

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/029658-2021>

Tender

## **21050: Norwich City Council Leasehold Housing Property Material Damage Insurance**

Cambridgeshire County Council Insurance on behalf of Norwich City Council

F02: Contract notice

Notice identifier: 2021/S 000-029658

Procurement identifier (OCID): ocids-h6vhtk-02fb4b

Published 30 November 2021, 10:45am

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

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

Cambridgeshire County Council Insurance on behalf of Norwich City Council

New Shire Hall, Emery Crescent, Enterprise Campus,

Alconbury Weald, Huntingdon

PE28 4YE

#### **Contact**

Mr Mark Greenall

#### **Email**

[Mark.Greenall@cambridgeshire.gov.uk](mailto:Mark.Greenall@cambridgeshire.gov.uk)

#### **Telephone**

+44 1223699112

#### **Country**

United Kingdom

**NUTS code**

UKH15 - Norwich and East Norfolk

**Internet address(es)**

Main address

<https://www.norwich.gov.uk>

Buyer's address

<https://www.norwich.gov.uk/info/20297/procurement>

**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://procontract.due-north.com/Login>

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/Login>

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

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

21050: Norwich City Council Leasehold Housing Property Material Damage Insurance

Reference number

DN573020

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

- 66510000 - Insurance services

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

Services

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

Norwich City Council (The “Authority”) wishes to invite tenders for the supply of services works in respect of Norwich City Council Leasehold Housing Material Damage Insurance as detailed within the tender documentation.

The estimated total value of the contracts of the life of the agreements is estimated to be between £1,000,000 and £1,500,000. This contract value estimation is provided for guidance only and the final values will be determined by the market and bids received.

Arthur J. Gallagher Insurance Brokers has been selected to assist the Insurance Service in the tender following a break of the existing Long Term Agreement which has triggered this tender process,

Please note that this does not stop other entities of Arthur J. Gallagher Ltd bidding for the contract detailed in this notice.

Please note that any questions relating to the tender process should sent via the Proactis Procurement Portal for this project (DN573020) and the messaging system provided within that e-tendering facility:

The ProContract is located at <https://procontract@due-north.com/Login>.

Tenderers who experience technical difficulties when using ProContract should contact the support desk Mon-Fri, 9:00 to 17:30 on Telephone: 0330 005 0352 or Email:

[ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

#### **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

- UKH15 - Norwich and East Norfolk

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

Norwich City Council has a large-retained housing portfolio comprising approximately 17,700 units spread around the administrative boundary of Norwich City.

There are 3,230 properties that have been purchased on a leasehold arrangement by residents under the right to buy legislation conferred within the Housing Act. These comprise mostly flats. A full schedule of properties is provided within this tender document.

The properties are currently insured under the Council's insurance programme with cover being provided by the current provider who are leaving the market, hence the reason for this tender process. This tender is separate from the Council's main programme and set to stand alone and completely separate from the remainder of the Council's insurance arrangements.

This tender is separate from the Council's main programme and set to stand alone and completely separate from the remainder of the Council's insurance arrangements.

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

Quality criterion - Name: Cover / Weighting: 25

Quality criterion - Name: Underwriting and Policy Management / Weighting: 5

Quality criterion - Name: Claims Management / Weighting: 10

Price - Weighting: 60

## **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

The Authority is looking for a initial long term agreement of three years with option to extend for up to two further years as per the authorities discretion.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The Authority are seeking bids for a number of options as detailed in the Invitation to Tender documentation and shall then seek to select the best option thereafter against the evaluation criteria stated within the Invitation to Tender documentation.

## **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

# **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

Applicants must be FCA registered.

This tender is open only to insurance companies regulated by the Financial Services and Market Act 2000, Insurance Companies Act 1982 and any other statutory modifications thereof.

This competition does not include a requirement for insurance broking services and insurance brokers are not eligible to participate in the tender

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

Minimum level(s) of standards possibly required

All bidders should hold a Standard & Poor's (or equivalent rating agency) rating of BBB+ or better.

### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

Self-certify that you have of experience of providing insurance cover for the public sector is and/or experience with providing cover for complex commercial organisations.

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

This tender is open only to Insurance Companies regulated by the Financial Services and Market act, Insurance Companies Act 1982 and any other statutory modifications thereof.

This competition does not include a requirement for insurance broking services and insurance brokers are not eligible to participate in the tender.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

---

## **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

14 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: 6 (from the date stated for receipt of tender)

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

Date

14 January 2022

Local time

12:00pm

---

## **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**

Mr Henry Swan, Head of Procurement

New Shire Hall, Emery Crescent, Enterprise Campus,

Alconbury Weald, Huntingdon

PE28 4YE

Email

[Procurement2@cambridgeshire.gov.uk](mailto:Procurement2@cambridgeshire.gov.uk)

Country

United Kingdom

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

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Authority will incorporate a minimum 10 day standstill period at the point information



on the award of the contract is communicated to tenderers. The duration of this standstill will be disclosed at this point. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be required from (Refer to address in part 1.1). If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly. Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages.

If the Contract has been entered into the Court may order the ineffectiveness of a Contract where serious breach have occurred in addition to any fine, the Court may instead provide for alternative penalties, either contract shortening, fines or both.

The Authorities have invested in an e-tendering tool in order to facilitate its tendering processes in a compliant and transparent manner.

Potential Provider's will need to register an account via the Pro contract Portal' at <https://procontract.due-north.com/Login> before being able to view the full tender details.

In order to access the tender documentation, click "Find Opportunities", then on the drop-down menu, filter by "LGSS" by clicking on "Update" to find the relevant opportunity. Please ensure that you read the tender documents carefully in order to be aware of the requirements and relevant deadlines.

The Council reserves the right to award all, part or none of the business forming the subject matter of this procurement and to abandon, halt, pause, or postpone this procurement at any time. Under no circumstances will the Council incur any liability (including, but not limited to, liability as to costs) in respect of this procurement exercise, the abandonment of the same, or any documentation issued as part of this procurement exercise.

The Award of any contract shall need to follow the necessary legislation process with relevant Norwich Leaseholders and as detailed in the tender documentation.

This contract is not being split up into Lots as the provision is for a single provider to cover the whole risk for the authority for this type of Insurance