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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](mailto: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

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## **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

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## **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.

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## **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

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## **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