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Tender

## **Insurance Brokerage Services for British Consulate General Hong Kong**

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2023/S 000-037381

Procurement identifier (OCID): ocds-h6vhtk-04271b

Published 20 December 2023, 8:27am

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[apac.procurement@fcdo.gov.uk](mailto:apac.procurement@fcdo.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://fcdo.bravosolution.co.uk/>

### **I.3) Communication**

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

<https://fcdo.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.bravosolution.co.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

### **I.4) Type of the contracting authority**

Ministry or any other national or federal 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**

Insurance Brokerage Services for British Consulate General Hong Kong

Reference number

CPG/10365/2024

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

- 66518100 - Insurance brokerage services

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

Services

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

The Authority requires insurance brokerage of medical insurance for local staff and dependents of British Consulate General (BCG) Hong Kong.

The Authority requires brokerage services for Medical Insurance Coverage, Group Life Insurance, Employee Compensation, Public Liability, Domestic Helper Insurance, Private Motor Insurance, Commercial Vehicle Insurance, Group Travel Insurance.

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

Value excluding VAT: 2,250,000 HKD

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- HK - Hong Kong

Main site or place of performance

British Consulate General Hong Kong

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

The Authority requires insurance brokerage of medical insurance for local staff and dependents of British Consulate General (BCG) Hong Kong.

The Authority requires brokerage services for Medical Insurance Coverage, Group Life Insurance, Employee Compensation, Public Liability, Domestic Helper Insurance, Private Motor Insurance, Commercial Vehicle Insurance, Group Travel Insurance.

### **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 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

With option to renew for 2 years annually. (1+1+1)

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Supplier must be an established entity with the legal right to provide and manage the required services within Hong Kong.

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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: No

### **IV.2) Administrative information**

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

Date

29 January 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**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

29 January 2024

Local time

12:00pm

Place

Hong Kong

12:00 H

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

Country

United Kingdom