

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/017105-2022>

Tender

## **Claims Management Services**

The British Broadcasting Corporation (BBC)

F02: Contract notice

Notice identifier: 2022/S 000-017105

Procurement identifier (OCID): ocds-h6vhtk-034976

Published 22 June 2022, 5:01pm

The closing date and time has been changed to:

**25 July 2022, 2:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

### **I.1) Name and addresses**

The British Broadcasting Corporation (BBC)

Broadcasting House, Portland Place

London

W1A 1AA

#### **Email**

[kevin.waters@bbc.co.uk](mailto:kevin.waters@bbc.co.uk)

#### **Telephone**

+44 1234567890

**Fax**

+44 1234567890

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.bbc.co.uk/supplying/>

Buyer's address

<https://bbc.bravosolutions.co.uk>

**I.3) Communication**

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

<https://bbc.bravosolutions.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://bbc.bravosolutions.co.uk>

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**

Other activity

Broadcasting

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Claims Management Services

Reference number

PROC 2022 04 KW Claims Management Services

#### **II.1.2) Main CPV code**

- 66510000 - Insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The requirement is for a quality claims management service capable of responding effectively to the wide variety of claims circumstances generated by the account and the bespoke needs of the BBC. This will include litigated and non-litigated cases. Claims handling will not be on a delegated authority basis although the BBC may agree delegated authority for particular classes/types of claim during the course of the contract.

#### **II.1.5) Estimated total value**

Value excluding VAT: £500,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

## **II.2.4) Description of the procurement**

The BBC corporate insurance agreements extend to the entire BBC group including commercial subsidiaries and some BBC Commissioned Independent Productions (for further details on the BBC, its subsidiaries and both public service broadcasting and commercial activities, please visit: <http://www.bbc.co.uk/aboutthebbc/>). Since 1996, the BBC insurance agreements have incorporated a substantial self-insured retention. External Claims Management Service Providers have been retained over that period to manage the claims falling within the retention.

The requirement is for a quality claims management service capable of responding effectively to the wide variety of claims circumstances generated by the account and the bespoke needs of the BBC. This will include litigated and non-litigated cases. Claims handling will not be on a delegated authority basis although the BBC may agree delegated authority for particular classes/types of claim during the course of the contract.

The vast majority of the claims will be UK based. However, given the global nature of the BBC, incidents and claims will occasionally arise outside the UK.

The requirement includes instruction and management of other service providers such as loss adjusters, investigators, lawyers and experts to provide specialist assistance on individual cases.

The successful provider will have demonstrated the ability to deal with the BBC group's bespoke needs, addressing the sensitivities which are inevitable with such a high-profile organisation.

The BBC has determined that the requirement is not suitable for dividing into lots. Accordingly the BBC intends to award a single contract for the requirement.

## **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: £500,000

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

Duration in months

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The initial contract term will run for a period of 3 years. The BBC may, at its sole discretion, extend this framework on up to two occasions, by up to 12 months on each occasion.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

## **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

Where there is more than one economic operator, the BBC reserves the right to require a grouping of economic operators to take a particular legal form or to require a single economic operator to take primary liability or to require that each party undertakes joint and several liability.

Please register your interest in this project by taking the following steps: 1 - Register your company on the Jaggaer e-Tendering portal (this is only required once): 1.1 Go to <https://bbc.bravosolution.co.uk> 1.2 - Click the link on the login page to register. 1.3 Accept the terms and conditions and click 'Continue'. 1.4 - Enter your correct business and user details. 1.5 - Note the username you chose and click 'Save' when complete. 1.6 - You will shortly receive an email with your temporary password. 2 - Express an interest in the tender: 2.1 - Login to the portal with the username/password. 2.2 - Click the 'PQQs/ITTs Open to all Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier). 2.3 - Click on the relevant PQQ/ITT to access the content. 2.4 - Click the 'Express Interest' button at the top of the page. This will move the PQQ/ITT into your 'My PQQs/My ITTs' page. (This is a secure area reserved for your projects only. 2.5 - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box. 3. Responding to the tender: 3.1 - Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining). 3.2 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification. 3.3 - Note the deadline for completion, and then follow the onscreen instructions to complete the PQQ/ITT. There may be a mixture of online and offline actions for you to perform (there is detailed online help available). 3.4 You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance, please consult the online help, or contact the Jaggaer e-Tendering help desk.

#### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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**

Originally published as:

Date

22 July 2022

Local time

2:00pm

Changed to:

Date

25 July 2022

Local time

2:00pm

See the [change notice](#).

#### **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**

Tender must be valid until: 23 January 2023

#### **IV.2.7) Conditions for opening of tenders**

Date

22 July 2022

Local time

2:00pm

---

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

In the case of technology requirements, the BBC may involve its technology partner (Atos IT Solutions and Services Limited) to assist in the scoping and drafting of invitations to tender and/or the evaluation of tenders. However, the final decision as to which is the most economically advantageous (by reference to the award criteria) will be made by the BBC. The awarding authority reserves the right not to award a contract and to annul the procurement process at any stage. Tenders and all supporting documents must be priced in sterling and all payments will be made in sterling. The contract shall be subject to English law. The awarding authority does not bind itself to accept the lowest, or any tender and reserves the right to accept part of a tender unless the tenderer expressly stipulates otherwise in the tender document.

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

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

Business and Property Courts of England and Wales - TCC.

Rolls Building, 7 Rolls Building, Fetter Lane

London

EC4A 1NL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

As stated in the Public Contracts Regulations 2015. The applicable review time limits shall be as stated in Regulations 92 and 93 Public Contracts Regulations 2015.