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Tender

External Audit Services

THE UNIVERSITY OF WESTMINSTER

F02: Contract notice

Notice identifier: 2021/S 000-009497

Procurement identifier (OCID): ocds-h6vhtk-02ac8a

Published 30 April 2021, 11:46pm

Section I: Contracting authority

I.1) Name and addresses

THE UNIVERSITY OF WESTMINSTER

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LONDON

W1B2HW

Contact

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Email

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Telephone

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Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.wmin.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/>

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

DN541245

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 services to be in place from 3rd December 2021.

The successful bidder will be proactive in the relationship, sharing experience, knowledge and ideas so that the audit adds value in addition to meeting statutory requirements.

The services to be provided are included in the Scope & Specification and will include the full statutory service including, but not limited to:

- 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 Committee (November) and the Court of Governors (December)

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

see procurement document

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

Yes

Description of renewals

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 or periods up to a total of 2 years (at 1 year increments) taking the contract term to a maximum of 5 years. The Contract is intended to start on 3rd December 2021.

Any extension to the Contract will be agreed between the University of Westminster and the Service Provider. It is likely that University will seek the Service Provider to demonstrate improvements and/or price reductions before considering an extension.

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

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Bidders will need to register for free on the Proactis ProContract procurement portal, 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 9th June 2021

It is suggested that you repeat the instructions for suppliers to explain how they can access either the SQ or ITT documents (depending on the procedure).

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

And in no circumstances will the University be liable for any costs incurred by candidates.

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

See procurement documents'

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

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

9 June 2021

Local time

12:00pm

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: 40 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

10 June 2021

Local time

12:00pm

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

University of Westminster

Country

United Kingdom

VI.4.3) Review procedure

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 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