



BRITISH JUDO ASSOCIATION
(‘THE ASSOCIATION’) (‘THE BJA’)

INVITATION TO TENDER (‘ITT’)
FOR THE PROVISION OF INSURANCE BROKER SERVICES
TENDER REFERENCE: BJA/IBR/012025
28 January 2025

Introduction and overview

British Judo is a world leading Judo nation that is inclusive, accessible and ethically driven.

Who we are?

British Judo Association (‘BJA’) (the ‘Association’) is the UK National Governing Body for the Olympic sport of Judo, dedicated to developing athletes, coaches, clubs and volunteers across Great Britain.

The Association represents Great Britain internationally and is a member of The International Judo Federation, The European Judo Union, The Judo Confederation of the European Union, The British Olympic Association, Commonwealth Judo Association and the Commonwealth Games Federation.

It was established in 1948 and was incorporated as a company limited by guarantee in 1978.

It is recognised by UK Sport, Sport England, Sport Wales, Sport Northern Ireland, Sport Scotland, the British Olympic Association and the Sport and Recreation Alliance.

The BJA is a membership organisation and has expanded its network of clubs, qualified coaches and individual members throughout Britain providing access to the sport in England, Northern Ireland, Scotland and Wales.

The Association's executive staff and commissions address delivery of the BJA's strategic objectives and other specific corporate issues.

BJA website: <https://www.britishjudo.org.uk>

Membership

Currently BJA membership is in the region of 35,000 including Home Nation Associations.

Requirement

The BJA is currently reviewing candidates for the Provision of Insurance Broker Services, Tender Reference: BJA/TEI/012025.

Submissions are invited for the provision of insurance broker services. The contract will commence on 1 April 2025 and be for a 3 year term, subject to re-tender on the third year anniversary of appointment.

It is proposed that the BJA and the successful Tenderer will enter into a binding contract.

We are issuing this Request for Quotation to source the best candidate to achieve our objectives. The RFQ process allows for the gathering of in-depth knowledge of Tenderer's abilities and strategies with respect to this opportunity and affords the most comprehensive analysis.

Outcome

- Assessing the risks the BJA are facing;
- Liaising between the BJA and insurance companies;
- Negotiating policy terms and costs with insurance providers and arranging appropriate cover;
- Building and maintaining good business relationships;
- Scheduling and attending meetings;
- Discussing and assessing the BJA's current and future insurance needs;
- Researching new and innovative insurance policies and products;
- Collecting insurance premiums;
- Advising the BJA on making claims on policies;
- Advising the BJA on general insurance matters;
- Providing a dedicated team who understand NGBs and the sporting landscape.

Information required

Tenders should include the following information:

- The fee for the first year of the contract period specifying what is included in the charge. Costs should also be provided for any additional advice or services that may be required from time to time on an ad hoc basis;

- An indication of the level of fees that would be charged in subsequent periods of the contract;
- Details of relevant technical knowledge and practical experience within the sport sector to ensure appropriate cover;
- Details of the areas of technical expertise that can be called upon to support and advise the BJA as required, including any relevant services that may be appropriate to the needs of the BJA;
- Two references. Tenderers should provide two references which demonstrate that the Tenderer has a sufficient level of experience to perform the Contract. References are intended to verify the experience of Tenderers as described in their submission.

Contact details

For further information or any queries please contact Tim Ellis, Operations Director tim.ellis@britishjudo.org.uk

Deadline

The responses to this Tender to be received by 5.00 p.m. on 17 February 2025, Operations Director tim.ellis@britishjudo.org.uk

The subject heading of the email shall be:

'Confidential - Invitation to Tender for the provision of Insurance Broker Services - Tender Reference: BJA/TEI/012025 – February2025 - Response - [*add Tenderer's name*]'.

Electronic copies are to be submitted in PDF format.

Responses must be prepared in English and in the format(s) requested.

It shall remain the responsibility of the Tenderer to ensure that their quotation will reach the email address above on or before the deadline. Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Tender Timeline

Date	Activity
28 January 2025	Invitation to Tender published on BJA Website and ITT made available to interested Tenderers
7 February 2025	Deadline for receipt of any clarification questions
12 February 2025	Deadline for BJA to issue responses to clarification questions
17 February 2025	Deadline for receipt of Tenders By email by 5.00 p.m.
18 February 2025	Approval of interview shortlist by BJA Board

19 February 2025	Notification of successful Tenderers/unsuccessful Tenderers
21 February 2025	Successful Tenderers Interviews
24 February 2025	BJA Audit & Risk Tenderer appointment approval
26 February 2025	Notification of appointment decision/unsuccessful interview decision to Tenderers

Assessment of Tender

Upon receipt, the BJA Chief Executive and the Operations Director will consider all submissions received on or before the deadline and carry out an initial review to confirm completeness and compliance with the requirements of the ITT and may, at their discretion reject a Tender which is incomplete and/or non-compliant. The final selection will be made by the BJA's Audit & Risk Committee.

In order to be successful, there must be clear demonstration of the following:

- Technical Competency – strong technical knowledge, particularly with regard to the sport sector;
- Quality Assurance – experience of providing advice and comprehensive services to sporting organisations
- Value for Money – the value that the Tenderer will bring to the organisation - the lowest bid is not always the one selected;
- Fee – the fee basis and total fee for year-round support and advice, along with any anticipated annual fee increases (e.g. annual inflationary increase);
- Availability – ability to deliver services in a timely manner.