

2 March 2021

Subject: Ex-ante publicity for negotiated procurement procedure:

Insurance Broking Services for the European Banking Authority (EBA)

Ref.: EBA/2020/13/CSU/SER/NP

Description of the contract:

The EBA is planning to award a contract for its insurance requirements. The duration of the initial contract will be one year. The contract will be subject to an annual renewal procedure consisting of up to three possible renewals. In the event of the maximum number of renewals the maximum duration of the contract will be four years (i.e. 1+1+1+1).

The maximum ceiling of the framework contract is EUR 30,000 exclusive of VAT for the cost of the pre-defined assignment and any other discrete services that EBA may request.

The start of the framework contract is expected in April 2021 however, this is indicative only.

Scope of the services:

1. Independent and professional advice on (a) insurance coverage for EBA (b) the current status of the insurance market (c) the suitability and status of the insurance providers
2. Marketing of EBA's insurance needs as required for example (a) material damage (b) computers (c) public liability (d) employer's liability
3. Placement of EBA's insurance cover with suitable insurance providers
4. Ongoing management of EBA's insurance cover
5. Claims handling and management services.

Description of the negotiated procurement procedure:

In the negotiated procurement procedure, interested economic operators may request to participate. EBA sends the procurement documents to selected economic operators, inviting them to submit a tender. Only those candidates selected and invited by EBA are allowed to submit a tender. EBA has the right to select candidates of its choice and invite these candidates to participate. If you are interested in participating in this negotiated procurement procedure, **please**

send an email to tenders@eba.europa.eu copied to viktorija.pukinskaite@eba.europa.eu before **12.00 pm on Thursday 11 March 2021**. Please include in your email:

- your name or that of a contact person in your organisation;
- the name of your organisation;
- postal address;
- description of your business; and
- the reference number EBA/2020/13/CSU/SER/NP

Interested companies should have sufficient **financial capacity** to perform the contract, demonstrated by annual turnover for the last two years (2019 and 2020) of at least EUR 15 000. A statement of turnover and a balance sheet for the last 2 years will have to be provided at a later stage to the EBA, in order to verify the financial capacity if the interested company is awarded the framework contract.

The **technical capacity** of interested companies should comply with the following: performance of at least two contracts similar in scope and value to that of this contract in the past two years. A short description of the two similar contracts should be provided at the call for tenders stage, in order to verify the technical capacity of the tenderers.

Selected companies who submit a tender will need to confirm in their tender they have the authorisation to perform the contract under national law and possess the financial capacity to perform the contract. In addition, they will need to confirm that they comply with applicable environmental, social and labour law obligations.

Further information on these criteria will be included in the procurement documents, which will be sent to the selected companies.

The information published on this page is indicative and does not constitute any obligation for the EBA to invite to tender any economic operator who expresses interest. Registering your interest to receive the procurement documents in a negotiated procurement procedure of this type does not convey any legal right or create a legitimate expectation on the part of any economic operator.

The indicative date for the dispatch of the procurement documents to the selected candidates is **Thursday 11 March 2021**.

Further information on the EBA can be found at <https://eba.europa.eu/about-us>.

Yours sincerely,

Francois Louis Michaud

Executive Director