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Tender

## **Tender for Insurance Services**

Thanet District Council

F02: Contract notice

Notice identifier: 2021/S 000-021076

Procurement identifier (OCID): ocds-h6vhtk-02d9c4

Published 25 August 2021, 7:30pm

The closing date and time has been changed to:

**7 October 2021, 2:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

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

Thanet District Council

Thanet District Council, Cecil Street

Margate

CT9 1XZ

#### **Contact**

Miss Gemma Paul

#### **Email**

[gemma.paul@thanet.gov.uk](mailto:gemma.paul@thanet.gov.uk)

**Telephone**

+44 1843577294

**Country**

United Kingdom

**NUTS code**

UKJ4 - Kent

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=9b94376b-1604-ec11-810d-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=9b94376b-1604-ec11-810d-005056b64545>

**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**

Tender for Insurance Services

Reference number

DN565469

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

- 66000000 - Financial and insurance services

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

Services

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 1. Property including Contract Works & Computers

Lot 2. Fine Art

Lot 3. Commercial & Industrial Properties

Lot 4. Leasehold Right to Buy

Lot 5. Casualty

Lot 6. Fidelity Guarantee

Lot 7. Group Personal Accident

Lot 8. Engineering Services

## Lot 9. Motor Fleet

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

Important Information: All procurement documents are attached to the notice and available for suppliers to download from the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)) and complete according to instructions contained.

The procurement process will be undertaken on the basis of formal quotations. Evaluation will be on the basis of criteria and methodology as set out in the Invitation to Tender document.

Any clarifications or questions must be submitted via the Message area of the Kent Business Portal by no later than 14.00hrs on 17 September 2021.

Completed tender documents must be submitted electronically via the Kent Business Portal by no later than 14.00hrs on 1 October 2021.

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

Value excluding VAT: £3,989,153

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Property including Contract Works & Computers

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services
- 66515200 - Property insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 1. Property including Contract Works & Computers

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

Important Information: All procurement documents are attached to the notice and available for suppliers to download from the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)) and complete according to instructions contained.

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### **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: £53,170

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

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

#### **II.2.1) Title**

Fine Art

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

##### **Lot 2. Fine Art**

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

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Completed tender documents must be submitted electronically via the Kent Business Portal by no later than 14.00hrs on 1 October 2021.

#### **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: £20,500

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

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

#### **II.2.1) Title**

Commercial & Industrial Properties

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 66515200 - Property insurance services

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

NUTS codes

- UKJ4 - Kent

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



Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

### Lot 3. Commercial & Industrial Properties

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

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### **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: £495,799

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

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

#### **II.2.1) Title**

Leasehold Right to Buy

Lot No

4

#### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the

Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

#### Lot 4. Leasehold Right to Buy

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

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#### **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: £79,716

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

## **II.2) Description**

### **II.2.1) Title**

Casualty

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

## Lot 5. Casualty

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

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### **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: £481,453

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

## **II.2) Description**

### **II.2.1) Title**

Fidelity Guarantee

Lot No

6

### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 6. Fidelity Guarantee

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

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#### **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: £13,118

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

## **II.2) Description**

### **II.2.1) Title**

Group Personal Accident

Lot No

7

### **II.2.2) Additional CPV code(s)**

- 66512000 - Accident and health insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 7. Group Personal Accident

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

Important Information: All procurement documents are attached to the notice and available for suppliers to download from the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)) and complete according to instructions contained.



The procurement process will be undertaken on the basis of formal quotations. Evaluation will be on the basis of criteria and methodology as set out in the Invitation to Tender document.

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Completed tender documents must be submitted electronically via the Kent Business Portal by no later than 14.00hrs on 1 October 2021.

#### **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: £3,298

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

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

## **II.2) Description**

### **II.2.1) Title**

Engineering Services

Lot No

8

### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 8. Engineering Services

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

Important Information: All procurement documents are attached to the notice and available for suppliers to download from the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)) and complete according to instructions contained.

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#### **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: £60,264

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

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

The procurement is related to a project and/or programme financed by European Union

funds: No

## **II.2) Description**

### **II.2.1) Title**

Motot Fleet

Lot No

9

### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKJ4 - Kent

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

Thanet District Council wishes to select and appoint a suitable supplier for the provision of Insurance services and invites prospective suppliers to submit a Tender to meet the Employer's requirements. This Tender is for Insurance services to cover a variety of cover levels as defined and required by the Council. Brokerage services are excluded from the Insurance requirement. The Tender is packaged in 9 separate Lots:

Lot 9. Motor Fleet

The Contract is anticipated to commence upon 1 January 2022 for a duration of 3 years, with the option to extend for a further two years at the sole discretion of the Council.

Important Information: All procurement documents are attached to the notice and available for suppliers to download from the Kent Business Portal ([www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)) and complete according to instructions contained.

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Any clarifications or questions must be submitted via the Message area of the Kent Business Portal by no later than 14.00hrs on 17 September 2021.

Completed tender documents must be submitted electronically via the Kent Business Portal by no later than 14.00hrs on 1 October 2021.

**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: £272,650

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

Start date

1 January 2022

End date

31 December 2024

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

Options to extend at the sole discretion of the Contracting Authority as per details contained in procurement documentation

**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 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**

Originally published as:

Date

1 October 2021

Local time

2:00pm

Changed to:

Date

7 October 2021

Local time

2:00pm

See the [change notice](#).

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

1 October 2021

Local time

3:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

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

Royal Courts of Justice

London

Country

United Kingdom