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Tender

## **Internal and External Audit Services**

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2021/S 000-005973

Procurement identifier (OCID): ocds-h6vhtk-029ec6

Published 24 March 2021, 2:33pm

The closing date and time has been changed to:

**26 April 2021, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

UNIVERSITY OF DERBY

Kedleston Road

DERBY

DE221GB

### **Contact**

Denise China

### **Email**

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

**Telephone**

+44 1332592004

**Country**

United Kingdom

**NUTS code**

UKF - East Midlands (England)

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ehih.fa.em2.oraclecloud.com>

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

**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**

Internal and External Audit Services

Reference number

PROC DMC ITT/295

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

- 79212000 - Auditing services

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

Services

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

This document invites suitably qualified and experienced providers to tender to the University of Derby (The University) for the provision of Audit services, under 2 Lots. Lot 1 - Internal Audit and Lot 2 - External Audit. Both these lots will include ad hoc audit services.

A provider can tender for both Lots but cannot be awarded more than one Lot. If a supplier is the highest scoring on both Lots the highest quality score will be taken into consideration and the Lots awarded on that basis. The second highest scoring supplier will then be awarded the remaining Lot.

The appointment will be for an initial period of 3 years from August 2021 with an option to extend by 1 year at the University's discretion.

The University recognises that markets and businesses are changing at an ever-increasing pace. The requirements detailed in this document are, therefore, the minimum acceptable to the University and shall be capable of development where appropriate and relevant.

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

Value excluding VAT: £1,900,000

### **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**

Internal Audit

Lot No

1

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

- 79212200 - Internal audit services

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

NUTS codes

- UKF - East Midlands (England)

Main site or place of performance

Derby

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

The Service Provider must be aware of and apply appropriate Internal Audit Standards recognising those set out in Government Internal Audit Standards and relevant regulatory/funder requirements such as the Public Sector Internal Audit Standards (published by CIPFA) and the Higher Education Funding Council for England Guidance.

The Service Provider will be required to adhere to the Chartered Institute of Internal Auditors Standards and Ethics.

The Service Provider will be required to liaise with the external auditor to ensure that work

complements that of the statutory audit.

### **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: £1,046,000

### **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.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

See Standard Supplier Questionnaire Scoring Approach

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

Variants will be accepted: No

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

Options: Yes

Description of options

1 year extension on satisfactory performance

## **II.2) Description**

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

External Audit

Lot No

2

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

- 79212000 - Auditing services

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

NUTS codes

- UKF - East Midlands (England)

Main site or place of performance

Derby

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

- The Service Provider must be aware of and apply appropriate External Audit Standards including those set out by:-

- o International Standards on Auditing (ISA);

- o The Financial Reporting Council (FRC);

- o Company Law and relevant Statements of Recommended Practice (SORP)

- o Professional Indemnity Insurance Regulations

Proposal Requirements and responsibilities

- The Service Provider will have a responsibility to report to the governing body of the University of members of the company whether, in their opinion:
  - o the financial statement give a true and fair view of the state of the affairs of the University or company affairs;
  - o the financial statements have been prepared in accordance with the Companies Act 2006 and equivalent legislation for overseas subsidiaries where applicable;
  - o the financial statements have been properly prepared in accordance with the relevant financial reporting framework;
  - o the information given in the director's report and the strategic report is consistent with the financial statements where applicable;
  - o Funds from whatever source administered by the university for specific purposes have been properly applied to those purposes, and, if relevant, managed in accordance with relevant legislations;
  - o Funds provided by OfS have been applied in accordance with the memorandum of assurance and accountability and any other terms and conditions attached to them;
  - o The requirements of OfS accounts direction have been met.

### **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: £818,000

### **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.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

As stated in the Supplier Selection Questionnaire Scoring Approach document

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

Variants will be accepted: No

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

Options: Yes

Description of options

1 year extension on satisfactory performance



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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per description per Lot

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

As per the Lot descriptions

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## **Section IV. Procedure**

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

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

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

#### **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**

Originally published as:

Date

19 April 2021

Local time

12:00pm

Changed to:

Date

26 April 2021

Local time

12:00pm

See the [change notice](#).

#### **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: 2 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 42 months from award so March 2025

### **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**

Susan Ambler

Derby

Country

United Kingdom

