

United Kingdom-Glasgow: Insurance services
OJ S 247/2016 22/12/2016
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Elderpark Housing Association
Postal address: 31 Garmouth Street
Town: Glasgow
NUTS code: UKM34 Glasgow City
Postal code: G51 3PR
Country: United Kingdom
Contact person: Our Consultant — Maureen Batten
E-mail: maureenb3@tiscali.co.uk
Telephone: +44 1414402244

Internet address(es):

Main address: www.elderpark.org
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15563

I.3. Communication

Access to the procurement documents is restricted. Further information can be obtained at: www.publiccontractsscotland.gov.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.publiccontractsscotland.gov.uk

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: www.publiccontractsscotland.gov.uk

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Housing and community amenities

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Insurance and Related Services 2017.

II.1.2. Main CPV code

66510000 Insurance services

II.1.3. Type of contract

Services

II.1.4. Short description

The Contract is for the provision of general insurance and related services, including claims handling, loss control services, engineering inspections and general programme maintenance and advice as required by Elderpark Housing Association. Bidders are requested to bid for the entire scope of services. The procurement will follow the 2-stage Restricted Procedure, with bidders pre-qualified on the basis of capability, capacity and experience using the attached ESPDs.

II.1.5. Estimated total value

Value excluding VAT: 220 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

66512100 Accident insurance services, 66513100 Legal expenses insurance services, 66516400 General liability insurance services, 66515411 Pecuniary loss insurance services, 66515410 Financial loss insurance services, 66513200 Contractor's all-risk insurance services, 66515000 Damage or loss insurance services, 66516500 Professional liability insurance services, 66515200 Property insurance services, 66515100 Fire insurance services, 66516000 Liability insurance services, 66518100 Insurance brokerage services, 66514110 Motor vehicle insurance services, 66516100 Motor vehicle liability insurance services

II.2.3. Place of performance

NUTS code: UKM34 Glasgow City

Main site or place of performance: Glasgow, Scotland.

II.2.4. Description of the procurement

Insurance cover, related advice, claims management and loss control services for property, legal liabilities, engineering insurance and inspection and other general(non-life) insurances as required by Elderpark Housing Association for a period of 3 (years (or periods of insurance) commencing 1.4.2017, with the option to extend by up to a further 2 years at Elderpark's discretion. The contract is not divided into lots so bidders are required to bid for the entire scope of services. Bids are invited from suitably qualified and experienced insurance brokers or direct insurers.

The Contract will follow the Restricted Procedure with a pre-qualifying stage based on the ESPDs and bidders will be selected on the basis of their capability, capacity and experience to perform the contract. ESPDs must be completed in full with all relevant information supplied. Those selected will be invited to submit a Tender. The Contract will be awarded on the basis of Most Economically Advantageous Tender, with specific evaluation criteria detailed within the ITT and contract documents.

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

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Initial award for a period of 36 months, with an option to extend for up to a further 24 months at the discretion of Elderpark.

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:

Availability of suitably qualified, competent and experienced candidates.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III: Legal, economic, financial and technical information

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:

List and brief description of conditions:

AS a minimum, you are required to demonstrate:

— you are an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised /and or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority or equivalent in another member state of the European Economic Area indicating the types of insurance/service the bidder is authorised to arrange or provide (See question 4a of ESPDs)

— the financial ability and strength to deliver the programme (see question 4b of ESPDs),

— use of insurers with a Standard and Poors (or equivalent) rating of A- or above (see question 4B of ESPDs),

— the ability to provide social landlords with a choice of insurers and/or options,

— a record of successful provision of relevant services to property owners, social housing organisations or other organisations that are similar in profile to the contracting authority (see question 4C1 of ESPDs),

a skilled and competent service team, being client relationship management, technical staff, broking/underwriting expertise, claims managers and risk managers (see question 4C 2-6 of ESPDs),

- your commitment to delivering quality service to Elderpark, including that provided to us by any third party contractor employed by you or by the insurers you propose (see question 4D of ESPDs),
- your ability to demonstrate client satisfaction on at least 3 similar contracts,
- CII chartered form status and/or commitment to its Code of Ethics, commitment to corporate and individual professional development defined by the CII or similar professional organisation (see questions 4c&4D of ESPDs).

III.1.2. Economic and financial standing

List and brief description of selection criteria:

See questions at 4B of ESPDs.

Minimum level(s) of standards required:

Information and formalities necessary for evaluating if requirements are met:

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

(2) 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.

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

A minimum financial rating of A- from Standard & Poor (or equivalent from another recognised Rating Agency) will be required of all Risk carriers.

Minimum level(s) of standards possibly required:

As above.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

See questions at 4C of ESPDs.

Minimum level(s) of standards required:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years

(2) 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;

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

Minimum level(s) of standards possibly required:

As above.

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:

Execution of the service is reserved to suitably qualified, registered and experienced insurance providers, brokers and direct insurers.

III.2.2. Contract performance conditions

Sustainability of the premium throughout the duration of the contract.

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

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

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

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: 24/01/2017 Local time: 12:00

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

Date: 27/01/2017

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

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

November 2019.

VI.3. Additional information

Selection of bidders will be based on assessment of the responses to questions in ESPD aligned with financial, economic and technical requirements stated in Contract Notice. These questions must be responded to in full and submitted before the deadline for requests to participate elapses.

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=475807.

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.

The Contracting Authority does not intend to include a sub-contract clause in this contract. (SC Ref:475807)

Download the ESPD document here: http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=475807

VI.4. Procedures for review

VI.4.1. Review body

Official name: Elderpark Housing Association

Postal address: 31 Garmouth Street

Town: Glasgow

Postal code: G51 3PR

Country: United Kingdom

Telephone: +44 1414402244

Internet address: www.elderpark.org

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Within mandatory 10 day standstill period which will commence when bidders are notified of the outcome of the Tender.

VI.5. Date of dispatch of this notice

20/12/2016