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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

Country

United Kingdom

Region code

UKI32 - Westminster

Companies House

00977818

Internet address(es)

Main address

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

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
- 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.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.

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

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

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.