9JZ

Country: United Kingdom

Contact person: Procurement, [procurement@gosharedservices.org.uk](mailto:procurement@gosharedservices.org.uk)E-mail: [procurement@gosharedservices.org.uk](mailto:procurement@gosharedservices.org.uk)**Internet address(es):**General address of the contracting authority: [www.ubico.co.uk](http://www.ubico.co.uk)Electronic access to information: <https://www.delta-esourcing.com>Electronic submission of tenders and requests to participate: <https://www.delta-esourcing.com>**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**

Other: Ubico Ltd primary is a TECKAL company and its primary shareholders are Cheltenham BC, Cotswold DC, Forest of Dean DC, Cotswold DC, West Ox DC

**I.3. Main activity**

General public services

Environment

**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**

UBICO General Insurance Requirements.

**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

NUTS code UKK13 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)**

Financial and insurance services. Insurance services. Genreal Insurance Requirement.

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

66000000 Financial and insurance services, 66510000 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**

Underwriting.

Claims Handling.

Lot 1 Property Insurance — Property Damage.

Lot 1 — Property Insurance — Business Interruption.

Lot 2 Liability Insurance Employers' Liability.

Lot 2 — Liability Insurance — Public Liability.

Lot 3 — Motor Fleet.

Lot 4 — Engineering Insurance and Inspection.

Lot 5 — Fidelity Guarantee.

Lot 6 Personal Accident.

Lot 8 Terrorism..

Estimated value excluding VAT: 1 050 000 GBP

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Start 1.4.2016. Completion 31.3.2018

Information about lots

Lot No: 1

Lot title: Property Insurance — Damage and Business Interruption

**1) Short description**

Any additional expenditure necessarily and reasonably incurred for the sole purpose of

avoiding or diminishing the interruption of or interference with the business.  
Loss of Revenue and Rent Receivable.

**2) CPV code(s)**

66515200 Property insurance services

**3) Quantity or scope**

Lot 1 — Property Insurance — Property Damage.

Principal Extensions:

—72 hour provision.

—Automatic cover — 10 % of the sum insured per applicable item or GBP 10 000 000 whichever is less.

—European Union and Public Authorities (including undamaged portions).

—Inadvertent omission to insure.

—Professional fees.

—Temporary removal.

—Theft — damage to buildings.

Lot 1 — Property Insurance — Business Interruption.

Principal Extensions:

—Illegal occupation.

—Automatic reinstatement of sum insured.

—Denial of Access.

—Public Utilities.

—Notifiable diseases.

—Murder and Suicide.

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

**5) Additional information about lots**

Lot No: 2

Lot title: Lot 2 Liability Insurance Employers' Liability and Liability Insurance — Public Liability

**1) Short description**

Description of Cover.

Indemnity to the Insured subject to the Limit of Indemnity stated in the Schedule against legal liability to pay Compensation for Bodily Injury sustained by any Employee arising out of and in the course of employment with the Insured in connection with the Business and caused during the Period of Insurance.

**2) CPV code(s)**

66516000 Liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services

**3) Quantity or scope**

Lot 2 Liability Insurance Employers' Liability.

Extensions (please indicate if any are unacceptable):

—Health and Safety at Work Act defence costs including defence of employees and appeals against prohibition notices.

—Sports, welfare, social, canteen, education, first aid, fire and security (including bomb searches when on own premises) activities including member to member liability.

—Manslaughter defence costs.

—Unsatisfied Court Judgements.

- Court Attendance Costs.
- Hired-in plant operations.
- Person working under the terms of the Community Offenders Act 1978 or the Community Offenders (Scotland) Act 1978.
- Persons working under the terms of the Children's Act 1989 and the National Health Service Act 1990.
- Cover to include Corporate Manslaughter and Corporate Homicide Act 2007 and Manslaughter Charges — Legal Defence and Prosecution Costs up to the full policy limit.
- Cover to include Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) Liability damages, costs and expenses.
- Lot 2 Liability Insurance — Public Liability:
  - Court Attendance Costs for witnesses attending court when required in connection with a claim.
  - Consumer Protection Act or Health and Safety at Work Act or Food Safety Act Prosecution Defence Costs.
  - Cross Liabilities.
  - Data Protection Act 1998.
  - Defective Premises Act.
  - Indemnity to Principals and Others.
  - Leased or Rented Premises.
  - Corporate Manslaughter and Homicide Act 2007 — Legal Defence Costs.
  - Motor Contingent Liability.
  - Private duties.
  - Personal Liability Overseas.
  - Libel and Slander.
  - Legionella Extension.
  - Bailiffs under a contract of service.

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

#### **5) Additional information about lots**

Lot No: 3

Lot title: Lot 3 — Motor Fleet

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

Any motor vehicle the property of the policy holder or in their care, custody or control  
Employees' own vehicles are excluded unless otherwise stated.

Cover — Section 1

Property damage to vehicles.

Loss of or damage to the insured vehicle, including accessories caused by accidental means, including malicious damage by any person, fire, theft or attempt thereat.

Cover — Section 2

Liability to third parties.

Legal liability for death of or injury to third parties or damage to third party property, including legal fees incurred.

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

66510000 Insurance services

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

Cover — Section 1

Property damage to vehicles.

Loss of or damage to the insured vehicle, including accessories caused by accidental means, including malicious damage by any person, fire, theft or attempt thereat.

Cover — Section 2

Liability to third parties.

Legal liability for death of or injury to third parties or damage to third party property, including legal fees incurred.

Cover to Include:

—Personal effects.

—Trailers whilst attached or detached for comprehensive cover.

—Indemnity to owner.

—Occasional business use.

—Personal accident — any driver.

