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Tender

## **Insurance and Claims Handling Services**

Swindon Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-026903

Procurement identifier (OCID): ocds-h6vhtk-036b8a

Published 26 September 2022, 3:45pm

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

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

Swindon Borough Council

Swindon Borough Council, Civic Offices, Euclid Street

Swindon

SN1 2JH

#### **Contact**

Ms Claire Thompson

#### **Email**

[clthompson@swindon.gov.uk](mailto:clthompson@swindon.gov.uk)

#### **Telephone**

+44 7557541773

#### **Country**

United Kingdom

**Region code**

UKK14 - Swindon

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://www.supplyingthesouthwest.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.supplyingthesouthwest.org.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**

Insurance and Claims Handling Services

Reference number

DN634796

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

- 66510000 - Insurance services

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

Services

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

Insurance and Claims Handling Services

Swindon Borough Council invites expressions of interest from suitably qualified and experienced service providers for the provision of insurance and claims handling services.

The Council proposes to enter into one or more Contract(s) for a maximum period of 3 years (with the option to extend for a period or periods up to an additional two years) with the successful Tenderer(s) (Supplier).

The anticipated service commencement date is 01 January 2023. The Services have been divided into work packages (Lots) and Tenderers are invited to bid for all or any of the following Lots:

1. Property (including Leasehold Residential Properties)
2. Fidelity Guarantee
3. Combined Liability
4. Motor Fleet
5. Combined Engineering

6. Museum/Fine Arts

7. Package Lot

8. Asbestos Removal Liability

The initial contract term is 36 months with an option to extend for a further 48 months (2 periods of 24 months) for a potential total contract term of 7 years as stated in the ITT documents.

Estimated contract spend is outlined below.

Full details relating to the Services are provided in the tender documents.

Lot No Description Total Estimated Lot Value for 3 year initial term contract

1 Property £525,000-£825,000

2 Fidelity Guarantee £72,000-£132,000

3 Liability / Casualty Professional Indemnity, Officials Indemnity £1,086,000-£1,386,000

4 Motor £666,000-£966,000

5 Engineering Inspection £96,000-£156,000

6 Museum and Fine Art £69,000-£99,000

7 Combined Package lot of items 1-4 £2,349,000-£3,309,000

8 Asbestos Liability £21,000-£36,000

Total Range: £4,884,000-£6,039,000

Lot No Description Total Estimated Lot Value for maximum 7 years contract

1 Property £1,225,000-£1,925,000

2 Fidelity Guarantee £168,000-£308,000

3 Liability / Casualty Professional Indemnity, Officials Indemnity £2,534,000-£3,234,000

4 Motor £1,554,000-£2,554,000

5 Engineering Inspection £224,000-£364,000

6 Museum and Fine Art £161,000-£231,000

7 Combined Package lot of items 1-4 £5,481,000-£7,721,000

8 Asbestos Liability £49,000-£84,000

Total Range: £11,396,000-£14,091,000

Tender clarifications to be submitted in writing via Messaging in ProContract tender portal by 24 October 2022, 1200 hrs UK Local time. The Council's responses to these clarification questions will be issued periodically on the ProContract tender portal.

Tender Responses are required to be submitted no later than 31 October 2022, 1400 hrs UK Local time via ProContract tender portal - <https://www.supplyingthesouthwest.org.uk/>

#### **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 leasehold residential properties)

Lot No

1

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

- 66515200 - Property insurance services

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

NUTS codes

- UKK14 - Swindon

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

Property including general, commercial, educational, solar farms, housing and leasehold.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £525,000 - £825,000

Estimated cost range for 7 year term is £1,225,000-£1,925,000

#### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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

2

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

- 66510000 - Insurance services

**II.2.3) Place of performance**

NUTS codes

- UKK14 - Swindon

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

Fidelity Guarantee Insurance.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £72,000-£132,000

Estimated cost range for 7 year term is £168,000-£308,000

**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

84

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: Yes

**II.2.11) Information about options**

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

### **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**

Liability / Casualty Professional Indemnity, Officials Indemnity

Lot No

3

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

- 66516000 - Liability insurance services

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

NUTS codes

- UKK14 - Swindon

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

Public liability, employers liability, professional indemnity, officials indemnity.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £1,086,000-£1,386,000

Estimated cost range for 7 year term is £2,534,000-£3,234,000

### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

### **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 Vehicle Insurance

Lot No

4

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

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKK14 - Swindon

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

Main fleet vehicle insurance and schools motor vehicle insurance.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is ££666,000-£966,000

Estimated cost range for 7 year term is £1,554,000-£2,554,000

#### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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

Lot No

5

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

- 66519000 - Engineering, auxiliary, average, loss, actuarial and salvage insurance services

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

NUTS codes

- UKK14 - Swindon

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

Engineering inspection.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £96,000-£156,000

Estimated cost range for 7 year term is £224,000-£364,000

### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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**

Museum and Fine Art Insurance

Lot No

6

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

- 66510000 - Insurance services

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

NUTS codes

- UKK14 - Swindon

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

Museum and fine art insurance.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to

extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £69,000-£99,000

Estimated cost range for 7 year term is £161,000-£231,000

#### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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**

Combined Package of lots 1-4

Lot No

7

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

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66516400 - General liability insurance services

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

NUTS codes

- UKK14 - Swindon

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

Combined Package of lots 1-4 including:

Property

Fidelity Guarantee

Liability

Motor

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £2,349,000-£3,309,000

Estimated cost range for 7 year term is £5,841,000-£7,721,000

### **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

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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**

Asbestos Liability Insurance

Lot No

8

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

- 66510000 - Insurance services

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

NUTS codes

- UKK14 - Swindon

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

Asbestos Liability Insurance.

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

Estimated cost range for initial 3 year term is £21,000-£36,000

Estimated cost range for 7 year term is £49,000-£84,000

#### **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

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract period is for 3 years, commencing 01 January 2023. With an option to extend for two further periods of 2 years.

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

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

31 October 2022

Local time

2:00pm

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

English

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

Date

31 October 2022

Local time

2:00pm

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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**

Swindon Borough Council

Swindon

Country

United Kingdom