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Planning

Provision of Insurance Brokerage and Associated Services

Northern Ireland Assembly Commission

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-066446

Procurement identifier (OCID): ocds-h6vhtk-05cf25 ([view related notices](#))

Published 17 October 2025, 4:05pm

Scope

Reference

FIN8116

Description

The Northern Ireland Assembly Commission intends to appoint a suitably qualified and experienced insurance broker to deliver a comprehensive insurance brokerage and advisory service. The appointed supplier will be responsible for:

- Insurance Placement: Sourcing and securing competitive insurance premiums across a range of required policies, including employers' and public liability, travel, fine art, and optional cover such as directors' and officers' liability and members' employment practice liability.
- Risk Management and Advisory Support: Providing strategic advice on risk exposure, insurance adequacy, and market developments, including legislative changes and emerging risks.

- Claims Handling: Managing all claims activity, including run-off claims, uninsured loss recovery, and provision of designated claims handlers.
- Lift Inspection Certification: Arranging engineering inspections and certification for lifting, electrical and pressure plant within Parliament Buildings.
- Contract Management and Reporting: Delivering quarterly performance reports, claims summaries, and annual insurance reviews to the Assembly Commission's Contract Manager.
- Associated Services: Supporting the Assembly Commission with policy documentation, renewal notices, training, and ad hoc insurance-related queries.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://niassembly.delta-esourcing.com/tenders/UK-UK-Belfast:-Financial-and-insurance-services./AJUV54ZDC>

To respond to this opportunity, please click here:

<https://niassembly.delta-esourcing.com/respond/AJUV54ZDC>

Total value (estimated)

- £352,304 excluding VAT
- £422,764 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2029
- Possible extension to 31 December 2030
- 5 years

Main procurement category

Services

CPV classifications

- 66000000 - Financial and insurance services
- 66500000 - Insurance and pension services
- 66510000 - Insurance services
- 66515000 - Damage or loss insurance services
- 66515200 - Property insurance services
- 66516000 - Liability insurance services
- 66516400 - General liability insurance services
- 66516500 - Professional liability insurance services
- 66517300 - Risk management insurance services
- 66518000 - Insurance brokerage and agency services
- 66518100 - Insurance brokerage services

Engagement

Engagement deadline

24 October 2025

Engagement process description

This preliminary market engagement exercise invites suppliers to complete a structured questionnaire designed to gather insight into market capability, service innovation, pricing models, and delivery risks associated with the provision of insurance brokerage and associated services. Responses will help shape the final specification and procurement strategy. The questionnaire will be released on 17 October 2025, with responses due by 3pm on 24 October 2025 via the secure messaging function on the Delta eSourcing platform.

Contracting authority

Northern Ireland Assembly Commission

- Public Procurement Organisation Number: PYCW-9139-GQXZ

Northern Ireland Assembly, Parliament Buildings, Stormont

Belfast

BT4 3XX

United Kingdom

Contact name: Procurement Team

Telephone: 02890521855

Email: procurement@niassembly.gov.uk

Region: UKN06 - Belfast

Organisation type: Public authority - central government