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Tender

## **Insurance Services**

Borough Council of King's Lynn & West Norfolk

F02: Contract notice

Notice identifier: 2021/S 000-022031

Procurement identifier (OCID): ocds-h6vhtk-02dd7e

Published 6 September 2021, 12:15pm

## **Section I: Contracting authority**

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

Borough Council of King's Lynn & West Norfolk

Kings Court, Chapel Street

King's Lynn

PE30 1EX

#### **Email**

[procurementtenders@west-norfolk.gov.uk](mailto:procurementtenders@west-norfolk.gov.uk)

#### **Telephone**

+44 1553616200

#### **Country**

United Kingdom

**NUTS code**

UKH16 - North and West Norfolk

**Internet address(es)**

Main address

[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-King%27s-Lynn:-Insurance-services./8J6UWNEZ82>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Insurance Services

Reference number

BCKLWN211

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

- 66510000 - Insurance services

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

Services

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

The Council requires Insurance cover across 12 different categories, these are split into 12 separate Lots. Bidders may tender for any number of these Lots.

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

Value excluding VAT: £2,000,000

#### **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**

Material Damage, Business Interruption, Money, Specified All Risks

Lot No

1

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Material Damage, Business Interruption, Money and Specified All Risks. Full details are available in the Invitation to Tender.

## **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: £300,000

## **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

## **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.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/8J6UWNEZ82>

## **II.2) Description**

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

Fine Art

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Fine Art. Full details are available in the Invitation to Tender.

#### **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: £75,000

#### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Property Owners - Retail and Industrial/Commercial

Lot No

3

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Property Owners - Retail and Industrial/Commercial. Full details are available in the Invitation to Tender.

### **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: £350,000

## **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

## **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**

Houseowner



Lot No

4

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Houseowner. Full details are available in the Invitation to Tender.

### **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: £50,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Employer's Liability, Public/Products Liability, Officials Indemnity, Libel & Slander, Land Charges, Public Health Act, Professional Indemnity

Lot No

5

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Employer's Liability, Public/Products Liability, Officials Indemnity, Libel & Slander, Land Charges, Public Health Act, Professional Indemnity. Full details are available in the Invitation to Tender.

#### **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: £800,000

#### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Director's and Officer's Liability

Lot No

6

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Director's and Officer's Liability. Full details are available in the Invitation to Tender.

### **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: £45,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Crime

Lot No

7

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Crime. Full details are available in the Invitation to Tender.

### **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: £25,000

### **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

Yes

## Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Personal Accident

Lot No

8

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Personal Accident. Full details are available in the Invitation to Tender.

### **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: £10,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Computer

Lot No

9

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Computer. Full details are available in the Invitation to Tender.

### **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: £20,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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 - Inspection and Insurance

Lot No

10

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Engineering - Inspection and Insurance. Full details are available in the Invitation to Tender.

#### **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: £120,000

#### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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 - Business Interruption

Lot No

11

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Engineering - Business Interruption. Full details are available in the Invitation to Tender.

### **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: £5,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

### **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**

Motor Fleet - General Vehicles and Lease Car

Lot No

12

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

- 66510000 - Insurance services

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

Insurance Cover required for Motor Fleet – General Vehicles and Lease Car. Full details are available in the Invitation to Tender.

### **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: £200,000

### **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

Yes

Description of renewals

The contract will run for an initial period of three years with provision for the Council to offer an extension of up to a further two years, likely to be on a one plus one year basis.

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

Variants will be accepted: Yes

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

Options: No

## **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.1.2) 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

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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

15 October 2021

Local time

12:00pm

##### **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: 3 (from the date stated for receipt of tender)

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

Date

18 October 2021

Local time

10:00am

Place

Council Offices



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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 years if contract is extended

### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-King%27s-Lynn:-Insurance-services./8J6UWNEZ82>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/8J6UWNEZ82>

GO Reference: GO-202196-PRO-18859665

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

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

Borough Council of King's Lynn & West Norfolk

Kings Court, Chapel Street

King's Lynn

PE30 1EX

Email

[monitoringofficer@west-norfolk.gov.uk](mailto:monitoringofficer@west-norfolk.gov.uk)

Telephone

+44 1553616200

Country

United Kingdom

Internet address

[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)