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Tender

## **Provision of Insurance Services in respect of Leasehold Properties and Equity Share / Mortgaged Properties (excluding the provision of insurance broking services) 2021**

Reading Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-026440

Procurement identifier (OCID): ocds-h6vhtk-02eeb5

Published 21 October 2021, 4:37pm

The closing date and time has been changed to:

**9 December 2021, 5:00pm**

See the [change notice](#).

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

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

Reading Borough Council

Civic Offices, Bridge Street

Reading

RG1 2LU

**Contact**

Derek Crisp

**Email**

[pchub@reading.gov.uk](mailto:pchub@reading.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

[www.reading.gov.uk](http://www.reading.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/reading.aspx/Tenders/Current>

**I.3) Communication**

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

<https://in-tendhost.co.uk/readingbc>

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**

Provision of Insurance Services in respect of Leasehold Properties and Equity Share / Mortgaged Properties (excluding the provision of insurance broking services) 2021

Reference number

RBC P 00001101

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

- 66515200 - Property insurance services

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

Services

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

Reading Borough Council are completing an Invitation to Tender exercise (managed by Marsh., the Contracting Authority's retained Insurance Broker and Risk Advisor) for the provision of Right to Buy and Leasehold Properties Insurance. The Council is procuring Damage to Buildings, Loss of Rent and Property Owners Liability insurance cover to protect the Council's and Leaseholders' interest in the properties owned by the Council. Suppliers that would like to take part in this process are invited to **Express Interest** upon which they will be given access to the full documentation delivered through this portal. Documents can be accessed from the **My Tenders** area of this website by selecting the **View Details** button for the project. Expressions of interest will only be accepted until 20th November 2021. Any questions relating to this opportunity should be made via the correspondence link on this portal.

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

Value excluding VAT: £185,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 66515200 - Property insurance services

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

NUTS codes

- UKJ11 - Berkshire

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

The Contracting Authority 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. The current Long Term Agreement expires on 31st March 2022. The dwellings are flats in blocks and flats in houses (maisonettes) where the Contracting Authority still retain the freehold ownership and in some case the leases may state that the Contracting Authority, as the Freeholder, will arrange the buildings insurance on behalf of the Leaseholder and recharge the premium as part of the Service Charge. Other flats in some blocks have not been sold (RBC tenanted) and are separately insured so insurance cover for these flats are not required. In addition, there are 4 Shared Ownership Houses (5 Dee Road, 8 Dover Street, 57 Field Road, 12 Norwich Drive) which have different leases. There are 9 Shared Ownership Houses (in Field Rd & Garnet Hill). These are identified on the schedule. 17 detached garages that are leased to RTB leaseholders are included in the schedule. There are no freehold properties. The Insurer must be registered with the Financial Conduct Authority (FCA) regulates how these firms behave, as well as more broadly the integrity of the UK's financial markets. Cover is expected to commence at 00.01am on the 1st April 2022 in the name of: Reading Borough Council (including Leaseholders and Mortgagors for their respective interests)

### **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

60

This contract is subject to renewal

Yes

Description of renewals

1 renewal available in the form of an extension for 24 months beyond the initial 60 month term.

### **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

The Insurer must be registered with The Financial Conduct Authority (FCA)

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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

20 November 2021

Local time

11:59pm

Changed to:

Date

9 December 2021

Local time

5:00pm

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: 1 April 2022

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

Date

22 November 2021

Local time

9:00am

Place

Reading Borough Council via In-Tend portal

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Cover must be in place from/commence on 1st April 2022. The tender is being managed by Marsh., the Contracting Authority's retained Insurance Broker and Risk Advisor

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

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

High Court of Justice of England and Wales

7 Rolls Buildings, Fetter Lane

London

EC4A 1NL

Telephone

+44 2079477156

Country

United Kingdom

Internet address

<https://courtribunalfinder.service.gov.uk/courts/rolls-building>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The relevant deadlines depend on the specific nature of the remedies required and are defined in Regulations 93 & 94 of the Public Contracts Regulations 2015.

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

The Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom

Internet address

<https://www.gov.uk/government/organisations/cabinet-office>