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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

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

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

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

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

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.

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 or by emailing 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

Telephone

+44 3450103503

Country

United Kingdom

Internet address

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