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Tender

WAV - 038111 - Property Insurance for Leasehold Properties and Shared Owner Properties excluding Broker Services

Waverley Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-035085

Procurement identifier (OCID): ocds-h6vhtk-04b25c

Published 29 October 2024, 4:46pm

Section I: Contracting authority

I.1) Name and addresses

Waverley Borough Council

The Burys Godalming

Surrey

GU7 1HR

Contact

Alena Bilovodska

Email

alena.bilovodska@guildford.gov.uk

Country

United Kingdom

NUTS code

UKJ25 - West Surrey

Internet address(es)

Main address

https://www.waverley.gov.uk/site/

Buyer's address

https://www.in-tendhost.co.uk/sesharedservices/aspx/Home

I.3) Communication

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

https://www.in-tendhost.co.uk/sesharedservices/aspx/Home

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.in-tendhost.co.uk/sesharedservices/aspx/Home

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

WAV - 038111 - Property Insurance for Leasehold Properties and Shared Owner Properties excluding Broker Services

Reference number

WAV - 038111

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

 The Contracting Authority (Waverley Borough Council) invites bids for the provision of its property insurance in respect of private dwellings sold on a leasehold basis, the majority of these were under the Right To Buy (RTB) legislation. Please go to https://www.sesharedservices.org.uk/esourcing and search for tender name (WAV - 038111 - Property Insurance for Leasehold Properties and Shared Owner Properties excluding Broker Services or reference number (038111). The dwellings are flats in blocks and flats in houses (maisonettes) where the Contracting Authority still retain the freehold ownership and in some case the leases may 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. Other flats in some blocks have not been sold (Council tenanted) and are separately insured so insurance cover for these flats are not required. Contract duration 3 yrs+optional 2yr

II.1.5) Estimated total value

Value excluding VAT: £490,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66000000 - Financial and insurance services

II.2.3) Place of performance

NUTS codes

- UKJ25 - West Surrey

II.2.4) Description of the procurement

The Contracting Authority invites bids for the provision of its property insurance in respect of private dwellings sold on a leasehold basis, the majority of these were 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 in some case the leases may 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. Other flats in some blocks have not been sold (Council tenanted) and are separately insured so insurance cover for these flats are not required.

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

60

This contract is subject to renewal

Yes

Description of renewals

Contract will be subject to renewal subject to decision of the Waverley Council

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

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Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

All Insurers must meet the Marsh minimum financial guidelines, being an interactive Standard and Poor's rating of BBB or higher and the local currency equivalent of US$100 million in unencumbered policyholders' surplus and / or approved by the Marsh Market Information Group. In the absence of an interactive Standard and Poors rating, companies with an interactive A.M. Best rating of A- or higher and the local currency equivalent of US$100 million in unencumbered policyholders' surplus and / or approved by the Marsh Market Information Group. Otherwise their submission will be automatically rejected. Please note if the rating of the Insurer drops below the acceptable minimum standard during the life of the contract, the Contracting Authority can make alternative arrangements at their own discretion. The Contracting Authority may obtain financial information through credit checks concerning the Bidders / Insurers. The Contracting Authority reserves the right to request further financial information from the Tenderer after the submission deadline. Additional criteria stated in the tender documents.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

29 November 2024

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

Tender must be valid until: 30 April 2025

IV.2.7) Conditions for opening of tenders

Date

29 November 2024

Local time

12:00pm

Place

Online opening the tender on the portal

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027 or 2029

VI.3) Additional information

To place a submission for this tender please access via the below link, and login with your credentials if already registered on the SE Shared Service portal:https://www.sesharedservices.org.uk/esourcingIf you are not registered on the SE Shared Services, and would like to place to submission for this tender, then please register your companies details via the below link. Once registered you will be able to access the tender documentation:https://www.in-tendhost.co.uk/sesharedservices/aspx/HomePlease search for project name (WAC- 038111 - Property Insurance for Leasehold Properties and Shared Owner Properties excluding Broker Services) or reference number (038111)

VI.4) Procedures for review

VI.4.1) Review body

Waverley Borough Council

Council Offices, The Burys

Surrey

GU7 1HR

Email

alena.bilovodska@guildford.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Please email the named contact person