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Tender

Cottsway Housing Association Audit Services

Cottsway Housing Association

F02: Contract notice

Notice identifier: 2024/S 000-031227

Procurement identifier (OCID): ocds-h6vhtk-04a43f

Published 30 September 2024, 4:05pm

Section I: Contracting authority

I.1) Name and addresses

Cottsway Housing Association

Cottsway House, Ave Two

Witney

OX28 4YG

Contact

Nathan Liptrot

Email

nathan@clarityprocurement.co.uk

Telephone

+44 1942725438

Country

United Kingdom

Region code

UKJ14 - Oxfordshire

Internet address(es)

Main address

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

Buyer's address

<http://www.bipsolution.com>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Witney:-Auditing-services./4H35NSGZ27>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cottsway Housing Association Audit Services

Reference number

CH/AS/2024

II.1.2) Main CPV code

- 79212000 - Auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

The scope of the Contract is the provision of audit services. The Contract is divided into 2 Lots.

Lot 1 - internal audit Services

Lot 2 - external audit services

The Contract will last for an initial period of 3 years, with an option to extend at Cottsway's discretion for a further 2 years, giving a total potential term of 5 years.

The Contract will commence in January 2025.

Bidders may bid for both Lots. Bidders shall note that Cottsway cannot award Lot 1 and Lot 2 to the same Bidder. Therefore, Bidders who are bidding for both Lots are required to state their first and second preference out of Lot 1 and Lot 2. If the same Bidder achieves the highest scoring bid for both Lot 1 and Lot 2 it will be awarded its preferred Lot, and the Bidder that submitted the second highest scoring bid for the other Lot will be awarded that Lot.

II.1.5) Estimated total value

Value excluding VAT: £910,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Internal Audit Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79212200 - Internal audit services

II.2.3) Place of performance

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Oxfordshire

II.2.4) Description of the procurement

The scope of the Contract is the provision of internal audit services.

The internal audit services will include, but will not be limited to:

- Producing an internal audit strategy which addresses the audit universe to which it is applied
- An annual internal audit plan to be approved by the Audit and Risk Committee following consultation with senior management
- Review of operational and management controls including policy decision making

processes

- Special reviews as requested by the Board or management.
- Regular attendance at Audit and Risk Committee meetings as appropriate

A single provider will be appointed.

The first internal audit period will commence in April 2025.

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: £210,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Subject to take up of extension options, 5 years from contract award.

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

II.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/4H35NSGZ27>

II.2) Description

II.2.1) Title

External Audit Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79212300 - Statutory audit services

II.2.3) Place of performance

NUTS codes

- UKJ14 - Oxfordshire

Main site or place of performance

Oxfordshire

II.2.4) Description of the procurement

The scope of the Contract is the provision of external audit services.

The external audit services will include, but will not be limited to:

- Planning, management and execution of annual external audit of the Cottsway Group in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board
- Reporting on external audit progress to management and the Audit and Risk Committee

including attendance at Board and Audit and Risk Committee meetings as appropriate

- Provision of an assessment as to whether the Cottsway Group financial statements have been properly prepared in accordance with current accounting rules and the housing SORP

A single provider will be appointed.

The first external audit will apply to the 2025/2026 accounting period.

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: £700,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Subject to take up of extension options, 5 years from contract award

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

List and brief description of conditions

As stated in the procurement documents

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

1 November 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

1 November 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Subject to take up of extension options, 5 years from contract award

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

This tender opportunity is being administered on behalf of Cottsway Housing Association by Clarity Procurement Solutions Limited.

To respond to this opportunity please click here:

Lot 1 - <https://www.delta-esourcing.com/respond/4H35NSGZ27>

Lot 2 - <https://www.delta-esourcing.com/respond/W9P959J655>

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Witney:-Auditing-services./4H35NSGZ27>

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GO Reference: GO-2024930-PRO-27863115

VI.4) Procedures for review

VI.4.1) Review body

The High Court of England and Wales

London

Country

United States

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Contracting Authority will enter into this Contract following a minimum 10 calendar day standstill period starting on the day after the notification of the result. The Public Contracts Regulations 2015 (SI 2015/02) (as amended) (the Regulations) provide for aggrieved parties who have been harmed or who are at risk of harm by a breach of the Regulations to bring proceedings in the High Court. Any such proceedings must be brought within the limitation period specified by the Regulations according to the remedy sought.