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Tender

## **Insurances Services including claims handling**

HTS (Property and Environment) Limited

F02: Contract notice

Notice identifier: 2024/S 000-025954

Procurement identifier (OCID): ocds-h6vhtk-048b2c

Published 15 August 2024, 12:20pm

The closing date and time has been changed to:

**30 September 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

HTS (Property and Environment) Limited

231 Baldwins Lane, Croxley Green

Rickmansworth

WD3 3LH

### **Contact**

Neil Rowland

### **Email**

[Neil.rowland@htsgroupltd.co.uk](mailto:Neil.rowland@htsgroupltd.co.uk)

**Telephone**

+44 1279446944

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.htsgroupltd.co.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42833](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42833)

**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://www.mytenders.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.mytenders.co.uk>

#### **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**

Insurances Services including claims handling

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

- 66510000 - Insurance services

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

Services

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

It is the intention of HTS (Property & Environment) Limited to tender its insurance programme due for renewal on 1st February 2025.

#### **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

Lot No

1

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

- 66515200 - Property insurance services

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

NUTS codes

- UKH3 - Essex

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

Property

\* material damage "All Risk"

\* Business Interruption

\* Goods in Transit

#### **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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total.

#### **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**

Construction (Annual)

Lot No

2

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

- 66513200 - Contractor's all-risk insurance services

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

NUTS codes

- UKH3 - Essex

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

Contractors All Risks

### **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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total

#### **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**

Casualty

Lot No

3

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

- 66516000 - Liability insurance services

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

NUTS codes

- UKH3 - Essex

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

Casualty

- \* Employers Liability
- \* Public/Products Liability
- \* Professional Indemnity

\* Fidelity Guarantee

### **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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total.

### **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

4

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

- 66515200 - Property insurance services

**II.2.3) Place of performance**

NUTS codes

- UKH3 - Essex

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

Computer

**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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total.

**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

Lot No

5

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

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKH3 - Essex

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

Motor Fleet

### **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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total.

#### **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**

Package

Lot No

6

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

- 66513200 - Contractor's all-risk insurance services
- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66516000 - Liability insurance services

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

NUTS codes

- UKH3 - Essex

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

Package

#### **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**

Start date

1 February 2025

End date

31 January 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will run for two years with an option to extend for a further three years, 1+1+1 making five years in total.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

This tender is open only to insurance companies and Managing General Agents regulated by the Financial Conduct Authority and Market Act 2000, Insurance Companies Act 1982 and any other statutory modifications thereof. Insurance companies and MGA's may provide terms through an intermediary/broker. For the avoidance of doubt this competition does not include a requirement for insurance broking services and placement of coverage will be by Gallagher with the bidding Insurers/MGA and not via the introducing intermediary. Evaluation will be undertaken as referred to within the ITT document

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Applicants are requested to provide with their letter of application details of their financial standing, including confirmation of company registration number and the company address. Applicants may be asked for further information if HTS feels it is necessary. The financial assessment will be based upon a credit check and review of the supplied accounts in relation to the value of business for the lot(s) applied for.

Minimum level(s) of standards possibly required

Bidders must hold an AM Best rating of BBB+ or equivalent. In addition they must be able to demonstrate a minimum turnover of 15 times the estimated contract value for this procurement and must be able evidence a positive net worth if requested to do so.

#### **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**

Refer to 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**

Originally published as:

Date

25 September 2024

Local time

12:00pm

Changed to:

Date

30 September 2024

Local time

12:00pm

See the [change notice](#).

#### **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**

Tender must be valid until: 24 December 2024

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

Date

26 September 2024

Local time

8:00am

Place

HTS Offices

Information about authorised persons and opening procedure

Neil Rowland

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID+217726](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID+217726). The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guide.aspx](https://www.mytenders.co.uk/sitehelp/help_guide.aspx). Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. (MT REF:217726)

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=217726](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=217726).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=232571](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=232571).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the



electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:232571)

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

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

HTS (Property and Environment) Limited

Mead Park Industrial Estate, River Way

Harlow

CM20 2SE

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