

E-Factor Group Ltd

Business Insurance Contract

1st July 2021 to 30th June 2022

Alternate prices can be provided to cover the periods

1st July 2021 to 30 June 2023

or

1st July 2021 to 30th June 2024

Invitation to Tender

Client Profile

E-Factor Group is a not-for-profit business support organisation that aims to inspire and encourage enterprise across Grimsby, Immingham, and Cleethorpes.

The business provides support and encouragement to individuals who believe that self-employment and enterprise offer them real opportunities to achieve personal dreams and aspirations. Additionally, we provide business advice and support the operating SMEs across the North East Lincolnshire region.

This service may be part funded by European Structural and Investment Funding (ESIF).

Tender Details

We invite you to tender for the supply of business insurance coverage for the attached 'Schedule of Cover Required 2021-2022.xlsx' document for a period of 1 year. **Should you also wish to submit an offer for 2 and/or 3 years we would review that in the decision process.**

The attached 'Schedule of Cover' spreadsheet lists the insurance requirements for E-Factor Group properties along with any additional requirements.

All properties have fully maintained, 24 hour * 365 day monitored burglar alarm systems (except 54 Pelham Road which is being monitored by the tenant). The Enterprise Village and Wellington Street have monitored CCTV.

Insurance requirements all as detailed on the attached spreadsheet which include:

Part A: Buildings – Material Damage

Part B: Contents – All Risks

Part C: Other Cover:

Public Liability	£10m (minimum)	excess Nil
Employers Liability	£10m	excess Nil
Employee dishonesty	£250,000	excess £100
Personal Accident Limited	£2m on any incident	
Does not expire until 31 st March 2022	£500,000 limited to any one person	excess Nil
Legal Expenses	£100,000	excess Nil
Professional Indemnity	£5m	excess £1,000
Plant protection (currently expires 31 st March 2022)	£500,000	excess £100
Inspection Contract (currently expires 31 st March 2022)	Lifting equipment – 2 lifts as detailed on spreadsheet Pressure plant – 3 vessels as detailed for each site.	

In future we would like to harmonise all of our dates so that it can all be priced at the same time.

The attached Word document "Tender Details and FAQ.docx" contains all the information that has been requested by insurers in previous years and should provide you all the information you require, along with the 'Schedule of Cover' in order to provide a quote. The document contains embedded PDF files which provide additional information relating to the Enterprise Village layout and construction materials.

Please ensure you read through the files attached to the invitation email: “**Tender Details and FAQ.docx**” and ‘**Schedule of Cover Required 2021 - 2022.xlsx**’ carefully and thoroughly before submitting additional questions.

Conditions of quote

- Please complete and return by email along with your quote the ‘**Pricing summary and bona fide tender declaration**’ in **Appendix A**.
- Please complete and return by email along with your quote the ‘**Declaration of Interest**’ in **Appendix B**.
- Unless a longer term is agreed the Contracts should be for a term of 1 year and not subject to auto-renewal at the end of the contract as a new tender will be prepared at that time following our European Regional Development Fund requirements.
- We would look to pay the annual sum on receipt of an agreed invoice within 30 days.
- There are very strict guidelines regarding publicity on European Funded (ESIF) projects and you must obtain written approval from E-Factor Group Ltd. prior to any publicity that you would like to use regarding this service.

Process and Timetable

- a) Invitations Published Wednesday 12th May 2021
- b) Tender Close 5pm, Friday 4th June 2021**
- c) Tender reviewed and evaluated by 11th June 2021
- d) Unsuccessful tenderers advised in writing 16th June 2021
- e) Contract award Tuesday 22nd June**
- f) Cover to begin 1st July 2021 and run to 30th June 2022 – unless a longer term agreed**

Please note that all the dates referred to above are currently anticipated and may be subject to change.

Undertaking of Confidentiality

E-Factor Group Ltd undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-Factor Group Ltd will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Tender Submission

You should submit your e-mail prices to tony.parkinson@e-factor.co.uk and Natalie.Cresswell@e-factor.co.uk by **Friday 4th June 2021 before 5pm** and your tender prices should be valid for the period up to 30 June 2021, to allow our selection to be evaluated and approved by our board. Pricing that can't be guaranteed to 30th June 2021 will be considered indicative pricing and a confirmation of offer will be requested before agreement.

Our selection will be based upon overall annual costs.

If you have any queries please contact Mr Tony Parkinson, E-Factor Estates Manager by email at tony.parkinson@e-factor.co.uk and to Natalie Cresswell, Operations Manager by email at Natalie.Cresswell@e-factor.co.uk

Appendix A: Pricing summary and bona fide tender declaration

I/We offer to provide the services as outlined in the Invitation to Tender for E-Factor Group Limited, Prince Albert Gardens, Grimsby.

I/We understand that **E-Factor Group** is not obliged to accept the lowest or any tender.

I/We give below:

A detailed proposal against your schedule with completed individual pricing against the items on the attached spreadsheet.

Sensitivity of Price with the Tender

Value for Money will be primarily judged on the Provider's price and registration status.

Legally binding declaration

In submitting a tender, including the Pricing Schedules for these works, E-Factor Group deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.
2. Enter into any agreement with or arrange for any other person to refrain from tendering, or indicate the amount of any tender to be submitted.
3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word 'person' includes any persons, bodies or associations, corporate or incorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature: _____ Date: _____

For and on behalf of: _____

Address: _____

Parent Company: _____

Address: _____

Appendix B: Declaration of Interest

I/We.....of..... declare below my/our interests in respect of the tender submitted.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.</i>
Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Limited.	
Do you have a financial interest in E-Factor Group Limited?	
Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited?	
Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited?	
Have you/your Company offered any gifts or hospitality to any staff members of E-Factor Group Limited in the last twelve months and was it declined or accepted?	
Are you aware of any other conflicts that are not covered by the above?	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

Signature: _____ Date: _____

Company Name: _____

Position: _____

Original copies of this document to be kept with tender returns or quotes by E-Factor Group Limited Team and made available for audit by request to the Managing Director.