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Tender

## **The Provision of Audit Services**

Plymouth Marjon University

F02: Contract notice

Notice identifier: 2022/S 000-001445

Procurement identifier (OCID): ocds-h6vhtk-030c3e

Published 18 January 2022, 11:54am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Plymouth Marjon University

Derriford Road,Derriford

PLYMOUTH

PL68BH

#### **Contact**

Ben Jones

#### **Email**

[procurement@marjon.ac.uk](mailto:procurement@marjon.ac.uk)

#### **Telephone**

+44 1752636770

#### **Country**

United Kingdom

**NUTS code**

UKK41 - Plymouth

**Internet address(es)**

Main address

<https://www.marjon.ac.uk>

Buyer's address

<https://www.marjon.ac.uk>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.contractsfinder.service.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Other type

Higher Education

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The Provision of Audit Services

Reference number

MAR0030

#### **II.1.2) Main CPV code**

- 79212000 - Auditing services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Plymouth Marjon University are seeking bidders for two Audit Providers

Lot 1 - Internal Audit an Assurance

Lot 2 - External Audit

Both Contracts will be for an initial period of three years with option to extend by a further two, one year periods.

#### **II.1.5) Estimated total value**

Value excluding VAT: £363,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1

### **II.2) Description**

### **II.2.1) Title**

Lot 1 - Internal Audit and Assurance

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79212000 - Auditing services

### **II.2.3) Place of performance**

NUTS codes

- UKK41 - Plymouth

### **II.2.4) Description of the procurement**

University of St Mark & St John (The University) requires a contractor to provide Internal Audit services under a three year Contract, with the option extend by a further two one year periods.

The audit will include an audit report for 2021/2 and the subsequent Financial Years (August to June)

The internal audit service is required to fulfill the requirements of the Office For Students (OfS), and meet the specifications of this document.

The internal audit service will cover the whole internal control system of the institution, including all its operations, resources, staff and services and responsibilities for and to other bodies.

It will also cover controls established by management to secure economic, efficient and effective use of resources.

The internal audit service will not question the appropriateness of the policy decisions. However, the internal audit service will be required to examine the management arrangements of the institution by which such decisions are made, monitored and reviewed.

The internal audit service will conduct any special reviews requested by the University Board of Governors, Audit Committee or via the Vice Chancellor's office provided such reviews do not compromise their objectivity, independence or achievement of the audit

plan.

The internal audit service will be responsible for reporting and giving assurance to the University Board of Governors, the Audit Committee and the managers of the institution on the adequacy and effectiveness of the internal control systems.

The internal audit service will provide a continuous independent appraisal of all of the University's activities as a service to management.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £207,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: Yes

Description of options

Fixed contract term of three years

Optional Extension Period 1: a further one year

Optional Extension Period 2: a further one year

#### **II.2.14) Additional information**

The University is in the process of implementing a new e-tendering platform. Unfortunately, the implementation will not be completed in time for this opportunity.

Therefore all communications, clarifications, and tender submissions MUST be made / undertaken via [tenders@marjon.ac.uk](mailto:tenders@marjon.ac.uk)

## **II.2) Description**

### **II.2.1) Title**

Lot 2 External Audit

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79212000 - Auditing services

### **II.2.3) Place of performance**

NUTS codes

- UKK41 - Plymouth

### **II.2.4) Description of the procurement**

University of St Mark & St John (The University) requires a contractor to provide External Audit services under a three year Contract, with the option extend by a further two one year periods.

The audit will include an audit report for 2021/2 and the subsequent Financial Years (August to June)

The external audit service is required to fulfill the requirements of the Office For Students (OfS), and meet the specifications of this document.

The University financial year runs from 1 August until 31 July. The Audit Committee considers the year end accounts at their October session, Board approval is sought in November and OFS submission is made in December as required.

The University is responsible for the receipt and disbursement of public funds, and ensuring funds provided for a specific purpose do not subsidise other University activity.

The University has a subsidiary company Marjon (South West) Limited; the company is currently dormant.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £156,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Fixed contract term of three years

Optional Extension Period 1: a further one year

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 February 2022

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

21 February 2022

Local time

5:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The University is in the process of implementing a new e-tendering platform. Unfortunately, the implementation will not be completed in time for this opportunity. Therefore all communications, clarifications, and tender submissions MUST be made / undertaken via [tenders@marjon.ac.uk](mailto:tenders@marjon.ac.uk)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Plymouth Marjon University

Plymouth

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulations 86 (notices of decisions to award a contract or conclude a Framework Agreement), 87 (standstill period) and Regulation 91 (enforcement of duties through the court) of the Public contracts Regulations 2015.