

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/035085-2024>

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](mailto: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

---

## **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/esourcinglf> 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](mailto: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