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Tender

## **Provision of internal audit services**

Water Industry Commission for Scotland

F02: Contract notice

Notice identifier: 2024/S 000-025987

Procurement identifier (OCID): ocds-h6vhtk-048b41

Published 15 August 2024, 3:39pm

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

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

Water Industry Commission for Scotland

Moray House, Forthside Way

Stirling

FK8 1QZ

#### **Email**

[enquiries@watercommission.co.uk](mailto:enquiries@watercommission.co.uk)

#### **Telephone**

+44 01786430200

#### **Country**

United Kingdom

#### **NUTS code**

UKM72 - Clackmannanshire and Fife

**Internet address(es)**

Main address

[www.watercommission.co.uk](http://www.watercommission.co.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10543](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10543)

**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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Other activity

Economic regulation

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## **Section II: Object**

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

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

Provision of internal audit services

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

- 79212200 - Internal audit services

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

Services

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

The provision of internal audit services to a small, non-departmental public body

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

Value excluding VAT: £325,000

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

This contract is divided into lots: No

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

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

- 79212200 - Internal audit services

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

NUTS codes

- UKM77 - Perth & Kinross and Stirling

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

The internal audit function will be required to (i) analyse the governance, risk management and internal control system and establish a risk-based assurance programme; (ii) identify and evaluate the controls which are established to achieve objectives in the most economical, effective and efficient manner; (iii) report findings and

conclusions and, where appropriate, make recommendations for improvement; (iv) provide an opinion on the controls under review; and (v) provide assurance based on evaluating the governance, risk management and internal control system within the organisation as a whole.

For each year from 1 April to 31 March the following year, the internal audit team will be responsible for proposing a programme of work and submitting it for approval to the ARC that focuses on areas of specific business risk that WICS faces regularly. This focus will include compliance with internal and external WICS regulations, particularly in line with the Scottish Public Finance Manual (SPFM).

Annual audit assurance is provided to the Accountable Officer through the professional opinion of the Head of Internal Audit (or equivalent) on the adequacy and effectiveness of the organisation's governance, risk management, and internal control systems.

The internal audit team will be expected to attend ARC meetings, where they will present an annual work plan for approval, the scope and findings of work conducted by the internal audit team and an annual audit report and opinion. The Head of the Internal Audit team should be available to the Chair of the ARC to discuss any matters of concern.

#### **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: £325,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Subject to Scottish Government approval, the contract may be extended by three periods of one year.

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

List and brief description of conditions

Internal audit providers with staff holding certifications like Chartered Internal Auditor (CIA), Chartered Accountant (CA), Chartered Institute of Public Finance and Accountancy (CIPFA), Certified Public Accountant (CPA) and Certified Information Systems Auditor (CISA) and experience in public sector auditing. The organisation and its auditors should be members of the Institute of Internal Auditors (IIA).

#### **III.2) Conditions related to the contract**

##### **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: Yes

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

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

Date

16 September 2024

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**

Tender must be valid until: 12 March 2025

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

Date

16 September 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.3) Additional information**

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

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=775369](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=775369).

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.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.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.

(SC Ref:775369)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=775369](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=775369)

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

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

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom