
Provision of Insurance Brokerage Services for the Northern Ireland Public Sector Fleet

PRIOR INFORMATION NOTICE**SECTION I: CONTRACTING AUTHORITY****I.1) NAME, ADDRESSES AND CONTACT POINT(S)**

Official name: CPD - Supplies and Services Division National ID:

Postal address: 303 Airport Road West

Town: BELFAST Postal code: BT3 9ED

Country: United Kingdom

Contact point(s): For the Attention of Collaboration Procurement Telephone:

For the attention of: Angela Calderwood

Email: Collaboration.cpd@dfpni.gov.uk Fax:

Internet address(es) (if applicable)

General address of the contracting authority (URL):

Address of the buyer profile (URL): <https://etendersni.gov.uk/epps>**Further information can be obtained at:**

- As in above-mentioned contact point(s)
- Other: please complete Annex A.I

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

- | | |
|--|--|
| <input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input checked="" type="radio"/> General public services |
| <input type="radio"/> National or federal agency/office | <input type="radio"/> Defence |
| <input type="radio"/> Regional or local authority | <input type="radio"/> Public order and safety |
| <input type="radio"/> Regional or local agency/office | <input type="radio"/> Environment |
| <input checked="" type="radio"/> Body governed by public law | <input type="radio"/> Economic and financial affairs |
| <input type="radio"/> European institution/agency or international organisation | <input type="radio"/> Health |
| <input type="radio"/> Other (please specify): | <input type="radio"/> Housing and community amenities |
| | <input type="radio"/> Social protection |
| | <input type="radio"/> Recreation, culture and religion |
| | <input type="radio"/> Education |
| | <input type="radio"/> Other (please specify): |

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

The contracting authority is purchasing on behalf of other contracting authorities

- yes no

(If yes, information on those contracting authorities can be provided in Annex A)

SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES) (1)**II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY**[Provision of Insurance Brokerage Services for the Northern Ireland Public Sector Fleet](#)

Provision of Insurance Brokerage Services for the Northern Ireland Public Sector Fleet**II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE**

(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))

- Supplies
 Services

Service category: No 6

NUTS code: UK

Main site or location of works:

Northern Ireland

II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)

Central Procurement Directorate on behalf of the Northern Ireland Public Sector intends to establish a contract for the provision of Insurance brokerage services for the Northern Ireland Public Sector Fleet.

If known, estimated value excluding VAT (if applicable; give figures only):

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

- yes no

II.5) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	66514110	
Additional object(s)	66516100	
	66518300	
	66518000	
	66518100	

II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)

(dd/mm/yyyy)

II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)

- yes no

II.7) ADDITIONAL INFORMATION (if applicable)

The Authority on behalf of the Northern Ireland Public Sector intends to establish a contract for the provision of insurance brokerage services for the Northern Ireland Public Sector fleet.

The successful Service Provider will be required to secure for the participating organisation the most economically advantageous third party vehicle Insurance cover by means of a procurement competition in full compliance with all relevant European Procurement Directives and any other legislation or regulations that are applicable during the life of this contract. The advertisements must be placed in the Official Journal of the European Union. The Service Provider will be required to liaise with The Central Procurement Directorate on the content of the notice and tender documents prior to publication.

The broker must follow procedures as required under the Public Contracts Regulations 2015 (Statutory Instrument 2015 No. 102) and any other legislation or regulations that are applicable during the life of this contract.

This contract has the potential to cover all organisation covered by the Northern Ireland Procurement Policy. Details of which can be found <http://www.dfpni.gov.uk/index/procurement-2/cpd/cpd-policy-and-legislation/ni-pp-policy/cpd-list-of-bodies-public-procurement-policy-applies.htm>

The Authority wishes to engage with potential service providers from the industry to better understand the market potential for providing the services. This will provide interested Service Providers with the opportunity to obtain further

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information relating to the Authority's requirements. It is envisaged that this occasion will also provide the Authority with the opportunity to obtain feedback from the marketplace.

Service Providers wishing to participate in the market engagement exercise must confirm their interest via the eTendersNI portal at <https://etendersni.gov.uk> no later than 19 June 2015.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**III.1) CONDITIONS RELATING TO THE CONTRACT**

III.1.1) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them (if known; provide information only in the case of works contracts):

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Information about reserved contracts (if applicable)

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

SECTION VI: COMPLEMENTARY INFORMATION**VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY COMMUNITY FUNDS**

- yes no

If **yes**, reference to project(s) and/or programme(s):

VI.2) ADDITIONAL INFORMATION (if applicable):

VI.3) INFORMATION ON GENERAL REGULATORY FRAMEWORK

Relevant governmental Internet sites where information can be obtained

Tax legislation:

Environmental protection legislation:

Employment protection and working conditions:

- For additional details about relevant governmental services where information can be obtained on taxes, environmental protection, employment protection and working conditions, please fill Annex A.II-IV (if applicable)

VI.4) DATE OF DISPATCH OF THIS NOTICE: 04/06/2015

ANNEX A

ADDITIONAL ADDRESSES AND CONTACT POINTS

V) ADDRESS OF THE OTHER CONTRACTING AUTHORITY ON BEHALF OF WHICH THE CONTRACTING AUTHORITY IS PURCHASING

Official name: [See Section II.7 Additional Information](#)

National ID:

Postal address:

Town:

Postal code:

Country: [United Kingdom](#)

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Annex C1 – General procurement
SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT
 Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services:(a) Insurance services(b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services

Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1. Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC

2. Except for rail transport services covered by category 18.

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3. Except for rail transport services covered by category 18.
4. Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services.
Also excluded: services involving the acquisition or rental, by whatever financial procedures, of land, existing buildings, or other immovable property or concerning rights thereon; nevertheless, financial services supplied at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to this Directive.
5. Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
6. Except arbitration and conciliation services
7. Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC
8. Except employment contracts.
9. Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.