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Tender

## **Liability Claims Administrator**

Transport for London

F02: Contract notice

Notice identifier: 2023/S 000-031468

Procurement identifier (OCID): ocds-h6vhtk-040ed8

Published 25 October 2023, 12:48pm

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

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

Transport for London

5 ENDEAVOUR SQUARE

LONDON

E201JN

#### **Contact**

Ilva Cunka

#### **Email**

[ilvacunka@tfl.gov.uk](mailto:ilvacunka@tfl.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI41 - Hackney and Newham

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.tfl.gov.uk](http://www.tfl.gov.uk)

**I.3) Communication**

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

<https://s1-eu.riba.com/Sourcing/Main/aw?awh=r&awssk=GW1gHIU8&realm=TfL&dard=1>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://s1-eu.riba.com/Sourcing/Main/aw?awh=r&awssk=GW1gHIU8&realm=TfL&dard=1>

**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**

Liability Claims Administrator

Reference number

TfL 96287

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

- 66510000 - Insurance services

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

Services

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

Procurement run by Transport for London.

Requirement for a Service Provider for management and handling of liability (motor, employers, public) claims that fall under TfL's General Liability Policy of insurance, as well as uninsured disease claims.

The procurement process is being conducted electronically on the e-Tendering portal SAP Ariba. The portal can be accessed via the following link:

(<https://www.ariba.com/login>)

Suppliers interested in this tender opportunity please email [ilvacunka@tfl.gov.uk](mailto:ilvacunka@tfl.gov.uk) to be added to the suppliers list and to access tender pack.

To register on SAP Ariba, please use the following link:

<https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=GW1gHIU8&realm=TfL&dard=1>

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKI - London

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

To provide Liability Claims Administrator services for a period of 3 years, with an option to extend by up to further 2 years

### **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

39

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to further two years

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

Variants will be accepted: No

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

Options: Yes

Description of options

Option to extend by up to further two years

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## **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

Selection criteria as stated in the procurement documents

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted 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

27 November 2023

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

13 December 2023

#### **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)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: A new procurement is estimated to be run in late 2026/early 2027 or, should the contract extension options are exercised, in late 2027/early 2028 or late 2028/early 2029

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

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

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

Transport for London

London

Country

United Kingdom