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Tender

External Audit Services 2024

University of Chester

F02: Contract notice

Notice identifier: 2024/S 000-031728

Procurement identifier (OCID): ocds-h6vhtk-047d18

Published 3 October 2024, 2:14pm

Section I: Contracting authority

I.1) Name and addresses

University of Chester

Parkgate Road

Chester

CH1 4BJ

Contact

Procurement Services

Email

procurement@chester.ac.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.chester.ac.uk

Buyer's address

<https://in-tendhost.co.uk/universityofchester>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofchester>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofchester>

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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

External Audit Services 2024

Reference number

2024-Oct-01

II.1.2) Main CPV code

- 79212000 - Auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is seeking tenders through the UK Open Procedure under the Public Contracts Regulations 2015 and The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 to appoint an external audit service provider for a period of 5 years with an option to extend for up to two further periods of 12 months each, subject to satisfactory performance and the University's needs. The primary role of external auditors will be to report on the financial statements of the University of Chester and its subsidiary companies, and to carry out whatever examination of the statements and underlying records and control systems is necessary to reach an opinion on the statements. You will be required to report to the University Council by means of a management letter. University financial statements and management letter are submitted to the Office for Students by the end of December following the 31st July year end.

II.1.5) Estimated total value

Value excluding VAT: £800,000

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

- UKD - North West (England)

II.2.4) Description of the procurement

The University is seeking tenders through the UK Open Procedure under the Public Contracts Regulations 2015 and The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 to appoint an external audit service provider for a period of 5 years with an option to extend for up to two further periods of 12 months each, subject to satisfactory performance and the University's needs. The primary role of external auditors will be to report on the financial statements of the University of Chester and its subsidiary companies, and to carry out whatever examination of the statements and underlying records and control systems is necessary to reach an opinion on the statements. You will be required to report to the University Council by means of a management letter. University financial statements and management letter are submitted to the Office for Students by the end of December following the 31st July year end. They are scrutinised by the Audit and Risk Management Committee in mid-November and approved by University Council at the end of November. The on-site work final audit usually takes place during mid-September to mid-October, with interim audit being arranged earlier in the financial year. You will also be required to report on whether funds provided by the Office for Students, UK Research and Innovation (including Research England), the Education and Skills Funding Agency and the Department for Education have been applied in accordance with the relevant terms and conditions; and the financial statements meet the requirements of the Accounts Direction. The appointed provider will be required to: (a) operate in accordance with published audit and accounting standards; (b) meet professional, ethical and quality standards in completing its work; (c) comply with terms of reference approved by the Audit and Risk Management Committee; (d) provide suitably qualified and experienced staff; (e) endeavour to promote continuity of staffing; (f) ensure that the staff employed will receive appropriate ongoing training; (g) set out proposals for liaison with other auditors. The successful tenderer must be able to demonstrate they can provide a comprehensive service which will satisfy the University's requirement for an External Audit Service, as set out by the Office for Students or UK Research and Innovation (UKRI). Copies of the University's latest Financial Statements are also attached at Annex 1, and the University's latest risk register at Annex 2. Tenderers are reminded that the information within these documents should only be used for the purposes of compiling this tender. Further details are available in the tender documents. Please note

the estimated total value includes the optional extension periods. This tender is not divided into Lots.

II.2.5) Award criteria

Quality criterion - Name: Quality Evaluation / Weighting: 60

Cost criterion - Name: Pricing Evaluation / Weighting: 40

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

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

Period of Contract: 5 years with an option for the University to extend for up to two further periods of 12 months each, subject to satisfactory performance and the University's needs.

II.2.10) Information about variants

Variants will be accepted: Yes

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-021495](#)

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

Date

4 November 2024

Local time

10:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

4 November 2024

Local time

10:00am

Place

A formal Opening Ceremony will be conducted at the University of Chester following the closing date and time.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

University of Chester

Parkgate Road

Chester

CH1 4BJ

Email

procurement@chester.ac.uk

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofchester>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Please contact the University.

