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Tender

Contract for Property Insurance in respect of Leasehold Flats excluding Broker Services

City & County of Swansea

F02: Contract notice

Notice identifier: 2021/S 000-022937

Procurement identifier (OCID): ocds-h6vhtk-02e10c

Published 15 September 2021, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

City & County of Swansea

Civic Centre

Swansea

SA1 3SN

Email

Procurement@Swansea.gov.uk

Telephone

+44 1792637242

Country

United Kingdom

NUTS code

UKL18 - Swansea

Internet address(es)

Main address

<https://www.swansea.gov.uk/dobusinesswithcouncil>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0254

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

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

Contract for Property Insurance in respect of Leasehold Flats excluding Broker Services

Reference number

CCS/21/301

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Swansea Council ('the Council') invites bids for the provision of its property insurance in respect of private dwellings sold on a leasehold basis, the majority of these were under the Right To Buy (RTB) legislation.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66000000 - Financial and insurance services
- 66510000 - Insurance services
- 66515000 - Damage or loss insurance services
- 66515200 - Property insurance services

II.2.3) Place of performance

NUTS codes

- UKL18 - Swansea

Main site or place of performance

Swansea.

II.2.4) Description of the procurement

Swansea Council ('the Council') invites bids for the provision of its property insurance in respect of private dwellings sold on a leasehold basis, the majority of these were under the Right To Buy (RTB) legislation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

34

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: 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

In accordance with Section 20 of the Landlord and Tenant Act 1985 a consultation process has been undertaken with leaseholders. Tender responses may be inspected by Tenants if a request is made to the Council during the consultation period. The Contract will not be awarded until any observations received from Leaseholders have been considered and the Council has had due regard.

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

Criteria as stated in the procurement documents.

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

Criteria as stated in the procurement documents.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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, Welsh

IV.2.7) Conditions for opening of tenders

Date

15 October 2021

Local time

12:30pm

Information about authorised persons and opening procedure

Procurement Officer.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Contract start dates are indicative and subject to change, a 24 month extension is included at the Councils discretion.

Landlord & Tenant Act 1985

In accordance with Section 20 of the Landlord and Tenant Act 1985 a consultation process has been undertaken with leaseholders. Tender responses may be inspected by Tenants if a request is made to the Council during the consultation period.

The Contract will not be awarded until any observations received from Leaseholders have been considered and the Council has had due regard.

Economic operators interested in submitting a tender can download the tender documents from the eTenderWales portal (<http://etenderwales.bravosolution.co.uk>) you will need to register with eTenderWales if you are not already registered. Please see below instructions on how to register.

1. Register your company on the eTenderWales portal (this is only required once):

- Navigate to the portal: <http://etenderwales.bravosolution.co.uk>
- Click the “Suppliers register here” link.
- Enter your correct business and user details.
- Note the username you chose and click “Save” when complete.
- You will shortly receive an e-mail with your unique password (please keep this secure).
- Agree to the terms and conditions and click “continue”.

2. Express an interest in the project:

- Login to the portal with your username/password.

- Click the “ITTs Open to All Suppliers” link (these are the ITTs open to any registered supplier).
- Click on the relevant ITT to access the content.
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
- This will move the ITT into your “My ITTs” page (this is a secure area reserved for your projects only).
- Click on the ITT code. You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the invitation to tender:

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting).
- You can now use the “Messages” function to communicate with the buyer and seek any clarification.
- Note the deadline for completion, then follow the onscreen instructions to complete the ITT.
- There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help. Alternatively, the BravoSolution helpdesk can be contacted (Monday to Friday, 8:00 to 18:00) on:

— E-mail: help@bravosolution.co.uk

— Phone: +44 8003684850

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=114045

(WA Ref:114045)

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period will extend to 15 calendar days for communication by non-electronic means. Applicants who are unsuccessful shall be informed by the Council as soon as possible after the decision has been made. Should additional information be required it should be requested of the addressee in section I.1. If an appeal regarding the award of the contract has not been successfully resolved, The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court (England, Wales, and Northern Ireland). Any such action must be brought promptly (generally within 30days). Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Council to amend any document and may award damages. If the contract has been entered into the Court may, depending on the circumstances, award damages, make a declaration of ineffectiveness, order the Council to pay a civil financial penalty, and/or order that the duration of the contract be shortened. If a declaration of ineffectiveness is sought, any such action must be brought within 30 days where the Council has communicated the award of the contract and a summary of reasons to tenderers, or otherwise within 6 months. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.

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

City & County of Swansea, Legal, Democratic Services & Business Intelligence

Civic Centre

Swansea

SA1 3SN

Country

United Kingdom

Internet address

www.swansea.gov.uk