

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:350369-2012:TEXT:EN:HTML>

**UK-Reading: insurance services
2012/S 212-350369**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Reading Borough Council
Civic Centre
Contact point(s): Insurance Section
For the attention of: Derek Crisp
RG1 7AE Reading
UNITED KINGDOM
Telephone: +44 1189372745
E-mail: derek.crisp@reading.gov.uk

Internet address(es):

General address of the contracting authority: <http://reading.gov.uk>
Address of the buyer profile: <http://reading.gov.uk>
Electronic access to information: <https://www.businessportal.southeastiep.gov.uk/sece/opportunity.nsf/fcontent?ReadForm&requesttype=viewcontract®ion=REG-UATA-79EMAL&authority=ORG-DNWA-7BSKBT&docid=OS-DNWA-8ZKMER&sd=&stype=&rv=authority&start=1&count=10&contentid=1.003>
Electronic submission of tenders and requests to participate: <https://reading.gov.uk>

Further information can be obtained from:

JLT Public Sector Risk Practice
6 Cruitchd Friars
Contact point(s): Public Sector Risk Practice
For the attention of: Alison Goodwin
EC3N 2PH London
UNITED KINGDOM
Telephone: +44 1322869162
E-mail: alison_goodwin@jltgroup.com
Internet address: <http://jltgroup.com>

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Reading Borough Council
Civic Centre
Contact point(s): Committee Services, Lower Ground Floor, Civic Offices Reading RG1 7AE
For the attention of: Head of Legal and Democratic Services
RG1 7AE Reading
UNITED KINGDOM

Telephone: +44 1189372745

E-mail: derek.crisp@reading.gov.uk

Internet address: <http://reading.gov.uk>

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) **Type of the contracting authority**

Regional or local authority

I.3) **Main activity**

General public services

I.4) **Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) **Description**

II.1.1) **Title attributed to the contract by the contracting authority:**

Provision of insurance and claims handling but excluding broking services.

II.1.2) **Type of contract and location of works, place of delivery or of performance**

Services

Service category No 6: Financial servicesa)Insurances services b)Banking and investment services

Main site or location of works, place of delivery or of performance: Reading, Berkshire.

NUTS code UKJ11

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

Provision of insurance and claims handling services excluding broking services.

II.1.6) **Common procurement vocabulary (CPV)**

66510000, 66512100, 66513200, 66514110, 66515000, 66515200, 66515410, 66515411, 66516000, 66519200

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9) **Information about variants**

Variants will be accepted: yes

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

II.2.2) **Information about options**

Options: yes

Description of these options: Quotations required for 5 years LTA with option for 2 years extension. Claims handling will be part of quotation.

II.2.3) **Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: Range: between 4 and 6

II.3) **Duration of the contract or time limit for completion**

Starting 1.4.2013. Completion 31.3.2014

Information about lots

Lot No: 1

Lot title: Property Insurance

1) **Short description**

Property, Business Interruption, Money, CAR, Fidelity Guarantee and All Risks. Terrorism Pool Re.

2) **Common procurement vocabulary (CPV)**

66510000, 66513200, 66515000, 66515200, 66515411

3) **Quantity or scope**

Estimated value excluding VAT: 2 500 000,00 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2013. Completion 31.3.2014

5) **Additional information about lots**

5 Years LTA plus optional 2 years extension

Lot No: 2

Lot title: Leasehold and RTB Insurance

1) **Short description**

Leasehold, Right to Buy and Shared Ownership property insurance.

2) **Common procurement vocabulary (CPV)**

66510000, 66515200

3) **Quantity or scope**

Estimated value excluding VAT: 300 000,00 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2013. Completion 31.3.2014

5) **Additional information about lots**

5 Years LTA plus 2 years optional extension

Lot No: 3

Lot title: Liability Insurances

1) **Short description**

Employers Liability, Public Liability, Officials Indemnity, Professional Indemnity, Libel and Slander, Land Charges Indemnity.

