

UK-Livingston: internal audit services

2009/S 222-319811

CONTRACT NOTICE – UTILITIES

Services

SECTION I: CONTRACTING ENTITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Scottish Water, Watermark House, Alba Campus, West Lothian, Contact: Procurement Specialist, Attn: Kim Parr, UK-Livingston EH54 7HH . E-mail: ProcurementHelpline@scottishwater.co.uk.

Internet address(es):

General address of the contracting entity: www.scottishwater.co.uk.

Address of the buyer profile: ProcurementHelpline@scottishwater.co.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY:

Water.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting entity:

A Review of the Historical Non-Household Customer Base.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 9.

Main place of performance: As applicable.

NUTS code: UKM.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator

Duration of the framework agreement Duration in year(s): 5

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT

Range: between 1 300 000 and 1 500 000 GBP.

II.1.5) Short description of the contract or purchase(s):

Since 1996 the Water industry in Scotland has undergone significant transformation with the provision of services moving from local authorities to three regional water authorities in 1996 before being consolidated across Scotland under Scottish Water in 2002.

The billing arrangements for non-household premises have a similar history and there is now a need to undertake an analysis of the historical non-household customer base.

The successful bidder should have experience of auditing as well as experience of utility billing systems and be able to develop appropriate technical solutions for delivering a written report with the necessary supporting data on Scottish Waters non-household customers. The spend for this particular piece of work has been estimated at 500 000 (GBP) - 800 000 (GBP). Please see section II.2.1 for the total quantity and scope of the remaining framework.

II.1.6) **Common procurement vocabulary (CPV):**
79212200.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
Yes.

II.1.8) **Division into lots:**
No.

II.1.9) **Variants will be accepted:**
No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The project comprises analysis of data extracts drawn from the (various) non-household billing systems that operated between 2000 and 2008 as well as reviewing associated documents (procedures) and undertaking interviews of relevant staff.

The anticipated commencement date for this framework is March 2010. The duration for the initial piece of work covering the non-household audit and review shall be for up to six months or until the exercise has been completed. Any further work arising will then be used on a call on, call off basis. At present, no further work has been identified and therefore no forecasts in spend can be given. However, as mentioned in the short description (section II.1.5), the forecast in spend for the Non-Household Review is in the region of 500 000 (GBP) - 800 000 (GBP).

It is envisaged that both the pre-qualification questionnaire and the tender will be released together due to limited timescales for completion. Furthermore, the OJEU will follow the accelerated procedure of 15 days for the same reason.

II.2.2) **Options:**
Yes.
Description of these options: Three (3) year framework with option to extend for a further two twelve (12) month periods. Total potential framework time equates to five (5) years.

II.3) **DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION:**
Duration in months: 60 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

Where appropriate, parent company guarantees shall be provided. Note: Insurance coverage and levels should be project specific.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

All prices quoted shall be in Pounds Sterling (GBP) and all payments shall be made in Pounds Sterling (GBP). Payment shall be made on a basis of supplied equipment and supporting services based on agreed Framework/Contract rates and schedules.

III.1.3) **Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded:**

In the event of a group of companies submitting an acceptance offer it will be necessary for each member of the group to sign an undertaking that each company in the group will be jointly and severally liable for the satisfactory performance of the Framework/Contract.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: Applicants expressions of interest should be submitted by email to ProcurementHelpline@scottishwater.co.uk by the date indicated in IV.3.4 and should include the following information:

(i) Confirmation that the interested party can participate in an electronic tender process. The only specific requirement being having an email address. Any PQQ or Tender associated with this Framework/Contract will be issued using the etender Scotland Elcom electronic package.

(ii) Full postal and contact details are required to be included in your submission.

III.2.2) **Economic and financial capacity:**

Applicants will be expected to be of sufficient and economic standing to support an annual award of work or part thereof for the framework.

All applicants must complete the Financial questions within the tender document. Financial Standing relevant to the anticipated value of work will be determined by Scottish Water based on the response to the pre-qualification questionnaire and any further financial checks deemed necessary.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: Refer to the tender document.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

No.

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**

Negotiated

Candidates have already been selected: no.

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications or in the invitation to tender or to negotiate.

IV.2.2) **An electronic auction will be used:**
No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting entity:**
SW10 / PRS / 664.

IV.3.2) **Previous publication concerning the same contract:**
No.

IV.3.3) **Conditions for obtaining specifications and additional documents:**
Payable documents: no.

IV.3.4) **Time limit for receipt of tenders or requests to participate:**
1.12.2009 - 16:00.

IV.3.5) **Language(s) in which tenders or requests to participate may be drawn up:**
English.

IV.3.6) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.7) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**
No.

VI.2) **CONTRACT(S) RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY COMMUNITY FUNDS:**
No.

VI.3) **ADDITIONAL INFORMATION:**

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**
See section VI.4.2 below.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: Scottish Water will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the contact point quoted in Section 1.1 of this notice.

If an appeal regarding the award of contract has not been successfully resolved The Utilities Contracts (Scotland) Regulations (SSI 2006 No.2) provide for aggrieved parties who have been harmed or are at harm by a breach of the rule to take action in the Sheriff Court or Court of Session. Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages.

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

16.11.2009.