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Tender

## **External Audit Services**

Plymouth Community Homes

F02: Contract notice

Notice identifier: 2024/S 000-013268

Procurement identifier (OCID): ocds-h6vhtk-0454c5

Published 24 April 2024, 11:19am

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

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

Plymouth Community Homes

Plumer House Tailyour Road

Plymouth

PL6 5DH

#### **Contact**

Laura Raisbeck

#### **Email**

[ProcurementMailbox@plymouthcommunityhomes.co.uk](mailto:ProcurementMailbox@plymouthcommunityhomes.co.uk)

#### **Telephone**

+44 1752388145

#### **Country**

United Kingdom

**Region code**

UKK41 - Plymouth

**National registration number**

IP030637

**Internet address(es)**

Main address

<https://www.plymouthcommunityhomes.co.uk/>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/149347>

**I.3) Communication**

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

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=80971&B=PCH](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=80971&B=PCH)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=80971&B=PCH](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=80971&B=PCH)

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

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

External Audit Services

Reference number

GR/ExternalAudit/003/024

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

- 79212000 - Auditing services

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

Services

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

External audit service providers to Plymouth Community Homes will be expected to comply with the Association's minimum service requirements shown below. Audit Planning & Conduct • The external audit service will be managed through an 'Audit Strategy & Planning Memorandum' to be approved by the PCH Audit and Risk Committee before each year end audit. The memorandum should cover: • Audit approach (planning, materiality, liaison with internal audit, use of specialists) • Audit timeline (actual timing to be agreed with PCH Finance Team), dates of fieldwork for interim & final audits, outcomes (feedback, meetings, reports ) • Sector & client-specific risks and areas of audit focus • Audit team members (this year compared to last year) & anticipated time on each annual audit • Provision of named contact (partner/manager) to resolve audit queries before year end. • Provide a training session on accounting developments ahead of the year end audit.

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

Value excluding VAT: £350,000

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

This contract is divided into lots: No

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

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

- 79212100 - Financial auditing services

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

NUTS codes

- UKK41 - Plymouth

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

External audit service providers to Plymouth Community Homes will be expected to comply with the Association's minimum service requirements shown below. Audit Planning & Conduct • The external audit service will be managed through an 'Audit Strategy & Planning Memorandum' to be approved by the PCH Audit and Risk Committee before each year end audit. The memorandum should cover: • Audit approach (planning, materiality, liaison with internal audit, use of specialists) • Audit timeline (actual timing to be agreed with PCH Finance Team), dates of fieldwork for interim & final audits, outcomes (feedback, meetings, reports ) • Sector & client-specific risks and areas of audit focus • Audit team members (this year compared to last year) & anticipated time on each annual audit • Provision of named contact (partner/manager) to resolve audit queries before year end. • Provide a training session on accounting developments ahead of the year end audit.

### **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: £350,000

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

Start date

1 October 2024

End date

30 September 2028

This contract is subject to renewal

No

**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

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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

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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: No

### **IV.2) Administrative information**

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

Date

24 May 2024

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

24 May 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Royal Courts of Justice

Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Housing Ombudsman Service

Liverpool

L33 7WQ

Country

United Kingdom

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

Crown Commercial Services

London

E14 4QQ

Country

United Kingdom