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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](mailto: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](http://www.norwichcityservices.com)

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

Other type

Local Authority Trading Company

**I.5) Main activity**

Housing and community amenities

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## **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

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## **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

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## **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

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**Section VI. Complementary information**

**VI.4) Procedures for review**

**VI.4.1) Review body**

Crown Commercial Service

London

Country

United Kingdom