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Tender

## **SPS 2736 - Leasehold (RTB) Properties Insurance**

Royal Borough of Greenwich

F02: Contract notice

Notice identifier: 2023/S 000-033727

Procurement identifier (OCID): ocids-h6vhtk-0419e2

Published 15 November 2023, 10:08am

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

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

Royal Borough of Greenwich

3rd Floor, The Woolwich Centre, 35 Wellington Street, Woolwich

London

SE18 6HQ

#### **Contact**

Ms Shola Oke

#### **Email**

[shola.oke@royalgreenwich.gov.uk](mailto:shola.oke@royalgreenwich.gov.uk)

#### **Telephone**

+44 2089216957

#### **Country**

United Kingdom

**Region code**

UKI51 - Bexley and Greenwich

**Internet address(es)**

Main address

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

Buyer's address

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

**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://royalgreenwich.proactishosting.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://royalgreenwich.proactishosting.com/>

**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**

SPS 2736 - Leasehold (RTB) Properties Insurance

Reference number

DN699284

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

- 66510000 - Insurance services

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

Services

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

The Council invites bids for the provision of property insurance in respect of private dwellings sold on a leasehold basis under the Right to Buy (RTB) Legislation. The dwellings are flats in blocks and flats in houses (maisonettes) where the Contracting Authority still retain the freehold ownership and the leases state that the Contracting Authority, as the Freeholder, will arrange the buildings insurance on behalf of the Leaseholder and recharge the premium as part of the Service Charge.

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

Value excluding VAT: £9,300,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKI51 - Bexley and Greenwich

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

The Council invites bids for the provision of property insurance in respect of private dwellings sold on a leasehold basis under the Right to Buy (RTB) Legislation. The dwellings are flats in blocks and flats in houses (maisonettes) where the Contracting Authority still retain the freehold ownership and the leases state that the Contracting Authority, as the Freeholder, will arrange the buildings insurance on behalf of the Leaseholder and recharge the premium as part of the Service Charge.

The Contract Period is initially for a period of 3 years although the Council reserves the right to extend the Contract on the same terms for a further 2 periods of 12 months (3 + 1 + 1) making a total possible Contract Period of 5 years.

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

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Value excluding VAT: £9,300,000

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

Duration in months

36

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

The Contract Period is initially for a period of 3 years although the Council reserves the right to extend the Contract on the same terms for a further 2 periods of 12 months (3 + 1 + 1) making a total possible Contract Period of 5 years.

The council requires quotes for 3 excess levels, as outlined in the ITT

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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

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

##### **III.2.2) Contract performance conditions**

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

15 December 2023

Local time

5:00pm

**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

15 December 2023

Local time

5:10pm

Place

Royal Borough of Greenwich Offices - Woolwich

Information about authorised persons and opening procedure

Royal Borough of Greenwich Officers.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

This procurement will be managed electronically via the RBG Proactis e- tendering Suite. To participate in this procurement, participants shall first be registered on the eTendering Suite. If bidders have not yet registered on the eTendering Suite, this can be done online at <https://royalgreenwich.proactishosting.com/> and click on the tap 'supplier registration'. Note: registration may take some time, therefore, please ensure that you allow enough time to register. Full instructions for registration and use of the system can be found at <https://supplierhelp.due-north.com/> For technical assistance on use of the eSourcing Suite, please contact Proactis Helpdesk Freephone: 0345 0103503.

Once registration is completed, the registered user will receive a notification email to alert them that this has been done. A registered user can express an interest for a specific procurement. This is done by looking at the opportunity's section and selecting the contract you want to tender for.

As a user of the e-Tendering Suite, you will have access to Proactis e-Portal email messaging service which facilitates all messages sent to you and from you in relation to any specific Tender event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information applicable to this opportunity. All communications relating to this tender exercise must be via e-portal messaging system.

No direct emails to officers will be answered unless you are having problems communicating through the portal. This process aims to improve audit trails as well as avoid duplication. Please note, social value considerations are included in this contract. Details are stated in the tender documents.

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

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

High Court of England and Wales

Royal Courts of Justice, Strand

London

WC1A 2LL

Country

United Kingdom

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

Cabinet Office

70 Whitehall

London

Country

United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Royal Borough of Greenwich has incorporated a minimum 10 calendar day standstill period.

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

Royal Borough of Greenwich

The Woolwich Centre

London

SE18 6HQ

Country

United Kingdom