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Tender

## **Tender for Insurance Coverage and Associated Services**

Harlow District Council

F02: Contract notice

Notice identifier: 2024/S 000-026957

Procurement identifier (OCID): ocds-h6vhtk-049340

Published 23 August 2024, 8:43am

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

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

Harlow District Council

Civic Centre, Water Gardens

Harlow Essex

CM20 1WG

#### **Contact**

Carolyn Livingstone

#### **Email**

[admin.legal@harlow.gov.uk](mailto:admin.legal@harlow.gov.uk)

#### **Telephone**

+44 1279446174

#### **Country**

United Kingdom

**NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

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

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA0086](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA0086)

**I.3) Communication**

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

[www.MyTenders.org](http://www.MyTenders.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.MyTenders.org](http://www.MyTenders.org)

**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**

Tender for Insurance Coverage and Associated Services

Reference number

24/046

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

- 66510000 - Insurance services

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

Services

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

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 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 Insurances/MGA and not via the introducing intermediary. Evaluation will be undertaken in accordance with the ITT document.

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

Value excluding VAT: £4,500,000

#### **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**

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

Main site or place of performance

Harlow, Essex

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

Material Damage

Business Interruption

Money

Specified All Risks

Theft

Construction (annual)

**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 April 2025

End date

31 March 2030

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: 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

Lot No

2

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

- 66515200 - Property insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, Essex

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

Property Owners

### **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 April 2025

End date

31 March 2030

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: 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

Main site or place of performance

Harlow, Essex

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

Employer's Liability

Public/Products Liability

Officials Indemnity

Liable & Slander

Land Charges

Public Health Act

Professional Indemnity

#### **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 April 2025

End date

31 March 2030

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: 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

4

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

- 66510000 - Insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, Essex

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

Crime

### **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 April 2025

End date

31 March 2030

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: 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/Business Travel

Lot No

5

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

- 66510000 - Insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, Essex

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

Personal Accident/Business Travel

#### **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 April 2025

End date

31 March 2030

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: 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

6

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

- 66515200 - Property insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, 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 April 2025

End date

31 March 2030

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: 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

7

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

- 66519200 - Engineering insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, Essex

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

Engineering Inspection

Engineering Insurance

### **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 April 2025

End date

31 March 2030

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: 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

8

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

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Harlow, 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 April 2025

End date

31 March 2030

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: 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

4 October 2024

Local time

12:00pm

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

English

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

Date

4 October 2024

Local time

12:30pm

Place

Harlow Civic Centre

Information about authorised persons and opening procedure

Corporate Procurement (via MyTenders PostBox)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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=232619](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=232619).

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:232619)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

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

Precise information on deadline(s) for review procedures

It is envisaged that the Standstill Period will commence on 10 December.

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

Harlow District Council

Civic Centre

Harlow

CM20 1WG

Email

[tina.mcdermott@harlow.gov.uk](mailto:tina.mcdermott@harlow.gov.uk)

Telephone

+44 1279446172

Country

United Kingdom