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Tender

Insurance for Leaseholder Properties (C3)

Woking Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-029940

Procurement identifier (OCID): ocds-h6vhtk-02fc6a

Published 2 December 2021, 12:15pm

Section I: Contracting authority

I.1) Name and addresses

Woking Borough Council

Civic Offices, Gloucester Square

Woking

GU21 6YL

Email

procurement@woking.gov.uk

Telephone

+44 1483743491

Country

United Kingdom

NUTS code

UKJ25 - West Surrey

Internet address(es)

Main address

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

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Insurance-services./WKAFN455R8>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance for Leaseholder Properties (C3)

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Woking Borough Council (WBC) is seeking to procure Insurance cover for domestic leaseholder properties.

II.1.5) Estimated total value

Value excluding VAT: £1

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

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

II.2.4) Description of the procurement

Insurance cover for domestic leaseholder properties

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 2022

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The contract will run for three years with an option to extend for a further two years, making five years in total

II.2.10) Information about variants

Variants will be accepted: No

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

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

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 statutory 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 Insurers/MGA and not via the introducing intermediary.

Evaluation will be undertaken as referred to within the ITT document

III.1.2) Economic and financial standing

List and brief description of selection criteria

Applicants are requested to provide with their letter of application details of their financial standing, including confirmation of company registration number and the company address.

Applicants may be asked for further information if the Authority feels it is necessary.

The financial assessment will be based upon a credit check and review of the supplied accounts in relation to the value of business for the Lot applied for.

Minimum level(s) of standards possibly required

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

If you do not hold a financial rating from a rating agency, please provide your financial statements for the past two years for consideration of Woking Borough Council and their broker to confirm the following:

1) Turnover: A minimum turnover of 2x the anticipated minimum contract value

2) In addition, tenderers must have a positive net worth and must be authorised by the FCA to transact general insurance business in the UK. Tenderers transacting business in the UK on a passport recognised by the FCA are also eligible to bid.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Service providers shall be authorised to write the classes of insurance listed within EU member states subject to English law and jurisdiction of English Courts

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

Financial Services and Market Act 2000, Insurance Companies Act 1982 and other statutory modifications thereof, and associated obligations of the Financial Conduct Authority.

Insurers must be authorised to carry out business in the relevant class of insurance listed in II.1.4.

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

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

24 January 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

25 January 2022

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority shall not be liable for any costs incurred by those applicants tendering for this contract. The contracting authority reserves the right to terminate the tendering exercise at any time without the award of a contract.

This procurement will be managed electronically via the Woking Borough Council procurement portal using <https://delta-esourcing.com>. To participate in this procurement, participants must first be registered on <https://delta-esourcing.com>. If you have not yet registered, please go online to <https://delta-esourcing.com>. You can then access the link to register. If you experience any technical difficulties please contact the Delta eSourcing Helpdesk on call +44 8452707050 or e-mail helpdesk@delta-esourcing.com.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Insurance-services./WKAFN455R8>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/WKAFN455R8>

GO Reference: GO-2021122-PRO-19327844

VI.4) Procedures for review

VI.4.1) Review body

Woking Borough Council

Civic Offices, Gloucester Square

Woking

GU216YL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Woking Borough Council

Civic Offices, Gloucester Square

Woking

GU21 6YL

Telephone

+44 1483743491

Country

United Kingdom