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Tender

## **External Audit Services**

THE UNIVERSITY OF WESTMINSTER

F02: Contract notice

Notice identifier: 2025/S 000-005911

Procurement identifier (OCID): ocds-h6vhtk-04e42f

Published 19 February 2025, 3:25pm

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

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

THE UNIVERSITY OF WESTMINSTER

309 Regent Street

LONDON

W1B2HW

#### **Email**

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

#### **Country**

United Kingdom

#### **Region code**

UKI32 - Westminster

#### **Companies House**

00977818

**Internet address(es)**

Main address

[www.westminster.ac.uk](http://www.westminster.ac.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Login>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

External Audit Services

Reference number

DN763384

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

- 79212000 - Auditing services

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

Services

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

The University is seeking a comprehensive external audit service to be in place from 3rd December 2025.

The services to be provided will include the full statutory service including, but not limited to:

- Preparation of an Audit Plan and presentation to the Audit and Risk Committee in June
- Pre-year end interim (or systems) audits
- Preparation of the annual year-end Corporation Tax computations and the submissions to HMRC for the University and Subsidiary Companies.
- Preparation of Management Letter and/or Audit Summary
- Presentation of Management Letter to one meeting of the Audit and Risk Committee and the Court of Governors, both customarily in November

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

This contract is divided into lots: No

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

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

NUTS codes

- UK - United Kingdom

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

The University is seeking a comprehensive external audit service to be in place from 3rd December 2025.

The services to be provided will include the full statutory service including, but not limited to:

- Preparation of an Audit Plan and presentation to the Audit and Risk Committee in June
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- Preparation of the annual year-end Corporation Tax computations and the submissions to HMRC for the University and Subsidiary Companies.
- Preparation of Management Letter and/or Audit Summary
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### **II.2.5) Award criteria**

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

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

Duration in months

36

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

It is anticipated that the new contract will be for an initial period of 3 years. With an option to extend for a further period of 2 years, at 12-month increments, taking the contract term to a maximum of 5 years.

The Contract is intended to start on 3 December 2025. Any contract extension will be agreed upon between the University of Westminster and the successful bidder.

The University will likely seek that the successful bidder demonstrate improvements and/or price reductions before considering an extension.

For any extension(s) to the Contract, discussions with the successful bidder shall be conducted sufficiently far in advance of the contract expiry date to arrive at an agreed position

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

Bidders can register for free on the Proactis Pro-Contract procurement portal (<https://procontract.due-north.com>) by completing a simple registration.

Once registered, bidders can use the search function under "find opportunities" to find the tender. If Bidders do not meet one or more of the minimum requirements for each Selection Criteria Bidders will be excluded from the process. If bidders pass all Selection Criteria, their Bid will be fully scored and evaluated.

Bidders must submit their tender via the portal by 11 April 2025

The University expressly reserves the rights:

- i) Not to award any contract as a result of this procurement process commenced by publication of this notice.
- ii) To make whatever changes it may see fit to the content and structure of the tendering competition.
- iii) To award (a) contract(s) in respect of any part(s) of the [services] covered by this notice;

and in no circumstances will the University be liable for any costs incurred by Bidders.

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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

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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

11 April 2025

Local time

12:00pm

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

English

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

Date

11 April 2025

Local time

5:00pm

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

University of Westminster

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures

The University will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal

regarding the award of the contract has not been successfully resolved, then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly.