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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

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

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

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.

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)

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

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