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Tender

Insurance coverage and associated services (not broking services)

Derby City Council

F02: Contract notice

Notice identifier: 2021/S 000-002355

Procurement identifier (OCID): ocds-h6vhtk-02909a

Published 5 February 2021, 1:01pm

Section I: Contracting authority

I.1) Name and addresses

Derby City Council

The Council House, Corporation Street

Derby

DE12FS

Contact

Andrew Grover

Email

procurement@derby.gov.uk

Telephone

+44 1332643270

Country

United Kingdom

NUTS code

UKF11 - Derby

Internet address(es)

Main address

www.derby.gov.uk

Buyer's address

www.eastmidstenders.org

I.3) Communication

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

www.eastmidstenders.org

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.eastmidstenders.org

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance coverage and associated services (not broking services)

Reference number

TD1684

II.1.2) Main CPV code

- 66500000 - Insurance and pension services

II.1.3) Type of contract

Services

II.1.4) Short description

Tenders are invited for the provision of Combined Liability (Lot 1) and/or Motor Fleet (Lot 2) insurance coverage and associated services (not broking services)

Please note, suppliers wishing to express interest and obtain the documentation, must do so by 15:00 on 7th March 2021. It is recommended that you express interest and obtain the documentation well before this time to allow sufficient time to prepare and submit a comprehensive response. The deadline for returns is 12:00 noon the 8th of March 2021.

Please visit <https://www.eastmidstenders.org> where you can express interest and obtain the documents. Please note we will only accept expressions of interest through the e-tendering system. Please search for TD1684.

II.1.5) Estimated total value

Value excluding VAT: £4,300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Combined Liability

Lot No

1

II.2.2) Additional CPV code(s)

- 66516400 - General liability insurance services
- 66516500 - Professional liability insurance services
- 66518300 - Insurance claims adjustment services

II.2.3) Place of performance

NUTS codes

- UKF11 - Derby

II.2.4) Description of the procurement

Tenders are invited for the provision of Combined Liability (Lot 1)

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

Value excluding VAT: £3,850,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two year initial duration with two years in extension options.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Two year initial duration with two years in extension options.

II.2.14) Additional information

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract. Please refer to the Procurement Documents

II.2) Description

II.2.1) Title

Motor Fleet

Lot No

2

II.2.2) Additional CPV code(s)

- 66514110 - Motor vehicle insurance services
- 66518300 - Insurance claims adjustment services

II.2.3) Place of performance

NUTS codes

- UKF11 - Derby

II.2.4) Description of the procurement

Tenders are invited for the provision of Motor Fleet Insurance (Lot 2)

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

Value excluding VAT: £450,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two year initial duration with two years in extension options.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Two year initial duration with two years in extension options.

II.2.14) Additional information

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract. Please refer to the Procurement Documents

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

Selection criteria as stated in the procurement documents

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.2.2) Contract performance conditions

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract. The details are to be provided in the procurement documents

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

8 March 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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 March 2021

Local time

12:15pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated 20 to 48 months from date of this notice

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

This tender is being managed electronically. Please go to www.sourcederbyshire.co.uk and look for the contract advert under 'live contracts' section, select the relevant contract notice. Select the 'apply online' link in the bottom right hand corner of the contract notice. This will transfer you to the Council's e-tendering system at <https://www.eastmidtenders.org> where you can express interest and obtain the documents. To access the tender documentation and to be able to submit your response, you must first register your organisation on EastMids Tenders (unless you have done this previously). Please note we will only accept expressions of interest/tender returns through the East Mids Tenders e-tendering system.

To Register:

On the opportunities portal home page (<https://www.eastmidtenders.org>) there is an option to 'Register' link in the top right hand corner of the screen, click this to begin the registration process, which is step by step where you need to enter your details and your own company's details. Further information can be found in the user guide 'how to do business on the portal' which can be found in the 'Help' section at the top right of the homepage. Once you have received the 2 system generated emails confirming your user name and password you can search for new opportunities from the supplier home page.

To Search:

On the opportunities portal home page (<https://www.eastmidtenders.org>), Click on 'view opportunities'. On the 'Find Opportunities' page you can narrow your search. The "Organisation" field allows the organisation you are searching on to be chosen. Click the arrow to bring a drop down menu displaying the various organisations. Select 'Derby City Council', then click on the 'Update' button to return the results. This will then return all the opportunities that are applicable to Derby City Council. You can narrow the search further using the 'keyword' option. To view the further details of the opportunity, click the corresponding contract title and click on the Login and Register Interest button and login to

the EastMids Tenders system to start the tender process. The EastMids Tenders system is a very secure site and is simple to use. However, if this is the first time you will be using the system for submitting documents you should read the comprehensive ProContract reference guides which will provide the guidance required by clicking the 'Help' icon that is located on the home page on the top right of the East Mids Tenders System.

Once you have registered your interest, the tender information will be moved to, and can be found on, the 'My Opportunities' page on the EastMidsTenders page once you are logged in. You will be able to view and download the documents for completion, along with instructions on how to make a submission.

VI.4) Procedures for review

VI.4.1) Review body

Derby City Council

The Council House, Corporation Street

Derby

DE1 2FS

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day standstill period following electronic notification (minimum of 15 calendar days for any other means of communication) to tenderers of the award decision. This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Si 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.

