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Tender

## **Provision of External Audit Services**

High Life Highland

F02: Contract notice

Notice identifier: 2024/S 000-036535

Procurement identifier (OCID): ocds-h6vhtk-04b5b7

Published 12 November 2024, 10:48am

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

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

High Life Highland

Highland Archive Centre, Bught Road

Inverness

IV3 5SS

#### **Contact**

Neil Johnston

#### **Email**

[hlh.business.support@highlifehighland.com](mailto:hlh.business.support@highlifehighland.com)

#### **Telephone**

+44 1349781700

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.highlifehighland.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23042](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23042)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publiccontractsscotland.gov.uk/authority>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/authority>

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

Other type

Charity

**I.5) Main activity**

Other activity

Learning and leisure activities

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## **Section II: Object**

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

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

Provision of External Audit Services

Reference number

HLH-ITT-01-25

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

- 79200000 - Accounting, auditing and fiscal services

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

Services

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

High Life Highland is seeking the services of a suitably qualified and experienced Audit Firm to provide external auditing services for the period from 1 January 2025 to 31 December 2027 with the option to extend for a further 2 years.

#### **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
- 79212100 - Financial auditing services
- 79212000 - Auditing services
- 79210000 - Accounting and auditing services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Highland Archive Centre, Bught Road, Inverness, IV3 5SS

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

High Life Highland is seeking the services of a suitably qualified and experienced Audit Firm to provide external auditing services for the period from 1 January 2025 to 31 December 2027 with the option to extend for a further 2 years.

#### **II.2.5) Award criteria**

Quality criterion - Name: Knowledge of the Charity Sector/ Audit portfolio of Charities / Weighting: 20

Quality criterion - Name: The Quality of resources / Weighting: 20

Quality criterion - Name: The Quality of Audit Strategy & Support Services / Weighting: 20

Price - Weighting: 40

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

Start date

6 January 2025

End date

31 December 2027

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extension periods

#### **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.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

12 December 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

13 December 2024

Local time

12:00pm

Place

Highland Archive Centre, Inverness, IVV3 5SS

Information about authorised persons and opening procedure

Business Support Officer

Head of Finance

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 years

### **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=783061](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=783061).

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:783061)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=783061](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=783061)

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

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

Inverness Justice Centre

Longman Road

Inverness

IV1 1JJ

Country

United Kingdom