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Tender

DFC - Sport NI – Provision of Insurance and Brokerage Services

Sport Northern Ireland

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

Notice identifier: 2025/S 000-078099

Procurement identifier (OCID): ocids-h6vhtk-05eb17

Published 28 November 2025, 1:49pm

Scope

Reference

ID 6095505

Description

The Department for Communities (DfC) - Sport NI wishes to appoint a provider for Insurance and Brokerage Services for a two-year period. The purpose of this competition will be to service the insurance needs of Sport NI, an Arm's Length Body of the Department for Communities. The following however are the main requirements:

(A) Insurance Brokerage and Renewals of the following by 1 April 2026:

- Property Damage;
- Employer's Liability;
- Public and Products Liability;

- Business Travel and Personal Accident;
- Motor Fleet Insurance; and
- Medical Insurance.

(B) Brokerage and Claims Handling Services.

Neither CPD nor the Buyer can provide any guarantee as to the level of business under this contract.

Total value (estimated)

- £135,000 excluding VAT
- £162,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- 2 years

Main procurement category

Services

CPV classifications

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

Contract locations

- UKN - Northern Ireland

Participation

Legal and financial capacity conditions of participation

As per Tender documentation.

Submission

Tender submission deadline

8 January 2026, 3:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the relevant Call for Tender (CfT) opportunity on eTendersNI, website details immediately below.

Paper submissions will not be accepted or considered and will be rejected by the Contracting Authority / Buyer.

The tender documents are available with unrestricted and full direct access, free of charge, at: URL <https://etendersni.gov.uk/epps>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

1 February 2026

Recurring procurement

Publication date of next tender notice (estimated): 1 November 2027

Award criteria

Name	Description	Type	Weighting
Quantitative Criteria	AC2 - Price	Price	90%
Qualitative Criteria	AC1 - Brokerage Services	Quality	10%

Other information**Applicable trade agreements**

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Sport Northern Ireland

- Public Procurement Organisation Number: PQNB-4177-TCMP

2a Upper Malone Road

Belfast

BT9 5LA

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.sportni.net/>

Region: UKN06 - Belfast

Organisation type: Public authority - central government

Devolved regulations that apply: Northern Ireland

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

CPD - Supplies & Services Division

Summary of their role in this procurement: Construction and Procurement Delivery - Supplies and Services Division, is a Centre of Procurement Expertise and provides a central procurement function for central government in Northern Ireland.

- Public Procurement Organisation Number: PVWG-8426-YWXV

303 Airport Road West

Belfast

BT3 9ED

United Kingdom

Email: SSDAdmin.CPD@finance-ni.gov.uk

Website: <https://www.finance-ni.gov.uk/topics/procurement>

Region: UKN06 - Belfast

Contact organisation

Contact [CPD - Supplies & Services Division](#) for any enquiries.