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Tender

## **Insurance Brokerage (Non-Life) including Risk Management Services**

London Universities Purchasing Consortium

F02: Contract notice

Notice identifier: 2021/S 000-006656

Procurement identifier (OCID): ocids-h6vhtk-028ff5

Published 31 March 2021, 1:06pm

### **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://www.lupc.ac.uk/become-supplier>

**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=36860&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=36860&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=36860&B=LUPC](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=36860&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

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Insurance Brokerage (Non-Life) including Risk Management Services

Reference number

INS5070 LU

#### II.1.2) Main CPV code

- 66518100 - Insurance brokerage services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

London Universities Purchasing Consortium (LUPC) is undertaking this tendering process for Insurance brokerage services for and on behalf of the LUPC Insurance Group (IG), a group of 40 participating institutions, principally made up of more than 20 members of LUPC (<https://www.lupc.ac.uk/member-list>) together with a number of SUPC institutions (<http://www.supc.ac.uk/our-members/>) and one NWUPC member (<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 purchasing consortia: (<http://www.neupc.ac.uk/who-are-our-members>). The appointed broker will commence servicing the IG from 1 September 2021, which includes the placement and management of several insurance lines including but not limited to: property and business interruption, money risks, engineering, motor, employers and public liability, financial lines, terrorism and clinical trials.

#### II.1.5) Estimated total value

Value excluding VAT: £5,000,000

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 66518100 - Insurance brokerage 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 for Insurance brokerage services for and on behalf of the LUPC Insurance Group (IG), a group of 40 participating institutions, principally made up of more than 20 members of LUPC (<https://www.lupc.ac.uk/member-list>) together with a number of SUPC institutions (<http://www.supc.ac.uk/our-members/>) and one NWUPC member (<https://www.nwupc.ac.uk/our-members>), the University of Wolverhampton. In addition to these HE Consortia, 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 purchasing consortia: (<http://www.neupc.ac.uk/who-are-our-members>).

The appointed broker will commence servicing the IG from 1 September 2021, which includes the placement and management of several insurance lines including but not limited to: property and business interruption, money risks, engineering, motor, employers and public liability, financial lines, terrorism, clinical research and trials and cyber-related risks.

The initial length of this non-framework, single-source contract is three years with the option to extend to seven 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.2.6) Estimated value**

Value excluding VAT: £5,000,000

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The Contract will be established for an initial period of 3 years with an option to extend for a further period of up to a total of 7 years. The Contract is intended to start on 01/09/2021 or as otherwise agreed.

#### **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

#### **II.2.14) Additional information**

Access to the proprietary IG membership information within the main tender documentation is restricted by password protection, which will be released upon signed completion of the confidentiality agreement open form included in the documentation.

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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

Authorised and regulated by the UK Financial Conduct Authority and a member of the British Insurance Brokers' Association or an equivalent insurance intermediary organisation representing the interests of insurance brokers, intermediaries and their customers at the national level.

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

Minimum level(s) of standards possibly required

As stated in the procurement documents.

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

Minimum level(s) of standards possibly required

As stated in the procurement documents.

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

#### **III.2.2) Contract performance conditions**

As stated in the procurement documents.

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-002190](#)

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

Date

10 May 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

10 May 2021

Local time

12:00pm

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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: Between 5 and 7 years

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

Access to the proprietary IG membership information within the main tender documentation is restricted by password protection, which will be released upon signed completion of the confidentiality agreement open form included in the documentation.

The contracting authority reserves the right to cancel the procurement and not to proceed with the award of any contract at any stage of the procurement process and/or to award only part or parts of any contract. Save for any mandatory periods the timescales in this notice are purely indicative and the contracting authority reserves the right to amend the same.

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

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

London Universities Purchasing Consortium

Shropshire House, 179 Tottenham Court Road, Fitzrovia

London

W1T 7NZ

Email

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

Telephone

+44 2073072760

Country

United Kingdom



Internet address

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

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

Precise information on deadline(s) for review procedures

LUPC will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. 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) within 30 days of knowledge or constructive knowledge of breach.