

United Kingdom-Edinburgh: Insurance services

OJ S 244/2017 20/12/2017

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Manor Estates Housing Association Limited

Postal address: 11 Washington Lane

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH11 2HA

Country: United Kingdom

Contact person: Our Consultant - Maureen Batten

E-mail: maureenb3@tiscali.co.uk

Telephone: +44 1313373222

Internet address(es):

Main address: <http://www.manorestates.org.uk>

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15383

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.](http://www.publiccontractsscotland.gov.uk)

[publiccontractsscotland.gov.uk](http://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 2018

II.1.2. Main CPV code

66510000 Insurance services

II.1.3. Type of contract

Services

II.1.4. Short description

Insurance and related services, including provision of insurance cover, broking and advisory, claims handling services and loss control advice.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

66510000 Insurance services, 66513100 Legal expenses insurance services, 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, 66515411 Pecuniary 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, 66518000 Insurance brokerage and agency services, 66519200 Engineering insurance services, 66519300 Auxiliary insurance services

II.2.3. Place of performance

NUTS code: UKM75 Edinburgh, City of

Main site or place of performance: Edinburgh and the Lothians.

II.2.4. Description of the procurement

The Contract is for the provision of general insurance and related services, including insurance broking and claims handling, loss control services, engineering inspections and general programme maintenance and advice as required by Manor Estates 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.

The scope of the contract includes 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 Manor Estates for a period of 3 years (or periods of insurance)commencing 1.4.2018, with the option to extend by up to a further 2 years, subject to satisfactory performance at the Association's sole 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 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:

The contract may be extended beyond the initial 3 year period by up to a further 2 years, subject to satisfactory performance, at the Association's sole discretion.

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:

Availability of suitably qualified, competent and properly accredited 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

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. Please do not attach information which is not requested in the contract notice or ESPD.

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:

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),
- financial ratings of all risk carriers proposed, with a minimum Standard and Poors (or equivalent) rating of A- or above being preferred(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 manor estates, 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 possibly required:

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.
- (4) Financial ratings of all risk carriers must be provided

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 possibly 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.

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:

Reference to the relevant law, regulation or administrative provision:

Bidders must be either 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.

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: yes

IV.2. Administrative information

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

Date: 18/01/2018 Local time: 15:00

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

Date: 23/01/2018

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

English

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

36 or 60 months

VI.3. Additional information

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 this notice and within the ESPDs to enable the bidder to decide whether to participate in this process. All respondents will be required to detail their proposed insurance wordings and provide details of relevant experience of all account servicing, claims handling and risk management staff at the ITT stage. Selection of bidders will be based on assessment of the responses to questions in ESPDs 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=521527

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. (SC Ref:521527).

Download the ESPD document here: http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=521527

VI.4. Procedures for review

VI.4.1. Review body

Official name: Manor Estates Housing Association Limited

Postal address: 11 Washington Lane

Town: Edinburgh

Postal code: EH11 2HA

Country: United Kingdom

Telephone: +44 1313373222

Fax: +44 1313371012

Internet address: <http://www.manorestates.org.uk>

VI.5. Date of dispatch of this notice

18/12/2017