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Tender

GBC - 038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Insurance Services Tender

Guildford Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-039056

Procurement identifier (OCID): ocds-h6vhtk-04c227

Published 4 December 2024, 12:47pm

Section I: Contracting authority

I.1) Name and addresses

Guildford Borough Council

Millmead House, Millmead,

Guildford

GU2 4BB

Contact

Yomi Oye

Email

yomi.oye@guildford.gov.uk

Country

United Kingdom

NUTS code

UKJ25 - West Surrey

Internet address(es)

Main address

<https://www.guildford.gov.uk/>

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

GBC - 038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Insurance Services Tender

Reference number

GBC - 038173

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The current Long-Term Agreement expires on 31st March 2025. The Contracting Authority (Guildford 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 (GBC-038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Services Tender) or reference number (038173). 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 flat.

II.1.5) Estimated total value

Value excluding VAT: £500,000

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 current Long-Term Agreement expires on 31st March 2025. The Contracting Authority (Guildford 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 (GBC-038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Services Tender) or reference number (038173). 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 flat. The project will be awarded for initial period of 3 years with optional 2-year extension.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £500,000

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 duration is initial 3 years with optional two years extension (covered through one or more extensions to a maximum total contract period of 5 years).

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

II.2.14) Additional information

To access the tender please log in (or register and log in) to the following link:
<https://www.in-tendhost.co.uk/sesharedservices.aspx/HomePlease> search for project name GBC- 038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Services Tender) or reference number (038173).

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

Tenderers must have a credit rating above CCC as per Standard & Poor's rating or alternatively proof of security to the satisfaction of the Awarding Authority. Should this financial rating not be maintained during the term of the contract period, the Council has the right to terminate the Long-Term Agreement.

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

8 January 2025

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

8 January 2025

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/esourcing> If 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/asp/Home> Please search for project name (GBC - 038173 Guildford Borough Council-Property Insurance – (Leasehold / Right to Buy) Insurance Services Tender) or reference number (038173)

VI.4) Procedures for review

VI.4.1) Review body

Guildford Borough Council

Millmead House, Millmead,

Guildford

GU2 4BB

Email

yomi.oye@guildford.gov.uk

Country

United Kingdom