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Tender

Provision of Insurance Brokerage and Associated Services

Northern Ireland Assembly Commission

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

Notice identifier: 2025/S 000-072581

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

Published 10 November 2025, 7:05pm

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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.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=993360872>

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

Description of possible extension:

one extension of up to 12 months.

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

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

2 December 2025, 3:00pm

Tender submission deadline

8 December 2025, 3:00pm

Submission address and any special instructions

<https://northernirelandassembly.delta-esourcing.com/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

17 December 2025

Award criteria

Name	Type	Weighting
Criterion 1	Price	70%
Criterion 2	Quality	30%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

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