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Tender

## **Insurance Brokerage Services Framework**

Offshore Renewable Energy Catapult  
Catapult Network & Trading Subsidiaries  
Vaccines Manufacturing and Innovation Centre UK Ltd  
Active Building Centre Company Ltd  
Glass Futures  
Agri-Tech Centres  
UK Battery Industrialisation Centre

F02: Contract notice

Notice identifier: 2021/S 000-029420

Procurement identifier (OCID): ocds-h6vhtk-02fa5b

Published 26 November 2021, 9:50am

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

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

Offshore Renewable Energy Catapult

Inovo, 121 George Street

Glasgow

G1 1RD

#### **Contact**

Mrs Sheena Thomson

#### **Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

**Telephone**

+44 3330041418

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.ore.catapult.org.uk>

Buyer's address

<https://www.ore.catapult.org.uk>

**I.1) Name and addresses**

Catapult Network & Trading Subsidiaries

UK

**Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://catapult.org.uk/>

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

Vaccines Manufacturing and Innovation Centre UK Ltd

Oxfordshire

#### **Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.vmicuk.com/>

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

Active Building Centre Company Ltd

Gloucestershire

#### **Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.activebuildingcentre.com/>

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

Glass Futures

Sheffield

#### **Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.glass-futures.org/>

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

Agri-Tech Centres

UK

#### **Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.agritechcentres.com/>

**I.1) Name and addresses**

UK Battery Industrialisation Centre

UK

**Email**

[procurement@ore.catapult.org.uk](mailto:procurement@ore.catapult.org.uk)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

**I.2) Information about joint procurement**

The contract involves 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://procontract.due-north.com/Advert/Index?advertId=5621b5b4-194d-ec11-810e-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=5621b5b4-194d-ec11-810e-005056b64545>

#### **I.4) Type of the contracting authority**

Body governed by public law

#### **I.5) Main activity**

Other activity

Research & Development

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Insurance Brokerage Services Framework

Reference number

DN583803

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

- 66518000 - Insurance brokerage and agency services

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

Services

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

This Invitation To Tender (“ITT”) has been issued by the Offshore Renewable Energy Catapult (“The Authority”) as collaboration lead on behalf of the Catapult Network, the Active Building Centre Co. Ltd, Agri-Tech Centres, Vaccines Manufacturing & Innovations Centre (UK) Ltd (VMIC), UK Battery Industrialisation Centre (UKBIC), Glass Futures and their Trading Subsidiaries (collectively, the “Buying Authorities”) to establish an Insurance Brokerage Services Framework Agreement, as part of a competitive procurement exercise in accordance with the "Open" procedure for tendering under the Public Contracts Regulations 2015 (as amended from time to time).

The Authority has undertaken an assessment of the ongoing requirements under this Framework and has deemed it to be suitable for division into the following three (3) lots:

- Lot 1 - Offshore Renewable Energy Catapult only (Single Supplier Contract)
- Lot 2 - CPI (The Centre for Process Innovation Limited) (Single Supplier Contract)
- Lot 3 - All Catapult Centres and Trading Subsidiaries (Single Supplier Framework)

Submissions shall be accepted for any one, combination of, or all of the above Lots.

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

Value excluding VAT: £7,000,000

### **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**

Offshore Renewable Energy Catapult only (Single Supplier Contract)

Lot No

1

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

- 66510000 - Insurance services

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

NUTS codes

- UK - United Kingdom

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

The Broker shall be required to provide all the Service requirements listed below. Further details of the individual requirement is provided at Appendix 4 of the ITT documentation.

- Core brokerage service;
- Risk management;
- Claims handling;
- Insurance administration;
- Other support services.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Duration in months

48

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**

CPI (The Centre for Process Innovation Limited) (Single Supplier Contract)

Lot No

2

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

- 66510000 - Insurance services

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

NUTS codes

- UK - United Kingdom

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

The Broker shall be required to provide all of the Service requirements listed below. Further details of the individual requirement is provided at Appendix 4 of the ITT Documentation.

- Core brokerage service;
- Risk management;
- Claims handling;
- Insurance administration;
- Other support services.

#### **II.2.5) Award criteria**

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

#### **II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Duration in months

48

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**

All Catapult Centres and Trading Subsidiaries (Single Supplier Framework)

Lot No

3

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

- 66510000 - Insurance services

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

NUTS codes

- UK - United Kingdom

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

The Buying Authority may have requirements for the provision of any or all of the Services as described at Appendix 4 of the ITT Documentation.

One (1) suitable capable Broker will be appointed to Lot 3.

The Brokerage Service may be required at any of the Buying Authorities detailed in Section 1.

As each of the Buying Authorities will have a different range of requirements, the Broker may need to vary the service provision according to the Buying Authority's needs either by variation to the original service or by taking on new services whatever they may be, provided they are "reasonable" and fall within the overall scope of what the Broker would reasonably be expected to deliver under the terms of this Lot 3 Framework Agreement.

Insurance programmes for other Buying Authorities are summarised in Appendix 7.

The Buying Authority will confirm at Call-Off Agreement stage which of the Services they require.

### **II.2.5) Award criteria**

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

**II.2.6) Estimated value**

Value excluding VAT: £5,000,000

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

Duration in months

48

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 IV. Procedure**

**IV.1) Description**

**IV.1.1) Type of procedure**

Open procedure

**IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

**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

11 January 2022

Local time

12:00pm

**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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

11 January 2022

Local time

12:05pm

Place

Glasgow, UK

Information about authorised persons and opening procedure

One member of the ORE Catapult Procurement Team plus one other person shall break the seal & verify all responses.

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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**

Royal Courts of Justice

London

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

In the first instance, all appeals should be promptly brought to the attention of the contact specified in Section I above, and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the timescales specified by the applicable law, including without limitation, the Public Contracts Regulations 2015. In accordance with the Public Contracts Regulations 2015, the contracting authority will also incorporate a minimum 10 calendar day standstill period from the date information on award of contract is communicated to tenderers.

As the UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions, any challenges will be dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the Public Contracts Regulations 2015.

