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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

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

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

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

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

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

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Inverness Justice Centre

Longman Road

Inverness

IV1 1JJ

Country

United Kingdom