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Tender

Insurance & Benefits Brokerage?

CENTRE FOR PROCESS INNOVATION LIMITED

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

Notice identifier: 2025/S 000-066715

Procurement identifier (OCID): ocds-h6vhtk-05cfc4

Published 20 October 2025, 1:33pm

Scope

Description

CPI are looking to appoint an Insurance Broker to act as an intermediary between CPI and our insurers, for CPI business insurance and employee benefits.

Total value (estimated)

- £12,000,000 excluding VAT
- £14,400,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 22 April 2026 to 20 April 2029
- Possible extension to 20 April 2030

- 3 years, 11 months, 29 days

Description of possible extension:

12 months period extension options at the discretion of the authority.

Main procurement category

Services

CPV classifications

- 66518000 - Insurance brokerage and agency services
 - 66510000 - Insurance services
-

Lot 1. Business Insurance

Description

CPI will inform the Broker and keep updated the identification and evaluation of insurance of CPI's risk exposures. Once completed the outcomes of this task must be reported to CPI's Director of Legal. It is expected that the risk exposures are done every month, or when there is a known change.

The Broker is asked to note the current insurances which are currently held by CPI; however, this list is not exhaustive, and CPI may need to seek appropriate cover in other areas:

Material Damage, Business Interruption, and Money

Terrorism

Employers Liability

Public and Products, Errors and Omissions, and Clinical Trials

Management Liability

Personal Accident & Travel Facility

Hired In Plant

Inspection SUD & OSP

The Broker will be responsible for researching the market, conducting procurement exercises on behalf of CPI, comparing and evaluating policies and producing various reports to capture the key information to present to CPI. All stages which are stated in this clause must be done in conjunction with CPI's legal and procurement departments.

The Broker must notify CPI of its pre-contractual duties of disclosure to Insurers including the duty to disclose all information that would be considered material in the context of such duty. The Broker must make sure that this is done in a timely manner, to allow CPI the best possible opportunity to complete this task.

The Broker will be obligated to disclose to Insurers all information and any material fact, made available to the Broker, by CPI, if any requests for additional information as requested by the Insurer.

The Broker will be responsible for evaluating the responses to any procurement exercises and presenting all the outcomes of the procurement exercise to CPI explaining the outcomes of the process and the results. individual quotes and putting forward an independent recommendation to CPI regarding the best policies to cover CPI's risk.

As part of the evaluation process the Broker must work with CPI to identify realistic methods for minimising costs, and support in the identification of the correct insurance requirements based on the information gathered during the process.

The Broker is asked to note that CPI falls within the Procurement Act 2023, which outlines procurement legislation which any Contract Authority needs to adhere to. Although the broker will not come under this legislation, CPI expects he broker to adhere to the principles of the legislation by:

Delivering Value for Money

Maximising Public Benefit

Sharing information for the purpose of allowing suppliers and other to understand CPI's policies and decisions

Acting and been seen to act with Integrity.

The Broker must also keep details on the process followed including market engagement, bids received, evaluation and recommendations. All steps of the process must stand up to scrutiny and auditors.

CPI may at various times ask to audit the brokers procurement exercised in relation to CPI. These audits will be notified and a period 2 working days will be provided before any audit.

The Broker will be expected to place the insurance cover with the selected Insurer/s on behalf of CPI. The Broker is also required to provide written confirmation of insurance cover to CPI.

Lot value (estimated)

- £6,000,000 excluding VAT
- £7,200,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Staff Benefits

Description

The Broker must assist in the identification and evaluation of policies which relate to staff benefits CPI provide or would like to provide to their staff. Once completed the outcomes of this task must be reported to CPI's Chief People Officer. It is expected that the risk exposures are done every month, or when there is a known change.

The Broker is asked to note the current insurances which are currently held by CPI; however, this list is not exhaustive, and CPI may need to seek appropriate cover in other areas:

Life assurance - Death in service benefit

Group Income Protection

Private Medical Insurance

Health Cash plan

Pension

The Broker will be responsible for researching the market, conducting procurement exercises on behalf of CPI, comparing and evaluating policies and producing various reports to capture the key information to present to CPI. All stages which are stated in this clause must be done in conjunction with CPI's legal and procurement departments.

The Broker must notify CPI of its pre-contractual duties of disclosure to Insurers including the duty to disclose all information that would be considered material in the context of such duty. The Broker must make sure that this is done in a timely manner, to allow CPI the best possible opportunity to complete this task.

The Broker will be obligated to disclose to Insurers all information and any material fact, made available to the Broker, by CPI, if any requests for additional information as requested by the Insurer.

The Broker will be responsible for evaluating the responses to any procurement exercises and presenting all the outcomes of the procurement exercise to CPI explaining the outcomes of the process and the results. individual quotes and putting forward an independent recommendation to CPI regarding the best policies to cover CPI's risk.

As part of the evaluation process the Broker must work with CPI to identify realistic methods for minimising costs, and support in the identification of the correct insurance requirements based on the information gathered during the process.

The Broker is asked to note that CPI falls within the Procurement Act 2023, which outlines

procurement legislation which any Contract Authority needs to adhere to. Although the broker will not come under this legislation, CPI expects the broker to adhere to the principles of the legislation by:

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Sharing information for the purpose of allowing suppliers and others to understand CPI's policies and decisions

Acting and being seen to act with Integrity.

The Broker must also keep details on the process followed including market engagement, bids received, evaluation and recommendations. All steps of the process must stand up to scrutiny and auditors.

CPI may at various times ask to audit the broker's procurement exercised in relation to CPI. These audits will be notified and a period of 2 working days will be provided before any audit.

The Broker will be expected to place the insurance cover with the selected Insurer/s on behalf of CPI. The Broker is also required to provide written confirmation of insurance cover to CPI.

Lot value (estimated)

- £6,000,000 excluding VAT
- £7,200,000 including VAT

Same for all lots

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Enquiry deadline

3 November 2025, 12:00pm

Tender submission deadline

19 November 2025, 12:00pm

Electronic auction will be used

Yes

Submission address and any special instructions

<https://in-tendhost.co.uk/uk-cpi.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

8 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 24 April 2029

Award criteria

Name	Description	Type
Simple description	Price 30% and Quality 70%	Price

Weighting description

Price 30% and Quality 70%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

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Wilton Centre

Redcar

TS10 4RF

United Kingdom

Email: e-tendering@uk-cpi.com

Region: UKC12 - South Teesside

Organisation type: Public authority - sub-central government