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Contract

Insurance Brokerage

NORWICH CITY SERVICES LIMITED

F03: Contract award notice

Notice identifier: 2025/S 000-013001

Procurement identifier (OCID): ocds-h6vhtk-04fd1d

Published 4 April 2025, 10:29am

Section I: Contracting authority

I.1) Name and addresses

NORWICH CITY SERVICES LIMITED

City Hall

Norwich

NR21NH

Contact

Bernadette King

Email

bernadetteking@norwich.gov.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Companies House

12656036

Internet address(es)

Main address

www.norwichcityservices.com

I.4) Type of the contracting authority

Other type

Local Authority Trading Company

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Brokerage

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Insurance brokerage, advisory services, and claims handling

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Lowest offer: £15,000 / Highest offer: £39,500 taken into consideration

II.2) Description

II.2.2) Additional CPV code(s)

- 66000000 - Financial and insurance services

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber

- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

II.2.4) Description of the procurement

Insurance brokerage, advisory services, and claims handling

II.2.5) Award criteria

Cost criterion - Name: Quality / Weighting: 75%

II.2.11) Information about options

Options: Yes

Description of options

2 years + 1 Year + 1 Year

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Mini competition concluded using CCS Framework RM6323, three companies (Howden, Gallagher & Willis) were selected to take part.

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section V. Award of contract

Lot No

1

Title

Insurance & Related Services 4

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

25 February 2025

V.2.2) Information about tenders

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Howden Insurance Brokers Limited

London

EC3A 5AF

Country

United Kingdom

NUTS code

- UK - United Kingdom

Companies House

725875

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £39,500

Total value of the contract/lot: £39,500

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Crown Commercial Service

London

Country

United Kingdom