2) **Common procurement vocabulary (CPV)**

66510000, 66515410, 66516000

3) **Quantity or scope**

Estimated value excluding VAT: 980 000,00 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2013. Completion 31.3.2014

5) **Additional information about lots**

5 Years LTA plus 2 years optional extension

Lot No: 4

Lot title: Motor Insurance

- 1) **Short description**
Comprehensive motor fleet insurance including accidental damage, windscreen, theft and liability cover.
- 2) **Common procurement vocabulary (CPV)**
66510000, 66514110
- 3) **Quantity or scope**
Estimated value excluding VAT: 770 000,00 GBP
- 4) **Indication about different date for duration of contract or starting/completion**
Starting 1.4.2013. Completion 31.3.2014
- 5) **Additional information about lots**
5 Years LTA plus 2 years optional extension

Lot No: 5

Lot title: Engineering Insurance

- 1) **Short description**
Engineering inspection service plus insurance cover.
- 2) **Common procurement vocabulary (CPV)**
66510000, 66519200
- 3) **Quantity or scope**
Estimated value excluding VAT: 210 000,00 GBP
- 4) **Indication about different date for duration of contract or starting/completion**
Starting 1.4.2013. Completion 31.3.2014
- 5) **Additional information about lots**
5 Years LTA plus 2 years optional extension

Lot No: 6

Lot title: Personal Accident and Travel

- 1) **Short description**
Personal Accident, Business Travel and School Journey Insurance.
- 2) **Common procurement vocabulary (CPV)**
66512100
- 3) **Quantity or scope**
Estimated value excluding VAT: 126 000,00 GBP
- 4) **Indication about different date for duration of contract or starting/completion**
Starting 1.4.2013. Completion 31.3.2014
- 5) **Additional information about lots**
5 Years LTA plus optional 2 years extension

Section III: Legal, economic, financial and technical information

- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
No.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
Please see ITT.

- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
- III.1.4) **Other particular conditions**
The performance of the contract is subject to particular conditions: no
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**
Information and formalities necessary for evaluating if the requirements are met: Bidders must at the deadline date as specified in the ITT, to be authorised by the Financial services Authority (FSA) and meet the financial and other standards required in the ITT.
- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: Ref III.3.2.1.
Minimum level(s) of standards possibly required: Ref III.3.2.1.
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
Ref III.3.2.1.
Minimum level(s) of standards possibly required:
Ref III.3.2.1.
- III.2.4) **Information about reserved contracts**
- III.3) **Conditions specific to services contracts**
- III.3.1) **Information about a particular profession**
Execution of the service is reserved to a particular profession: yes
Reference to the relevant law, regulation or administrative provision: Insurers must be authorities by FSA to carry on insurance business in regard to each Lot in the ITT and comply with all requirements of ITT.
- III.3.2) **Staff responsible for the execution of the service**
Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

- IV.1) **Type of procedure**
- IV.1.1) **Type of procedure**
Open
- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**
- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**
- IV.2) **Award criteria**
- IV.2.1) **Award criteria**
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document
- IV.2.2) **Information about electronic auction**
An electronic auction will be used: no
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**
- IV.3.2) **Previous publication(s) concerning the same contract**
no

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document

Payable documents: no

IV.3.4) Time limit for receipt of tenders or requests to participate

14.12.2012 - 13:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

until: 1.4.2013

IV.3.8) Conditions for opening tenders

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: In accordance with the Council's Procurement Rules, the Leader of The Council, or a Lead Councillor nominated by the Leader, a democratic services officer and the project officer.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

No companies have been pre-selected.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

Reading Borough Council

Civic Centre

RG1 7AE Reading

UNITED KINGDOM

E-mail: derek.crisp@reading.gov.uk

Telephone: +44 1189372745

Internet address: <http://reading.gov.uk>

VI.4.2) Lodging of appeals

VI.4.3) Service from which information about the lodging of appeals may be obtained

Reading Borough Council

Civic Centre

RG1 7AE Reading

UNITED KINGDOM

E-mail: derek.crisp@reading.gov.uk

Telephone: +44 1189372745

VI.5) Date of dispatch of this notice:

30.10.2012