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Tender

## **LUPC Personal Accident & Travel Insurance**

London Universities Purchasing Consortium

F02: Contract notice

Notice identifier: 2022/S 000-003316

Procurement identifier (OCID): ocds-h6vhtk-03138f

Published 4 February 2022, 5:39pm

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

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

London Universities Purchasing Consortium

Shropshire House, 179 Tottenham Court Road, Fitzrovia

London

W1T 7NZ

#### **Contact**

Mike Kilner

#### **Email**

[m.kilner@lupc.ac.uk](mailto:m.kilner@lupc.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**National registration number**

04784719

**Internet address(es)**

Main address

<https://www.lupc.ac.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/81165>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=43385&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=43385&B=LUPC)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=43385&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=43385&B=LUPC)

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

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

Body governed by public law

**I.5) Main activity**

Education

## **Section II: Object**

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

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

LUPC Personal Accident & Travel Insurance

Reference number

INS5074 LU

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

- 66510000 - Insurance services

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

Services

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

Purchase of Personal Accident and Travel insurance Services for the London Universities Purchasing Consortium (excluding Insurance Broking Services).

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 66512000 - Accident and health insurance services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Southern England including London, East and West Midlands.

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

London Universities Purchasing Consortium (LUPC), a company limited by guarantee, is undertaking this tendering process in accordance with the Open Procedure requirements of the Public Contracts Regulation 2015 for and on behalf of the Insurance Group (IG), a group of around 35 participating institutions, principally made up of members of LUPC - <https://www.lupc.ac.uk/members/our-members> together with a number of SUPC institutions (<http://www.supc.ac.uk/our-members/>) and one NWUPC institution (<https://www.nwupc.ac.uk/our-members>). It is also possible that at some point within the lifetime of the agreement it may be used by Members (full and associate) of the NEUPC (<http://www.neupc.ac.uk/who-are-our-members>).

The appointed provider(s) will commence service 1 May 2022 and arrange the provision of Personal Accident and Travel Insurance on behalf of the IG.

The initial length of this non-framework contract is three years and three months (first period of insurance to 31 July 2023) with the option to extend two further years subject to satisfactory performance.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 May 2022

End date

31 July 2027

This contract is subject to renewal

Yes

Description of renewals

Contract is for three years and three months, with the option to extend a further two years.

#### **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

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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

This tender is open only to insurance companies and Managing General Agents regulated by the Financial Conduct Authority and Market Act 2000, Insurance Companies Act 1982 and any other statutory modifications thereof. Insurance companies and MGA's may provide terms through an intermediary/broker.

For the avoidance of doubt this competition does not include a requirement for insurance broking services and placement of coverage will be by Gallagher with the bidding Insurers/MGA and not via the introducing intermediary.

Evaluation will be undertaken as referred to within the ITT document.

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

List and brief description of selection criteria

Applicants are requested to provide with their letter of application details of their financial standing, including confirmation of company registration number and the company address.

Applicants may be asked for further information if the Authority feels it is necessary.

The financial assessment will be based upon a credit check and review of the supplied accounts in relation to the value of business for the Lot applied for.

Minimum level(s) of standards possibly required:

All bidders should hold a S&P rating of A minus, or equivalent, as a minimum.

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

List and brief description of selection criteria

Service providers shall be authorised to write the class of insurance listed subject to English law and jurisdiction of English Courts.

Experience of providing insurance for similar organisations.

Willing to be vetted, and as set out in detail in the tender documents.

## **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

Financial Services and Market Act 2000, Insurance Companies Act 1982 and other statutory modifications thereof, and associated obligations of the Financial Conduct Authority.

Insurers must be authorised to carry out business in the relevant class of insurance listed in II.2.4.

This competition does not include a requirement for insurance broking services. Bids from insurance brokers (or equivalent organisations) are permitted but only where they are accompanied with a letter of agreement, or similar/equivalent indication of authority from the insurer(s) they are operating on behalf of. Such indication must be signed by an authorised representative of each insurer and confirm that the broker (or other organisation) has due authority to respond on behalf of the insurer(s). Insurers are not permitted to submit multiple bids, for example, direct and via a broker.

### **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: No

### **IV.2) Administrative information**

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

Date

16 March 2022

Local time

2:00pm

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

English

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

Date

16 March 2022

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 60 months from this publication

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

LUPC IG: Birkbeck, University of London / Brunel University London / City, University of London / De Montfort University / Goldsmiths, University of London / Imperial College of Science, Technology and Medicine / King's College London / London Academy of Music and Dramatic Art (LAMDA) / London Metropolitan University / London School of Economics / London South Bank University / Middlesex University / Natural History Museum / Queen Mary University of London / Royal College of Music / Royal Holloway, University of London / SOAS, University of London / Solent University / The Courtauld Institute of Art / The Royal College of Surgeons of England / The Royal Veterinary College / The University of Buckingham / Trinity Laban Conservatoire of Music & Dance / University College London / University of East London / University of Hertfordshire / University of London, Senate House / University of Portsmouth / University of Reading / University of Roehampton / University of Southampton / University of Surrey / University of West London / University of Westminster / University of Wolverhampton

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

London Universities Purchasing Consortium

Shropshire House, 179 Tottenham Court Road, Fitzrovia

London

W1T 7NZ

Country

United Kingdom

Internet address

[www.lupc.ac.uk](http://www.lupc.ac.uk)

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Any appeals should be promptly brought to the attention of the contracting authority by emailing the named contact in Section I.1 above, and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the timescale specified by the applicable law, including, without limitation, the Public Contract Regulations 2015. In accordance with such Regulations, the contracting authority will also incorporate a minimum 10 calendar day standstill period from the date information on the award of contract is communicated to tenderers.

### **VI.4.4) Service from which information about the review procedure may be obtained**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom