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Tender

## **External Audit Services Tender**

BELFAST HARBOUR COMMISSIONERS

F05: Contract notice – utilities

Notice identifier: 2021/S 000-010299

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

Published 11 May 2021, 4:01pm

### **Section I: Contracting entity**

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

BELFAST HARBOUR COMMISSIONERS

Harbour Office, Corporation Square

BELFAST

BT13AL

#### **Contact**

Financial Controller

#### **Email**

[tendersfc@belfast-harbour.co.uk](mailto:tendersfc@belfast-harbour.co.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKN06 - Belfast

**Internet address(es)**

Main address

[www.belfast-harbour.co.uk](http://www.belfast-harbour.co.uk)

**I.3) Communication**

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

<http://www.belfast-harbour.co.uk/corporate/corporate-tender>

Additional information can be obtained from the above-mentioned address

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

**I.6) Main activity**

Port-related activities

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## **Section II: Object**

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

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

External Audit Services Tender

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

- 79210000 - Accounting and auditing services

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

Services

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

Belfast Harbour Commissioners (BHC) is seeking to enter into a contract with a suitably qualified and experienced professional services provider for the provision of external audit and related services. It is currently anticipated that any contract entered into by BHC will be for an initial 3 year period. BHC shall have the option, acting at its discretion, to extend the contract on 7 subsequent occasions of 12 months each time, up to a maximum total period of 10 years. The value provided below therefore represents the best estimated total value for the entire potential contract duration. Further information regarding the scope of services required is set out in the procurement documentation.

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Harbour Office, Corporation Square, Belfast

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

BHC has a requirement for the provision of external audit and related services. The services required comprise:

- The statutory audit of the group financial statements of BHC .
- The statutory audit of the financial statements of City Quays Hotel Ltd (100% owned by BHC) .
- Attendance at any Audit and Risk committee meetings (normally three per annum) and ad hoc meetings as required.
- The submission of an audit planning report to the Audit and Risk Committee in advance of each accounting year end. The accounting year end is the 31 December of each year (the "Accounting Year End").
- The submission of a report on the audit to the Audit and Risk Committee in line with the required timescales; usually within three months after the Accounting Year End.
- Liaison and coordination with tax advisors and internal auditors as required and to ensure a full exchange of information.
- Agreed Upon Procedures in relation to the provision of film studio income certificate.

#### **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: £500,000

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

It is currently anticipated that any contract entered into by BHC will be for an initial 3 year period. BHC shall have the option, acting at its discretion, to extend the contract on 7 subsequent occasions of 12 months each time, up to a maximum total period of 10 years.

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

Envisaged number of candidates: 3

Objective criteria for choosing the limited number of candidates:

As set out in the procurement documents

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

It is currently anticipated that any contract entered into by BHC will be for an initial 3 year period. BHC shall have the option, acting at its discretion, to extend the contract on 7 subsequent occasions of 12 months each time, up to a maximum total period of 10 years.

**II.2.14) Additional information**

The costs of responding to this notice and participation in the process shall be borne by each bidder. All discussions and correspondence will be deemed strictly subject to contract until a formal contract is entered into.

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**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.1.6) Deposits and guarantees required**

BHC reserves the right to require bonds, deposits, guarantees or other forms of undertaking or security to ensure proper contractual performance.

### **III.1.7) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

As set out in the procurement documents

### **III.1.8) Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Subject to the status and involvement of the parties, BHC may require the parties to commit to joint and several liability in respect of the contract. Alternatively BHC may require the lead organisation to take total responsibility or a consortium to form a legal entity before entering into any contract.

## **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

Bidders must possess an appropriate regulatory qualification to undertake statutory audit.

### **III.2.2) Contract performance conditions**

As set out in the 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**

Negotiated procedure with prior call for competition

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **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

10 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: 6 (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: No

### **VI.3) Additional information**

This process is being conducted competitively in accordance with the Utilities Contracts Regulations 2016 (as amended). The procedure to be followed for this procurement is the Negotiated Procedure with prior call for competition (Regulation 47). Bidders who wish to participate in this procurement are required to provide details of their contact point, together with email address and telephone number upon downloading the tender documents. Bidders who fail to provide their details to BHC or register in this manner will not receive any clarifications or updated information provided by BHC during the tender process.

All discussions and correspondence will be deemed strictly subject to contract until a formal contract is entered into. The formal contract shall not be binding until it has been signed and dated by the duly authorised representatives of both parties.

Subject to a sufficient number of compliant responses being received, BHC intends (according to the process described in the PQQ) to invite a maximum of the three (3) highest scoring bidders, following evaluation of PQQ responses, to the invitation to negotiate stage of this process, provided that BHC, acting at its discretion, reserves the right to invite less than three (3) bidders to negotiate. Where there is a tie for third place, all bidders in third place will be invited to negotiate. For the purposes of this exercise, a tie for third place is deemed to occur where two or more bidders have identical scores.

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

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

High Court of Justice in Northern Ireland

Royal Courts of Justice, Chichester Street

Belfast

BT1 3JF

Email

[office@courtsni.gov.uk](mailto:office@courtsni.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

BHC will incorporate a minimum 10 calendar day standstill period at the point information on the award of contract is communicated to all bidders. The standstill period provides time for unsuccessful bidders to challenge the award decision before the contract is entered into. The Utilities Contracts Regulations 2016 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (Northern Ireland).

### **VI.4.4) Service from which information about the review procedure may be obtained**

Belfast Harbour Commissioners

Harbour Office, Corporation Square

Belfast

BT1 3AL

Country

United Kingdom

Internet address

<http://www.belfast-harbour.co.uk>