

Title: Provision of insurance brokerage services to the European Environment Agency

Reference: Negotiated procedure EEA/ADS/21/005

The European Environment Agency (EEA) seeks to establish a framework service contract with a service provider to ensure professional insurance coverage through insurance brokerage and consulting services.

Type of contract:

Framework service contract for a total duration of up to 36 months as from the date of signature, with an initial duration of 12 months and possibility of up to two renewals of 12 months each.

Estimated value:

EUR 139,000 excluding VAT, covering insurance brokerage fees, yearly premiums, and any other related fees.

Place of delivery or of performance:

At the contractor's premises. Exceptionally, when deemed necessary for the execution of the contract, the contractor shall be available for meetings (at EEA's premises or via video conference) at any time at the request of EEA.

Description of the services to be procured:

The successful tenderer is expected to use its knowledge of the insurance market and its professional experience to deliver best value for money with regard to the insurance cover for EEA. The insurance shall cover liability (ansvarsforsikring) occupational injury (arbejdsskadeforsikring) and business and household (erhvervsforsikring).

The successful tenderer will be expected to deliver the following services (the list is non-exhaustive):

- a) Independent professional advice on all insurance related matters, in particular:
 - the insurance programme suitable to EEA
 - the current status of the insurance market and market security
 - the suitability and status of proposed insurers
- b) Placement of EEA's insurance requirements with suitable insurers
- c) Ongoing management of EEA's insurance cover and safeguarding of the Agency's interests
- d) Claims assessment and claims handling

Any insurance claim of EEA shall be professionally and quickly dealt with.

Advice should be given regarding any possible reduction of EEA's risk exposure beyond the contracted insurance cover, e.g. information about useful insurance services not yet contracted or advice on possible process or improvements which could lower the Agency's risk exposure.

Scheduled starting date of contract (indicative):

15 March 2021

Registration of interest:

Interested candidates shall register their interest **by email to: procurement@eea.europa.eu by 22 February 2021** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data ⁽¹⁾. For more information on the processing of tenderers' personal data, please refer to the privacy statement on the EEA website <https://www.eea.europa.eu/about-us/tenders>.

Description of the tendering procedure:

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least five candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tender submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be required to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to tenders to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.

⁽¹⁾ OJ L 295 of 21.11.2018 page 39.