

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/049891-2025>

Tender

Insurance Broker tender

City College Norwich

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-049891

Procurement identifier (OCID): ocds-h6vhtk-05109f ([view related notices](#))

Published 19 August 2025, 3:20pm

Scope

Reference

Insurance Broker - IB2025

Description

Tender process to select a service provider for insurance brokerage

Total value (estimated)

- £0 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 5 years

Description of possible extension:

2 x 12 month extensions

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services

Contract locations

- UKH15 - Norwich and East Norfolk
- UKH16 - North and West Norfolk
- UKH17 - Breckland and South Norfolk

Submission

Enquiry deadline

17 October 2025, 3:00pm

Tender submission deadline

31 October 2025, 3:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/educationportal/asp/Home>

Potential bidders will need to register on in-tend as a "Supplier" (by clicking on the "Register" tab) and then will need to express an interest in the tender opportunity (this allows them to view and download the tender document set and also allows them to upload their tender bids via the portal)

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Contract Financials		Price	35%
Customer care	cover levels (presentation question), auditing, organisation structure and senior management involvement, staff absence, KPIs	Quality	15%
Account management and technical support	Mobilisation (presentation question), claims process,	Quality	15%

Name	Description	Type	Weighting
Accreditations	Environmental management system and processes, training	Quality	10%
Social value	Community investment and CCN ways of working	Quality	10%
Innovation	Innovative practices and suggestions, digital innovation	Quality	10%
Crisis management	Future crisis management	Quality	5%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Competition document.docx](#)

Competition document

[Purchasing Agreement ?Insurance broker.doc](#)

Purchasing agreement insurance broker

[CCN CC Risk Presentation 2025.xlsx](#)

CCN risk presentation

[CCN claims record for 5 years.xlsx](#)

CCN claims record past 5 years

[List of Current Policies.docx](#)

List of current policies

[CCN Strategic Plan 2024 to 2028.pdf](#)

CCN Strategic plan

[CCN Campus Map.pdf](#)

CCN Campus Map

[Easton Campus Map.pdf](#)

Easton campus map

[Paston Campus Map.pdf](#)

Paston campus map

Contracting authority

City College Norwich

- UK Register of Learning Providers (UKPRN number): 10004772

Ipswich Road

Norwich

NR2 2LJ

United Kingdom

Contact name: Shane Smith

Telephone: 01603773171

Email: ProcurementTeam@ccn.ac.uk

Website: <https://www.ccn.ac.uk/>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)