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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](mailto: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

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## **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).

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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

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.

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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

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

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## **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.aspx/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](mailto:yomi.oye@guildford.gov.uk)

Country

United Kingdom