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Tender

INTERNAL AUDIT SERVICE

Newcastle-under-Lyme Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-031330

Procurement identifier (OCID): ocds-h6vhtk-040e88

Published 24 October 2023, 12:15pm

Section I: Contracting authority

I.1) Name and addresses

Newcastle-under-Lyme Borough Council

Castle House, Barracks Road

Newcastle-under-Lyme

ST5 1BL

Contact

Sarah Wilkes

Email

sarah.wilkes@newcastle-staffs.gov.uk

Telephone

+44 1782717717

Fax

+44 1782711032

Country

United Kingdom

NUTS code

UKG23 - Stoke-on-Trent

Internet address(es)

Main address

<http://www.newcastle-staffs.gov.uk/>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA0592

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.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

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

www.mytenders.co.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

INTERNAL AUDIT SERVICE

II.1.2) Main CPV code

- 79212200 - Internal audit services

II.1.3) Type of contract

Services

II.1.4) Short description

Annual Audit Plan – The successful service provider will work with the Council to establish an annual audit plan in advance of the new audit year, the successful service provider will be required to:

Carry out risk based reviews to inform the plan, including discussions with senior officers at the Council;

Produce realistic, flexible and responsive audit plan that provides proportionate coverage to inform an annual opinion;

Monitor and report performance against the plan to the Council's Audit and Standards Committee.

II.1.5) Estimated total value

Value excluding VAT: £431,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79212000 - Auditing services

II.2.3) Place of performance

NUTS codes

- UKG23 - Stoke-on-Trent

Main site or place of performance

Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL

II.2.4) Description of the procurement

Annual Audit Plan – The successful service provider will work with the Council to establish an annual audit plan in advance of the new audit year and upon approval deliver the plan interfacing with all relevant stakeholders on outcomes and recommendations.

Further details of the Council's requirements can be found in the supportive tenders documents.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The Council has included an option to extend the contract for a further 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

II.2.14) Additional information

The service requirements cover all types of non-benefit and corporate fraud. As a minimum, the following fraud risk areas are included:

Council tax discount schemes;

Tenancy fraud;

Homelessness / Housing Needs / Right to Buy;

Business Rates;

Procurement;

Insurance;

Social Care payments;

Blue Badges;

Internal / Employee frauds.

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

5 December 2023

Local time

5:00pm

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: 1 April 2024

IV.2.7) Conditions for opening of tenders

Date

6 December 2023

Local time

10:00am

Place

Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL

Information about authorised persons and opening procedure

Submissions will be opened by the Contracts, Procurement, Insurance and Risk Team Manager utilising the My Tenders procurement portal.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2027

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=230455.

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.

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:230455)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

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>