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Tender

DFE - CITB NI – Provision of Insurance Services

Construction Industry Training Board Northern Ireland (CITB NI)

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-003990

Procurement identifier (OCID): ocds-h6vhtk-0607dd

Published 16 January 2026, 3:11pm

Scope

Reference

ID 6275600

Description

CITB NI wishes to appoint a provider for Insurance and Brokerage Services for a one year period with two further 12 month optional extension periods. The purpose of this competition will be to service the insurance needs of CITB NI, an Arm's Length Body of the Department for the Economy. The following are the main requirements:

(A) Insurance Brokerage and Renewals of the following by 1 April 2026 and in the second year by 1 April 2027:

- Property and contents Damage (including business interruption);
- Cyber Security
- Public and Products Liability including excess public liability;

- Professional Indemnity
- Management Liability
- Business Travel and Personal Accident.
- Engineering
- Engineering Plant
- Motor Fleet Insurance; and
- Legal Expenses
- Employers Liability

(B) Brokerage and Claims Handling Services.

Preliminary Market Engagement (PME) was not conducted as there is an established mature market for insurance within Northern Ireland and the UK. CITB NI has previously been successful in tendering on several occasions.

Total value (estimated)

- £112,500 excluding VAT
- £135,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2027
- Possible extension to 31 March 2029
- 3 years

Description of possible extension:

The contract period is for one year from 01 April 2026 to 31 March 2027 with two optional 1 year extension periods covering 01 April 2027 to 31 March 2028 and 01 April 2028 to 31 March 2029.

Main procurement category

Services

CPV classifications

- 66510000 - Insurance services
- 66518100 - Insurance brokerage services

Contract locations

- UKN - Northern Ireland

Participation

Technical ability conditions of participation

As per Tender documentation.

Submission

Enquiry deadline

2 February 2026, 3:00pm

Tender submission deadline

11 February 2026, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

2 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 15 January 2029

Award criteria

Name	Description	Type
AC1 Brokerage Services	20 percent	Quality
AC2 Price	80 percent	Price

Weighting description

20 percent quality and 80 percent price.

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Construction Industry Training Board Northern Ireland (CITB NI)

- Public Procurement Organisation Number: PYNL-3711-RMGW

Nutts Corner Training Centre, 17 Dundrod Rd

Crumlin

BT29 4SR

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.citbni.org.uk/home.aspx>

Region: UKN0D - Antrim and Newtownabbey

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland

- Public Procurement Organisation Number: PVWG-8426-YW XV

303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk/topics/procurement>

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.