

UK-Weston-Super-Mare: statutory audit services

2009/S 21-030273

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Arcadia Housing Limited, 2 Station Road Worle, Contact: Robert Kerse, Group Director of Resources, Attn: Robert Kerse, Group Director of Resources, UK-Weston-Super-Mare BS22 6AP . Tel. +44 1934524300. E-mail: robert.kerse@arcadiahousing.co.uk. Fax +44 1934522361.

Internet address(es):

General address of the contracting authority: www.arcadiahousing.co.uk.

Address of the buyer profile: www.arcadiahousing.co.uk/externaludit.

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

Specifications and additional documents (including documents for competitive dialogue and 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) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

Housing and community amenities.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

External Audit Service.

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

Services.

Service category: No 09.

Main place of performance: Somerset.

NUTS code: UKK23.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

The contract will cover provision of external audit services to the Arcadia housing group. The contract will be based on 50 days for external audit work plus additional 4 days for attendance at audit committee meetings.

II.1.6) Common procurement vocabulary (CPV):

79212300.

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:**

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

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

Contract will be for five years (subject to a three year break point) and will include an annual performance review. contract will be based on 50 days per annum plus additional 4 days attending meetings.

II.2.2) **Options:**

Yes.

Description of these options: Contract will include an option to shorten the contract to 3 years.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Completion: 31.3.2014.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

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

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

None.

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

Payment will be made on completion of work and production of a vat invoice.

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

Groupings of economic operators may be required to form a single legal entity for the contracting authority to contract with.

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

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: Bidders will be required to complete the pre-qualifying questionnaire (pqq). this can be obtained from the contracting authority's address in section i.1 and a copy is available on the website at www.arcadiahousing.co.uk/externalaudit.

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

Information and formalities necessary for evaluating if requirements are met: Bidders will be required to complete the pre-qualifying questionnaire (pqq). this can be obtained from the contracting authority's address in section i.1 and a copy is available on the website at www.arcadiahousing.co.uk/externalaudit. the contracting authority need not consider any request to participate unless it is accompanied by a completed PQQ.

Minimum level(s) of standards possibly required: These are set out in the PQQ.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: Bidders will be required to complete the pre-qualifying questionnaire (PQQ this can be obtained from the contracting authority's address in section i.1 and a copy is available on the website at www.arcadiahousing.co.uk/externalaudit. The contracting authority need not consider any request to participate unless it is accompanied by a completed PQQ).

Minimum level(s) of standards possibly required: These are set out in the PQQ.

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:

Yes.

Bidders must be members of an appropriate accounting body and able to practice as accountants in the UK.

III.3.2) Legal entities 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:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged minimum number: 5. Maximum number: 10

Objective criteria for choosing the limited number of candidates: These are set out in the PQQ. Please refer to III.2.2.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

IV.2) AWARD CRITERIA

IV.2.1) Award criteria:

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

IV.2.2) An electronic auction will be used:

No.

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority:

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:

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

4.3.2009 - 12:00.

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

IV.3.8) Conditions for opening tenders:

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

No.

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:

No.

VI.3) ADDITIONAL INFORMATION:

Arcadia housing ltd is contracting on behalf of arcadia housing group, whose members are: knightstone housing association ltd knightstone community homes ltd arc developments southwest ltd knightstone charitable ltd great western assured growth plc great western housing plc.

Firms bidding for this contract should be aware that Arcadia must gain approval from our lenders before entering into a contract with a firm not on the approved panel of firms with our lenders. This approval would need to be without financial penalty for Arcadia before the contract will be awarded.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

See VI.4.2.

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

Precise information on deadline(s) for lodging appeals: The contracting authority will incorporate a minimum 10 calendar day standstill period at the point 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 address in part I.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). 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 contracting 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:**

27.1.2009.