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Tender

Provision of Insurance Requirements

UNIVERSITY OF MANCHESTER

F02: Contract notice

Notice identifier: 2023/S 000-006869

Procurement identifier (OCID): ocids-h6vhtk-03b0d8

Published 9 March 2023, 11:00am

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF MANCHESTER

Room G010, John Owens Building, Oxford Road

MANCHESTER

M139PL

Email

procurement@manchester.ac.uk

Telephone

+44 1612758857

Country

United Kingdom

Region code

UKD3 - Greater Manchester

UK Register of Learning Providers (UKPRN number)

UKPRN 10007798

Internet address(es)

Main address

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

Buyer's address

<https://in-tendhost.co.uk/manchesteruniversity/>

I.3) Communication

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

<https://in-tendhost.co.uk/manchesteruniversity/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/manchesteruniversity/>

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

Provision of Insurance Requirements

Reference number

2022/1918/INSPOLICY/SC/NG/MW

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Manchester wishes to appoint providers of insurance services to cover a range of insurance requirements.

This process is being supported by the University's appointed insurance broker, Gallagher.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for one lot only

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Bidders are able to submit for any number of lots they wish.

II.2) Description

II.2.1) Title

Combined Liability

Lot No

1

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

The University of Manchester

II.2.4) Description of the procurement

The University of Manchester wishes to appoint providers of insurance services to cover a range of insurance requirements.

This process is being supported by the University's appointed insurance broker, Gallagher.

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 June 2023

End date

31 May 2026

This contract is subject to renewal

Yes

Description of renewals

Option to extend for additional 2 years subject to annual renewal

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for additional 2 years subject to annual renewal

II.2) Description

II.2.1) Title

Motor Fleet

Lot No

2

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

The University of Manchester

II.2.4) Description of the procurement

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31 May 2026

This contract is subject to renewal

Yes

Description of renewals

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II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for additional 2 years subject to annual renewal

II.2) Description

II.2.1) Title

Crime

Lot No

3

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

The University of Manchester

II.2.4) Description of the procurement

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End date

31 May 2026

This contract is subject to renewal

Yes

Description of renewals

Option to extend for additional 2 years subject to annual renewal

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for additional 2 years subject to annual renewal

II.2) Description

II.2.1) Title

Personal Accident & Travel

Lot No

4

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

The University of Manchester

II.2.4) Description of the procurement

The University of Manchester wishes to appoint providers of insurance services to cover a range of insurance requirements.

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II.2.5) Award criteria

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

Start date

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End date

31 May 2026

This contract is subject to renewal

Yes

Description of renewals

Option to extend for additional 2 years subject to annual renewal

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for additional 2 years subject to annual renewal

II.2) Description

II.2.1) Title

Marine Cargo

Lot No

5

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

The University of Manchester

II.2.4) Description of the procurement

The University of Manchester wishes to appoint providers of insurance services to cover a range of insurance requirements.

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II.2.11) Information about options

Options: Yes

Description of options

Option to extend for additional 2 years subject to annual renewal

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

13 April 2023

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

13 April 2023

Local time

12:30pm

Place

The University of Manchester.

Information about authorised persons and opening procedure

University of Manchester staff only.

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.4) Procedures for review

VI.4.1) Review body

The High Court of Justice of England

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://www.procurement.manchester.ac.uk/>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar days standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by the authority as soon as possible after the decision has been made as to the reasons why the applicant was unsuccessful. If an appeal regarding the award of the 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 breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must generally be brought within 3 months. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the authority has communicated the award of the contract and summary of reasons to tenderers or otherwise within 6 months of the contract being entered into. 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, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the authority to pay a fine and/or order the duration of the contract to be shortened. The purpose of the standstill period referred to is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

The University of Manchester

Manchester

M139PL

Email

procurement@manchester.ac.uk

Country

United Kingdom

