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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

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

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

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

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.

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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

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

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

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.