—Replacement locks and alarms.

—Increased third party property damage hazardous goods limit.

—As new replacement — owned CVs up to 7.5T and private cars.

—Legal Expenses, including Corporate Manslaughter extension (GBP 1 000 000 limit).

—Include riot and civil commotion cover in UK, excluding Northern Ireland.

—Any licensed driver.

—Mis-fueling.

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

#### **5) Additional information about lots**

Lot No: 4

Lot title: Lot 4 — Engineering Insurance and Inspection

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

This policy provides for Inspection and Insurance of the Plant as detailed in the Plant schedules.

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

66519200 Engineering insurance services

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

Type and Cover.

Boiler / Pressure Plant — Sudden and unforeseen damage.

Own surrounding Property.

Electrical and Mechanical Plant Sudden and unforeseen damage.

Lifting and Handling Plant Sudden and unforeseen damage.

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

#### **5) Additional information about lots**

Lot No: 5

Lot title: Lot 5 — Fidelity Guarantee

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

Loss of money or other property belonging to Ubico Ltd, or for which it is legally responsible, in its trust or custody, occurring as a direct result of fraud or dishonest committed by any person guaranteed during the period of insurance.

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

66000000 Financial and insurance services

### 3) Quantity or scope

Extensions:

- Third Party Computer Fraud.
- Auditors' fees.
- New Entities.
- Reconstitution Costs.
- Legal fees, costs and expenses.

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

### 5) Additional information about lots

Lot No: 6

Lot title: Lot 6 Personal Accident

#### 1) Short description

The benefits, Insured Persons and Operative Times applicable to this part are as stated below:

#### 2) CPV code(s)

66512000 Accident and health insurance services, 66512100 Accident insurance services

#### 3) Quantity or scope

1. Accidental Death.
2. Loss of Limb (1 or more) and / or Loss of Eye (1 or both).
- 3A. Total Loss of Hearing (in both ears) and / or Total Loss of Speech.
- 3B. Total Loss of Hearing in 1 ear.
4. Permanent Total Disablement.
5. Permanent Partial Disablement.
  - Paraplegia.
  - Quadriplegia.
  - Temporary Total Disablement.
  - Temporary Partial Disablement.
  - Benefit Period — Temporary Disablement.
  - Deferment Period — Temporary Disablement.

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

#### 5) Additional information about lots

Lot No: 7

Lot title: Lot 7 — Directors & Officers Liability

#### 1) Short description

Indemnity to the Insured/Insured Person subject to the Limit of Indemnity stated in the Schedule against legal liability to pay an indemnifiable loss (defence costs, legal representative costs, awards of damages, including punitive, exemplary or aggravated damages, the multiple portion of any multiplied damages award, judgements, awards of claimants costs and sum payable pursuant to any settlements) in connection with the Business and caused during the Period of Insurance within Great Britain, Northern Ireland, the Isle of Man or the Channel Islands and offshore installations in territorial waters around Great Britain and its continental shelf.

To pick up losses where Directors' and Officers' of the Trust are acting specifically outside the Relevant Function (all activities within the Relevant Function are insured via the Liabilities to Third Parties Scheme).

It is noted and agreed that based upon, arising from or in consequence of any actual or

alleged failure to perform or provide, or Wrongful Act in the performance or provision of, any medical advice, treatment or diagnosis of a kind which health services perform or provide or which it is alleged health services ought to perform or provide; except failure to direct, control or supervise employees of an Organisation except a Wrongful Act in such direction, control or supervision.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

Description:

Directors' and Officers' Liability.

Defence Costs for Pollution Liability (Sub Limit).

Court Attendance Compensation.

Defence Costs in addition to the Limit of Liability.

Directors' and Officers' Liability — Additional Limit of Liability.

Each and every claim bought and maintained entirely outside the USA.

Each and every claim brought or maintained in whole or in part in the USA.

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

**5) Additional information about lots**

Lot No: 8

Lot title: Lot 8 Terrorism

**1) Short description**

Insures the property advised to insurers against direct physical loss or physical damage by an act or series of acts of terrorism and / or sabotage occurring during the period of the policy.

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

Insures the property advised to insurers against direct physical loss or physical damage by an act or series of acts of terrorism and / or sabotage occurring during the period of the policy.

Property insured.

Item Description.

General Properties.

Works In Progress.

All Risks Schedule.

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

**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**

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

Insurance Policies.

### **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: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.delta-esourcing.com/delta/project/reasonsForExclusion.html#pcr>

Candidates will be required to answer these questions as part of the qualification process. For candidates who are registered overseas, you will need to declare if you have any offences /misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

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

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance.

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established.

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

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

List and brief description of conditions:

(a) A list of the works carried out over the past five years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct.

(b) A list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: — where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, — where the recipient was a private purchaser, by the purchaser's certification or, failing this,

simply by a declaration by the economic operator.

(c) An indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work.

(d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities.

(e) Where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate.

(f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work.

(g) For public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract.

(h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years.

(i) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

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

(k) With regard to the products to be supplied: (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests; (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

### **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: Financial Services Authority.

#### **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**

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

**IV.2.2. Information about electronic auction**

**IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

UB2015\_001

**IV.3.2. Previous publication concerning this procedure**

no

**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: 15.1.2016 - 17:00  
Payable documents: no

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

22.1.2016 - 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**

Duration in days: 60 (from the date stated for receipt of tender)

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

Date: 25.1.2016

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Officers supported by the Project team.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**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**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Cheltenham:-Financial-and-insurance-services./3MM5U9UWXP>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/3MM5U9UWXP>

GO Reference: GO-20151216-PRO-7465737.

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

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

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

16.12.2015