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Littlehampton Insurance Contract

**Invitation to Tender**

**Insurance: October 1st 2023 – October 1st 2026 inclusive**

# Invitation to Tender

Companies are invited to provide a tender for a three-year contract to provide the Littlehampton Town Council Insurance Contract from October 1st, 2023, to October 1st, 2026, inclusive.

Littlehampton Town Council are inviting tenders for the insurance provision for Town Council buildings and associated items. The successful business will be responsible for providing this service for the Town Council.

To ensure a fair process please provide the tender on the forms within the appendices. Hard copies and Electronic copies will be accepted. Please ensure tenders are titled ***“Confidential Insurance Tender”*** to ensure items are not opened until the closing date.

# Services Required

The Council requires an Insurance Company to provide appropriate insurance to enable the Council to continue its services without undue risk to its operations.

The contract will be for a three-year period beginning in October 2023.

The Council has several buildings within its portfolio which are listed below:

* The Manor House, Church Street, Littlehampton, BN17 5EW
* Southfields Jubilee Centre, 21 Southfields Road, Littlehampton, BN17 6AE
* Band stand, Stage by The Sea, Sea Road, Littlehampton, BN17 5LQ

There will also be a second Community Centre to include within the insurance and this building is due for completion late November 2023. Attached within the appendices are build drawings with specifications to allow a premium to be supplied from the inception date. A re-instatement figure will also be supplied to further inform this premium but any quote for this tender should be based on the similar sized Southfields Jubilee Centre stated above. Please note, the new community centre will have solar PV panels on the roof and wood cladding detail on the front of the building.

A full policy schedule is attached as ***Appendix 1*** which details all items that require insurance, with excesses listed.

# Contractual arrangements

The contract duration is three years; October 2023 to October 2026 inclusive. The premiums are to be paid annually. The successful business will enter an agreement with the Council. A sample agreement can be supplied upon request.

# Payment

In line with Littlehampton Town Council policy and procedure any requested payment will be authorised by appointed Littlehampton Town Council personnel and paid by BACS.

# Consideration of Quotations

As there is a fixed budget, quotations will be considered on the quality and value for money of the proposals.

# Confidentiality

Bidders shall use the tender documentation and any other information furnished to them under the tender documentation for the purposes of responding to the tender exercise. All such documents and information bidders received shall remain the property of Littlehampton Town Council, shall be kept confidential and shall be returned to Littlehampton Town Council on request.

Reproduction of any parts of the tender documentation is authorised only for the preparation of the response. Bidders shall ensure that all such copies are destroyed when no longer required in connection with tender documentation.

Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.

Bidders shall not transfer, assign, or distribute this tender documentation to any other company or person without written permission from Littlehampton Town Council’s Town Clerk. A failure to gain the required authority will prevent consideration for tender.

# Tenders

All submissions are to be sent by post or email. All post tender submissions should be sent in a plain sealed envelope which should bear the word “Insurance Tender 2023” followed by “FAO Jon Short” but shall not bear any name or mark indicating the sender. The envelopes will remain the custody of the Town Clerk until the appointed time of opening on Monday September 18th, 2023, at 09:00.

Please return your tender by 12 midday **Wednesday 20th September 2023**.

**Companies are required to submit cost breakdowns for all items listed within Appendix 1, each clearly showing excess costs to enable like for like comparison.**

# Tender Costs

Applicants are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of the tender. By participation in the tender process the applicants except they will not be entitled to claim from Littlehampton Town Council any costs, expenses, or liabilities whatsoever that are incurred in this tender process, irrespective of whether your tender is successful.

# Grading of tenders

All applicants must meet the basic criteria in part A to be considered for tender.

Part A: **Pass/Fail Criteria**

To be considered, all tenders **must**;

* Meet all the listed requirements in the invitation to tender
* Complete all sections of the company questionnaire
* Provide evidence of any accreditations mentioned in the company questionnaire.

Part B: **Added Value & Price**

Scores will be given based on quality and the level of insurance offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional value 4

Meets all the criteria and gives substantial value 3

Meets all the criteria and gives limited value 2

Meets all the criteria 1

We are looking for professional companies who deliver proven excellence in their field.

# Weighting

To ensure best value, the weighting of each section is as follows.

Price: **80%**

Company Questionnaire: **10%**

Added Value: **10%** (For example, carbon neutral accreditations or certification referred to within the company questionnaire)

(*Please note, Littlehampton Town Council is not bound to accept the lowest price bid if there are concerns regarding professionalism or quality or provision offered*)

# Tender Compliance

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

The successful company will be required to enter into a contract with Littlehampton Town Council.

# Third Party Verifications

Your tender is submitted on the basis that you consent to Littlehampton Town Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender being undertaken by one or more third parties commissioned by Littlehampton Town Council for such purposes.

# Disqualification

Littlehampton Town Council reserve the right to disqualify if:

* the terms and conditions are breached.
* there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this tender process.
* any other circumstances set out in this tender document, and/or in any supporting documents entitle Littlehampton Town Council to reject tender application.

# Rights to Cancel or Vary This Tender Process

By issuing this tender, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, Littlehampton Town Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential bidder.

It is intended that the remainder of this tender process will take place in accordance with articles within this and associated documentation, but Littlehampton Town Council reserve the right to terminate, suspend, amend or vary this tender process by notice to all bidders in writing. Littlehampton Town Council will have no liability for any losses, costs, expenses or liabilities whatsoever that maybe incurred as a result of such termination, suspension, amendment or variation.

# Freedom of Information

Where a bidder identifies information as commercially sensitive, Littlehampton Town Council will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, Littlehampton Town Council might be required to disclose such information in accordance with the information laws. Accordingly, Littlehampton Town Council Cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

* Clearly identify which information is considered commercially sensitive.
* Explain the potential implications of disclosure of such information.
* Provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.

# Anti-Bribery

Bidders must ensure during this tender process no breach to all articles outlined within the Bribery Act 2010.

# Bidder Clarification

All clarification is to be processed through contract finder and will be shared with all prospective bidders to ensure an open and transparent process.

# Site Visits

Site visits are to be arranged by appointment with the listed contact. If you would like to meet with us or make a site visit, please call 01903 732063 and ask for Jon Short or e-mail [jshort@littlehampton-tc.gov.uk](mailto:jshort@littlehampton-tc.gov.uk)