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Tender

## **Internal Audit provision**

University of South Wales

F02: Contract notice

Notice identifier: 2023/S 000-009141

Procurement identifier (OCID): ocds-h6vhtk-03a646

Published 29 March 2023, 12:59pm

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

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

University of South Wales

Procurement Manager, University of South Wales, Finance Dept, Llantwit Road

Pontypridd

CF37 1DL

#### **Contact**

Tina Struebig

#### **Email**

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

#### **Telephone**

+44 1443482386

#### **Country**

United Kingdom

**NUTS code**

UKL - Wales

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

**I.3) Communication**

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

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.sell2wales.gov.wales/>

**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 Audit provision

Reference number

1789

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

- 79212100 - Financial auditing services

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

Services

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

Internal Audit provision to the University of South Wales.

The University of South Wales is a Higher Education Corporation under the 1988 Education Reform Act, which has had University status and degree awarding powers following the Higher & Further Education Act 1992. The University has over 20,000 students and nearly 2,000 staff. There are three academic faculties covering a wide range of subjects currently spread across three main teaching campuses in Pontypridd, Newport and Cardiff. The University has two wholly owned subsidiary colleges in the Royal Welsh College of Music & Drama and The College Merthyr Tydfil. In addition, the University has a research facility in Baglan and a Sports Park in Treforest. The University and both colleges are registered charities.

Further information about the University is available at: <http://www.southwales.ac.uk>

The University of South Wales is seeking to appoint internal auditors for up to a maximum of five years (three years in the first instance with the option of up to two one year extensions) with effect from 1 August 2023. The appointment would be subject to the continued satisfactory performance by the successful service provider.

The University requires the successful service provider to deliver an internal audit service including the development, implementation and review of an internal audit programme throughout the contract term. The internal audit programme will be developed in conjunction with the University's management team and approved by the University's

Audit Committee. The successful service provider may also be required to carry out value for money studies and facilitate the yearly review of effectiveness of the Audit Committee, and provide training to members as required.

The number of audit days varies each year, but c. 125 is an indicative combined figure for the University and subsidiary colleges.

Submissions will be evaluated against key criteria as detailed in the ITT document.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

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

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

- 79212200 - Internal audit services

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

NUTS codes

- UKL15 - Central Valleys

Main site or place of performance

Treforest, Pontypridd

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

The University of South Wales is a Higher Education Corporation under the 1988 Education Reform Act, which has had University status and degree awarding powers following the Higher & Further Education Act 1992. The University has over 20,000 students and nearly 2,000 staff. There are three academic faculties covering a wide range of subjects currently spread across three main teaching campuses in Pontypridd, Newport and Cardiff. The University has two wholly owned subsidiary colleges in the Royal Welsh College of Music & Drama and The College Merthyr Tydfil. In addition, the University has a research facility in Baglan and a Sports Park in Treforest. The University and both colleges are registered charities.

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The number of audit days varies each year, but c. 125 is an indicative combined figure for the University and subsidiary colleges.

Submissions will be evaluated against key criteria, as detailed in the ITT.

Shortlisted companies will be asked to present to a University panel on 26th April 2023. Further information on the content of the presentation will be provided in due course.

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

Quality criterion - Name: Quality of the audit process / Weighting: 20

Quality criterion - Name: Demonstrable knowledge of the HE & FE sector & business and risk environment / Weighting: 20

Quality criterion - Name: Relationship Management / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Interview/Presentations / Weighting: 15

Quality criterion - Name: Terms & Conditions / Weighting: 5

Price - Weighting: 20

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions ( +1 +1) subject to agreement and satisfactory review.

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

Variants will be accepted: No

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

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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

Publication of the ITT notice is 29th March 2023.

Queries in relation to the services required should be asked via the Q & A function to this notice. The closing date for queries is midday, Monday 10th April 2023

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

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

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

List and brief description of selection criteria

See SPD document

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

List and brief description of selection criteria

See SPD Document

### **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

HEFCW Financial Management Code

132. Consequently each institution must have an internal audit function which complies with the Public Sector Internal Audit Standards or successor standards. Internal audit terms of reference must make clear that its scope encompasses all the institution's activities, the whole of its risk management, control and governance, and any aspect of VFM delivery.

133. The internal audit function must be adequately resourced; that is, the internal audit function must be able to audit all key risk areas within a reasonable timeframe, with each individual audit being afforded sufficient time to allow adequate work to be undertaken.

<https://www.gov.uk/government/publications/public-sector-internal-audit-standards>

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-004808](#)

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

Date

17 April 2023

Local time

12:00pm

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

English, Welsh

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

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

17 April 2023

Local time

12:00pm

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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.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=130349](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=130349).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

See ITT for specifics

(WA Ref:130349)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom