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Tender

Leaseholder Service Charge Audit

Anchor Hanover Group

F02: Contract notice

Notice identifier: 2024/S 000-037177

Procurement identifier (OCID): ocds-h6vhtk-04b743

Published 18 November 2024, 12:33pm

Section I: Contracting authority

I.1) Name and addresses

Anchor Hanover Group

2 Godwin Street

Bradford

BD1 2ST

Contact

Sorour Salekroshani

Email

sorour.salekroshani@anchor.org.uk

Telephone

+44 7483149169

Country

United Kingdom

Region code

UKE41 - Bradford

National registration number

7843

Internet address(es)

Main address

<https://www.anchor.org.uk/>

Buyer's address

<https://www.anchor.org.uk/>

I.3) Communication

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

<https://anchor.my.salesforce-sites.com/?searchtype=Projects>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://anchor.my.salesforce-sites.com/?searchtype=Projects>

Tenders or requests to participate must be submitted to the above-mentioned address

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

<https://anchor.my.salesforce-sites.com/?searchtype=Projects>

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

Leaseholder Service Charge Audit

Reference number

C8551

II.1.2) Main CPV code

- 79212100 - Financial auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

Anchor will require the following leaseholder service charge audits/services based on:-

- Preparing the service charge statement in accordance with Tech 03/11 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS;
- Anchor will make available all relevant information and documentation in relation to which your procedures are to be performed including transaction list and trial balance spreadsheet for each home as well as relevant information requested upon sampling;
- Maintaining proper accounting records in relation to the premises in respect of which a service charge statement is prepared;
- Ensuring your compliance with the requirements of the Landlord and Tenant Acts 1985 and 1987;
- Safeguarding the assets relevant to the service charge statement and preventing and detecting fraud, error and non-compliance with law or regulations.

II.1.5) Estimated total value

Value excluding VAT: £180,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE41 - Bradford

Main site or place of performance

Bradford, Sites Across England

II.2.4) Description of the procurement

Ensuring that all arithmetic on the service charge statements is correct. Your procedures will be performed in order to detect any mathematical errors in the calculations made by Anchor.

Agreeing all entries on the service charge statements to supporting working papers and income and expenditure data for the service charge period.

Agreeing a sample of expenditure declared in the statement of expenditure to invoices / other supporting documentation and evidence of payment to ensure that:

- expenditure is eligible under the Anchor Hanover Group's agreement with their tenants
- expenditure included in the certificate is defrayed in the correct service charge period; and
- apportionments included in the certificate for admin costs and overheads are on a basis that is consistent with the Anchor Hanover Group's internal systems

The above agreed procedures will be performed having regard to Tech 03/11 Residential Service Charge Accounts published jointly by the professional accountancy bodies with ARMA and RICS.

Having performed the agreed procedures, you will report to Anchor in writing on your findings.

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: £180,000

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

Start date

27 January 2025

End date

27 January 2028

This contract is subject to renewal

Yes

Description of renewals

12 Months +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

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: No

IV.2) Administrative information

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

Date

5 January 2025

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: 28 February 2025

IV.2.7) Conditions for opening of tenders

Date

6 January 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

High Court of England and Wales

The Strands

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.justice.gov.uk>