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Tender

SPS 2689 - Provision of a complete package of insurances for Greenwich Service Plus Ltd

Royal Borough of Greenwich

F02: Contract notice

Notice identifier: 2023/S 000-018850

Procurement identifier (OCID): ocds-h6vhtk-03de4b

Published 3 July 2023, 2:36pm

Section I: Contracting authority

I.1) Name and addresses

Royal Borough of Greenwich

3rd Floor, The Woolwich Centre, 35 Wellington Street, Woolwich

London

SE18 6HQ

Contact

Shola Oke

Email

shola.oke@royalgreenwich.gov.uk

Telephone

+44 2089216957

Country

United Kingdom

Region code

UKI51 - Bexley and Greenwich

Internet address(es)

Main address

<http://www.royalgreenwich.gov.uk/>

Buyer's address

<http://www.royalgreenwich.gov.uk/>

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://royalgreenwich.proactishosting.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://royalgreenwich.proactishosting.com/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

SPS 2689 - Provision of a complete package of insurances for Greenwich Service Plus Ltd

Reference number

DN676927

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Greenwich Service Plus Ltd is seeking tenders (s) for Insurance packages as a whole embracing all aspects of insurance (with claims handling) including Uninsured Loss Recovery and Legal Expenses. The Contract will commence from 1st April 2024 till 31st March 2025 as a minimum, however Greenwich Service Plus will consider entering into a long-term agreement with an option to extend and is open to considering potential long term agreements with insurers so initially please quote terms for 1 year, 3 years, 3+2 year and a 5-year period.

II.1.5) Estimated total value

Value excluding VAT: £219,708.66

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKI51 - Bexley and Greenwich

II.2.4) Description of the procurement

Greenwich Service Plus Ltd is seeking tender(s) for Insurance packages as a whole embracing all aspects of insurance (with claims handling) including Uninsured Loss Recovery and Legal Expenses. The Contract will commence from 1st April 2024 till 31st March 2025 as a minimum, however Greenwich Service Plus will consider entering into a long-term agreement with an option to extend and will be open to consider long term agreements with insurers so initially please quote terms for 1 year, 3 years, 3+2 year and a 5-year period.

The procurement will take place under the Open Procedure as stipulated in the Public Contracts Regulations 2015. The estimated total value is £219,708.66 including IPT & VAT – based on last year's annual renewal.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £219,708.66

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract will commence from 1st April 2024 till 31st March 2025 as a minimum, however Greenwich Service Plus will consider entering into a long-term agreement with an option to extend and will be open to consider long term agreements (with annual renewal) with insurers so initially please quote terms for 1 year, 3 years, 3+2 year and a

5-year period.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Yes. as specified within the Invitation to Tender (ITT) pack

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

Insurers will be insurance companies authorised to write classes of insurance listed within the UK subject to English / Welsh Law and the Jurisdiction of the English / Welsh courts. The service will be regulated by the provisions of the Insurance Act 1982 and any modification thereof. Bids are permitted from Insurance Companies and Managing General Agents with specific Insurers. The Authority may have other requirements as specified within the Invitation to Tender (ITT) pack

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

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

23 August 2023

Local time

5:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

23 August 2023

Local time

5:05pm

Place

Royal Borough of Greenwich Offices - Woolwich

Information about authorised persons and opening procedure

Royal Borough of Greenwich Staff

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

This procurement will be managed electronically via the RBG Proactis e- tendering Suite. To participate in this procurement, participants shall first be registered on the eTendering Suite. If bidders have not yet registered on the eTendering Suite, this can be done online at <https://royalgreenwich.proactishosting.com/> and click on the tap 'supplier registration'. Note: registration may take some time, therefore, please ensure that you allow enough time to register. Full instructions for registration and use of the system can be found at <https://supplierhelp.due-north.com/> For technical assistance on use of the eSourcing Suite, please contact Proactis Helpdesk Freephone: 0345 0103503.

Once registration is completed, the registered user will receive a notification email to alert them that this has been done. A registered user can express an interest for a specific procurement. This is done by looking at the opportunity's section and selecting the contract you want to tender for.

As a user of the e-Tendering Suite, you will have access to Proactis e-Portal email messaging service which facilitates all messages sent to you and from you in relation to any specific Tender event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information applicable to this opportunity. All communications relating to this tender exercise must be via e-portal messaging system.

No direct emails to officers will be answered unless you are having problems communicating through the portal. This process aims to improve audit trails as well as avoid duplication. Please note, social value considerations are included in this contract. Details are stated in the tender documents.

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

Royal Courts of Justice, Strand

London

WC1A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Royal Borough of Greenwich has incorporated a minimum 10 calendar day standstill period.

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

Royal Borough of Greenwich

The Woolwich Centre

London

SE18 6HQ

Country

United Kingdom