

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/009442-2021>

Tender

## **Internal Audit Services**

Scottish Parliamentary Corporate Body

F02: Contract notice

Notice identifier: 2021/S 000-009442

Procurement identifier (OCID): ocds-h6vhtk-02ac53

Published 30 April 2021, 3:14pm

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

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

Scottish Parliamentary Corporate Body

The Scottish Parliament, Procurement Services

Edinburgh

EH99 1SP

#### **Email**

[nadia.smith@parliament.scot](mailto:nadia.smith@parliament.scot)

#### **Telephone**

+44 1313486620

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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

Other type

Devolved Parliament

**I.5) Main activity**

Other activity

Legislative Body

---

## **Section II: Object**

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

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

Internal Audit Services

Reference number

NIC-SER-464

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

- 79212000 - Auditing services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to assist the SPCB's Head of Internal Audit to deliver a high quality independent and risk-based internal audit and assurance service in line with the requirements of Public Sector Internal Audit Standards (PSIAS).

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to assist the

SPCB's Head of Internal Audit to deliver a high quality independent and risk-based internal audit and assurance service in line with the requirements of Public Sector Internal Audit Standards (PSIAS).

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

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: price / Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

24 month optional extensions have been applied to this contract at the sole discretion of the SPCB

#### **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

---

## **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

The SPCB requires the Contractor Personnel to have specific internal audit expertise, a proven track record in the delivery of a range of internal audit services and relevant experience of internal audit in a high-profile public body.

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

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about how that data is collected and used prior to submitting a tender.

Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Minimum level(s) of standards possibly required

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company

Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

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

List and brief description of selection criteria

In relation to the SPD:

4C.1.2: Bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice.

Bidders must provide an example of an internal audit assignment carried out for a high-profile public body within the last 3 years in each of the following areas:

- General Assurance;

- Peer reviews; and

- Specialist audits.

Your response should include the contact details of a named representative of the client/s and an outline description of the internal audit work carried out.

---

## **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

4 June 2021

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

4 June 2021

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The contract is for a three year period with optional extensions of 24 months. It is anticipated this contract will be re-let at the sole discretion of the SPCB.

### **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**

The SPCB requires the Contractor Personnel to have specific internal audit expertise, a proven track record in the delivery of a range of internal audit services and relevant experience of internal audit in a high-profile public body.

Please note that there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach. Bidders will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool (CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot>.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials (or equivalent)

Further details can be found in the Tender Invitation Letter. A contract condition for this procurement requires the bidder to comply with minimum security requirements.

Insurance levels:

Employers liability GBP 5m

Professional Indemnity GBP 5m

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18560.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:652486)

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

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

Edinburgh Sheriff Court House

Sheriff Course House, 27 Chambers Street

Edinburgh

EH1 1LB

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom