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Tender

## **Insurance brokerage services**

Sheffield Museums Trust

F02: Contract notice

Notice identifier: 2021/S 000-000051

Procurement identifier (OCID): ocds-h6vhtk-028779

Published 4 January 2021, 4:16pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Sheffield Museums Trust

Leader House, Surrey Street

Sheffield

S1 2LH

#### **Email**

[elizabeth.lilley@museums-sheffield.org.uk](mailto:elizabeth.lilley@museums-sheffield.org.uk)

#### **Telephone**

+44 1142782600

#### **Country**

United Kingdom

#### **NUTS code**

UKE32 - Sheffield

**Internet address(es)**

Main address

<http://www.museums-sheffield.org.uk/>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA31889](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA31889)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.museums-sheffield.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

<http://www.museums-sheffield.org.uk/>

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

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

#### **II.1.1) Title**

Insurance brokerage services

Reference number

SMT002/insurance

#### **II.1.2) Main CPV code**

- 66510000 - Insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

3 year comprehensive insurance brokerage for Sheffield Museums Trust

#### **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
- 66513000 - Legal insurance and all-risk insurance services
- 66515000 - Damage or loss insurance services
- 66515200 - Property insurance services
- 66516000 - Liability insurance services
- 66516100 - Motor vehicle liability insurance services
- 66516400 - General liability insurance services
- 66518000 - Insurance brokerage and agency services

- 66518100 - Insurance brokerage services
- 66519310 - Insurance consultancy services

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

NUTS codes

- UKE32 - Sheffield

Main site or place of performance

Sheffield

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

Insurance brokerage and claims management service for a Charitable Museums Trust. A 3 year contract for services is preferred.

A range of insurances to cover all business risks and activities will be required.

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

Quality criterion - Name: experience and reputation / Weighting: 50

Price - Weighting: 50

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

Start date

1 April 2021

End date

31 March 2024

This contract is subject to renewal

No

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

Variants will be accepted: Yes

### **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

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## **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

Companies should be listed on the FCA's Financial Services Register

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to 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

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## **Section IV. Procedure**

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

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

Open procedure

#### **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

5 February 2021

Local time

12:00pm

### **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**

Tender must be valid until: 31 March 2021

### **IV.2.7) Conditions for opening of tenders**

Date

8 February 2021

Local time

9:00am

Place

Leader House, Surrey Street, Sheffield, S1 2LH

Information about authorised persons and opening procedure

tenders to be opened in the presence of two people.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Please refer to the Invitation to tender document and tender response document for detailed information and requirements. These documents can be obtained from [www.museums-sheffield.org.uk](http://www.museums-sheffield.org.uk) or by emailing [elizabeth.lilley@museums-sheffield.org.uk](mailto:elizabeth.lilley@museums-sheffield.org.uk)

(MT Ref:221549)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

