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Tender

ID 4833213 - DFC - NMNI Internal Audit

National Museums Northern Ireland

F02: Contract notice

Notice identifier: 2023/S 000-013621

Procurement identifier (OCID): ocds-h6vhtk-03c861

Published 12 May 2023, 2:37pm

Section I: Contracting authority

I.1) Name and addresses

National Museums Northern Ireland

153 Bangor Road, Cultra

Holywood

BT18 0EU

Email

ssd.admin.cpd@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.3) Communication

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ID 4833213 - DFC - NMNI Internal Audit

Reference number

ID 4833213

II.1.2) Main CPV code

- 79212200 - Internal audit services

II.1.3) Type of contract

Services

II.1.4) Short description

National Museums and Galleries of Northern Ireland, operating as National Museums NI wishes to appoint a single, suitably qualified and experienced contractor to undertake the following: • Provision of Internal Audit Services • Nomination of a fully qualified individual who will fulfil the role of Head of Internal Audit (HIA) National Museums NI is a non-departmental public body accountable to the Northern Ireland Assembly through the Department for Communities and have a public duty to meet the highest standards of Corporate Governance. Number of Audit Days required per annum: National Museums NI requires 65 days of Internal Audit per annum. It is envisaged this will be made up of 50 days of internal audit and 15 days for Agreed Upon Procedures (AUP) although flexibility will be required on this split to meet business demands. These figures are approximate based on previous internal audit contracts, there is no guarantee of work under this contract. If there is a requirement for any additional/ad hoc work the daily rates as tendered will apply.

II.1.5) Estimated total value

Value excluding VAT: £162,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79212300 - Statutory audit services
- 79212400 - Fraud audit services
- 79210000 - Accounting and auditing services
- 79200000 - Accounting, auditing and fiscal services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

National Museums and Galleries of Northern Ireland, operating as National Museums NI wishes to appoint a single, suitably qualified and experienced contractor to undertake the following: • Provision of Internal Audit Services • Nomination of a fully qualified individual who will fulfil the role of Head of Internal Audit (HIA) National Museums NI is a non-departmental public body accountable to the Northern Ireland Assembly through the Department for Communities and have a public duty to meet the highest standards of Corporate Governance. Number of Audit Days required per annum: National Museums NI requires 65 days of Internal Audit per annum. It is envisaged this will be made up of 50 days of internal audit and 15 days for Agreed Upon Procedures (AUP) although flexibility will be required on this split to meet business demands. These figures are approximate based on previous internal audit contracts, there is no guarantee of work under this contract. If there is a requirement for any additional/ad hoc work the daily rates as tendered will apply.

II.2.5) Award criteria

Quality criterion - Name: Head of internal Audit Experience / Weighting: 14.4

Quality criterion - Name: Staff Assigned to perform the contract experience / Weighting: 10.2

Quality criterion - Name: Proposed Methodology / Weighting: 19.2

Quality criterion - Name: Proposed contract management / Weighting: 6

Quality criterion - Name: Social Value / Weighting: 10.2

Cost criterion - Name: Daily Rate / Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £162,500

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

Three periods of 12 months.

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

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

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

20 June 2023

Local time

3:00pm

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

Tender must be valid until: 18 September 2023

IV.2.7) Conditions for opening of tenders

Date

20 June 2023

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The successful Contractor's performance on this Contract will be managed as per the specification and regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and this Contract may be terminated. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website. Any contractor in receipt of a Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy.

VI.4) Procedures for review

VI.4.1) Review body

the UK does not have any such bodies

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into..