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Warrington Housing Association -0 Insurance and Related Services 2021

Warrington Housing Association

Publication reference: 2021/S 000-011300

Publication date: 21 May 2021

F02: Contract notice

Section I: Contracting authority

I.1) Name and addresses

Warrington Housing Association

89 Sankey Street

WARRINGTON

WA11SR

Contact

Our Consultant Maureen Batten

Email

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Telephone

+44 7920131507

Country

United Kingdom

NUTS code

UKD6 - Cheshire

Internet address(es)

Main address

<https://www.wha.org.uk>

Buyer's address

<https://www.wha.org.uk>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.find-tender.service.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.find-tender.service.gov.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Warrington Housing Association -0 Insurance and Related Services 2021

II.1.2) Main CPV code

- 66510000 - Insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contract is for the provision of general insurance and related services, including claims handling, loss control services and general programme maintenance and advice as required by Warrington Housing Association commencing 1 October 2021. A full Summary of Current Cover will be provided with the Invitation to Tender to selected bidders. Bids are invited from suitably qualified insurance brokers and direct providers for the entire scope of services. The procurement will follow the two-stage Restricted Procedure with a pre-qualifying stage based on Standard Questionnaires and bidders will be selected on the basis of their capability, capacity and experience to perform the contract. Please note that the Contract will NOT be divided into lots, therefore bidders will require to deliver the whole scope of the services.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD6 - Cheshire

Main site or place of performance

Warrington

II.2.4) Description of the procurement

The scope of the Contract includes insurance cover for Property stock, Terrorism, Combined Liability, Office Contents, Business Interruption, Computer, Contract Works, Engineering Inspection and Insurance, Group Personal Accident & Business Travel, Crime, Professional Indemnity, Commercial Legal Expenses, Cyber Liability, Motor Fleet and other general(non-life) insurances as required by WHA. the Contract also includes, brokerage services (where applicable), professional advice, claims management and loss control services, for a period of 3 years commencing 1.10.2021, with the option to extend by up to a further 2 years at WHA's sole discretion. The contract is NOT divided into lots so bidders are required to bid for the entire scope of services. Bids are invited from suitably qualified and experienced insurance brokers and direct insurers. The Contract will follow the two-stage Restricted Procedure with bidders being selected on the basis of the responses contained in the pre-qualifying questionnaire. Bidders will be expected have the capability, capacity, financial and economic standing and experience to perform the contract. Standard Questionnaires must be completed in full with all relevant information supplied. The Contract will be awarded on the basis of Most Economically Advantageous Tender, with specific evaluation criteria detailed within the ITT and contract documents.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract will be for an initial 3 year period with the option to extend for a further two years at WHA's sole discretion. Renewal will be sought at the end of the three or five year

period.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 4

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

Number of suitably qualified and accredited bidders with appropriate economic and financial standing, relevant experience and technical capacity to provide the services.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

COPIES OF THE STANDARD QUESTIONNAIRE FOR THE SELECTION OF BIDDERS CAN BE OBTAINED ON REQUEST FROM maureenmbatten@gmail.com

Questionnaires should be returned directly to this address before the deadline for notes of interest at 15.00 on 24 June 2021

A Summary of WHA's current insurances will be made available along with the Invitation to Tender. Bidders are required to submit the appropriate Standard Questionnaire, completed in full in order to be considered for Stage 2 of the procurement. Bidders should note that no additional information should be submitted along with the Standard Questionnaire at this stage as any such information will not be considered in the selection process.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As a minimum, you are required to demonstrate:

- 1) you are an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised /and or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority indicating the types of insurance/service the bidder is authorised to arrange or provide
- 2) the financial ability and strength to deliver the programme
- 3) you must clearly state the governance arrangements of the bidding organisation and where part of a larger Group, the title, positioning and legal status of the bidding organisation within that Group
- 4) the ability to provide social landlords with a choice of insurers and/or options
- 5) the capacity and capability to deliver the entire scope of the insurance cover required
- 5) a record of successful provision of relevant services to property owners, social housing organisations or other organisations that are similar in profile to the contracting authority
- 6) a skilled and competent service team, being client relationship management, technical staff, broking/underwriting expertise, claims managers and risk managers
- 7) your commitment to delivering quality service to WHA, including that provided to us by any third party contractor employed by you or by the insurers you propose
- 8) your ability to demonstrate client satisfaction on at least 3 similar contracts within the UK social housing sector
- 9) commitment to corporate and individual professional development defined by the CII or similar professional organisation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

- (1) All candidates will be required to provide evidence of relevant professional indemnity insurance (minimum of 5m GBP) and Public Liability Insurance (minimum 10m GBP) and Employer's Liability Insurance 10m GBP
- (2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the bidder and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.
- (3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business, including those relating to the part of the business delivering similar services
- (4) all candidates will give a clear description of the bidding company's status within any larger Group, where appropriate.
- (4) Financial ratings of all risk carriers must be provided within Tender responses.

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

- 1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years, relating to the delivery of similar contracts
- (2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible
for providing the services specified within this Contract or carrying out the work under the contract;
- (3) An indication of the proportion of the contract which the services provider intends possibly to subcontract

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must be either an insurance broker registered with and regulated by the UK Financial Conduct Authority or an insurer authorised/and or regulated by the UK Financial Conduct Authority or Prudential Regulation Authority or equivalent in another member state of the European Economic Area indicating the types of insurance/service the bidder is authorised to arrange or provide.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

24 June 2021

Local time

3:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

25 June 2021

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 36 or 60 months

VI.3) Additional information

Bidders should note that for reasons of confidentiality, full Tender information will be made available only to those Bidders that are

selected to proceed to the ITT Stage. Sufficient detail is provided within this notice and within the Standard Questionnaire to enable the Bidder to decide whether to participate in this process.

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VI.4) Procedures for review

VI.4.1) Review body

The High Court of England and Wales

London

Country

United Kingdom