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Tender

## **Provision of External Audit & Taxation Services to Jigsaw Homes Group.**

Jigsaw Homes Group

F02: Contract notice

Notice identifier: 2021/S 000-013586

Procurement identifier (OCID): ocds-h6vhtk-02bc85

Published 16 June 2021, 11:34am

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

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

Jigsaw Homes Group

Cavendish 249, Cavendish Street

Ashton-under-Lyne

OL6 7AT

#### **Email**

[procurement@jigsawhomes.org.uk](mailto:procurement@jigsawhomes.org.uk)

#### **Telephone**

+44 1613312192

#### **Country**

United Kingdom

#### **NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<https://www.jigsawhomes.org.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA8761](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA8761)

**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.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA8761](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA8761)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA8761](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA8761)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA8761](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA8761)

**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**

Provision of External Audit & Taxation Services to Jigsaw Homes Group.

Reference number

JHG27072021-PEATS

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

- 79200000 - Accounting, auditing and fiscal services

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

Services

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

Jigsaw Homes Group is inviting tenders for the provision of external audit and taxation services.

The Group's Risk & Audit Committee has reviewed the Group's approach to the provision of external audit. The results of this review are that:

- The Group wishes to ensure that the external audit function is suitably robust and able to meet the needs of one of the largest housing groups in the North West;
- The Group is seeking to appoint a firm which is committed to working with us to provide levels of assurance to the Risk & Audit Committee and the Group Board that acknowledge our size, geographic spread and diverse activity.
- The Group believes it can deliver better value for money from procuring external audit and taxation services from the same supplier.
- The Group is looking for a partner who can provide benchmarking and added value to the Group

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

Value excluding VAT: £1,100,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79210000 - Accounting and auditing services

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

NUTS codes

- UKD3 - Greater Manchester

Main site or place of performance

Jigsaw Homes Group

Cavendish 249

Cavendish Street

Ashton – under – Lyne

Lancs

OL6 7AT

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

Jigsaw Group is inviting tenders for the provision of external audit and taxation services.

Any professional firm looking to tender for the provision of external audit and taxation services should address the following requirements.

The firm should be able to be objective in the performance of its duties by complying with the following requirements;

- No relationship exists between any board/staff members of the Group (including subsidiaries) and the audit firm's staff that might undermine the objectivity or independence of the audit.

- No current member of the audit firm's staff is presently a board or staff member at Jigsaw.

- The audit firm does not provide other services to Jigsaw that might undermine the objectivity or independence of the audit.

- The firm should be able to demonstrate that it has relevant experience in the social housing sector and has the necessary, locally based resources to carry-out the audit, taking into account the size, location and nature of the audit. As part of the tender document, the firm is to provide full details of the office and the proposed team (demonstrating social housing experience and expertise) to provide the service and which other social housing clients the team serves. Jigsaw may require the firm to provide contact details to allow it to take references.

- The audit must be carried out in accordance with up to date auditing standards, any code of practices relevant for registered providers, and comprises such examination of the financial statements, underlying records and control systems as is necessary to reach an opinion of the financial statements. The appointed firm may wish to liaise with the internal audit team and place reliance on their work where appropriate.

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

Quality criterion - Name: Resource / Weighting: 15%

Quality criterion - Name: Innovation & Added Value / Weighting: 5%

Quality criterion - Name: Services Delivery / Weighting: 10%

Quality criterion - Name: Reporting / Weighting: 5%

Quality criterion - Name: Social Value / Weighting: 5%

Price - Weighting: 60%

#### **II.2.6) Estimated value**

Value excluding VAT: £1,100,000

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

Start date

6 October 2021

End date

5 October 2024

This contract is subject to renewal

Yes

Description of renewals

Jigsaw Homes Group have sole discretion to review and extend the contract for up to 3 years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

It is envisaged that with any growing organisation there may be the requirement for the provision of specialist ongoing ad-hoc advice on for example corporation tax and VAT planning opportunities. It is appreciated that the scope of such advice falls outside of this tender, but firms are actively encouraged to highlight specific areas of professional expertise where it believes it can add real value to Jigsaw.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

- The Group wishes to ensure that the external audit function is suitably robust and able to meet the needs of one of the largest housing groups in the North West;
- The Group is seeking to appoint a firm which is committed to working with us to provide levels of assurance to the Risk & Audit Committee and the Group Board that acknowledge our size, geographic spread and diverse activity.
- The Group believes it can deliver better value for money from procuring external audit and taxation services from the same supplier.
- The Group is looking for a partner who can provide benchmarking and added value to the Group

#### **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**

Bidders will be required to produce;

Audit

- Certification of the annual Jigsaw treasury vehicle SOCI and SOFP aggregation and associated borrower group covenant calculations. Please note that Jigsaw will prepare the aggregation and borrower group covenant calculations based on the relevant entities annual audited financial statements.
- Management letter to the board.

- Interim audit report.
- Attendance at least the quarterly meetings of the Risk & Audit Committee.

#### Taxation Services

- Preparation of the relevant taxation calculations and disclosure for inclusion in the financial statements.
- Preparation and filing of the Group's annual corporation tax returns to HMRC

#### **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

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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

27 July 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: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

27 July 2021

Local time

12:00pm

Place

Jigsaw Homes Head Office

Information about authorised persons and opening procedure

Opened by authorised Executive Directors at jigsaw Group

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=223136](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=223136).

The buyer has indicated that it will accept electronic responses to this notice via the

Postbox facility. A user guide is available at  
[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:223136)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>