

UK-Newcastle upon Tyne: auditing services

2009/S 22-031657

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Northumbria University, Finance Department, Room 115, 3 Ellison Terrace, Attn: Katrina Foster, UK-Newcastle upon Tyne NE1 8ST . Tel. +44 1912274078. E-mail: katrina.foster@northumbria.ac.uk. Fax +44 1912273369.

Internet address(es):

General address of the contracting authority: www.northumbria.ac.uk.

Address of the buyer profile: http://ipf.klickstream.com/search/Search_AuthProfile.aspx?ID=AA0321.

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.

Education.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Provision of external audit services.

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: Newcastle upon Tyne.

NUTS code: UKC22.

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 University of Northumbria at Newcastle and its subsidiary companies wishes to appoint a single supplier to provide External Audit Services for a period of 3 years commencing 1.8.2009 (with the option to extend for a further 2 x 12 months).

Note: To register your interest in this notice and obtain any additional information please visit the IPF Web Site at http://ipf.klickstream.com/Search/Search_Switch.aspx?ID=7586.

II.1.6) Common procurement vocabulary (CPV):

79212000, 79212100.

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:**

Yes.

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

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

II.2.2) **Options:**

Yes.

Description of these options: Option to extend after the initial 3 year period.

Provisional timetable for recourse to these options: in months: 36 (from the award of the contract)

Number of possible renewals: 2.

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

Starting: 1.8.2009. Completion: 31.7.2014.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

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

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

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

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

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

Yes.

As stated in the Invitation to Tender Document.

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent;

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process;

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession;

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession;

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register;

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process;

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation;

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established;

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: (1) All candidates will be required to provide a reference from their bank;

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice;

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met: As stated in the Pre-Qualification Questionnaire and Invitation to Tender.

III.2.4) Reserved contracts:

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

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

Yes.

The qualifications required for external auditors of higher education institutions are as set out in paragraph 5 (b) of Schedule 8 of the Further and Higher Education Act 1992. Auditors must be registered with one of the appropriate professional bodies.

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

Yes.

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:

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:**
T08/3006.

IV.3.2) **Previous publication(s) concerning the same contract:**
Prior information notice
Notice number in OJ: [2008/S 156-210899](#) of 13.8.2008.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
Time limit for receipt of requests for documents or for accessing documents: 25.2.2009.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
4.3.2009 - 16:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
12.3.2009.

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:**

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

VI.3) **ADDITIONAL INFORMATION:**

A Pre-qualification Questionnaire will be issued to companies who express an interest. Only the companies who are successfully shortlisted will be invited to submit a Tender to Northumbria University.
(IPF Ref:7586).

VI.4) **PROCEDURES FOR APPEAL**

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

Northumbria University, Ellison Building, UK-Newcastle NE1 8ST . E-mail: katrina.foster@northumbria.ac.uk.
Tel. +44 1912274078. URL: www.northumbria.ac.uk. Fax +44 1912273369.

Body responsible for mediation procedures:

Northumbria University, Ellison Building, UK-Newcastle NE1 8ST . E-mail: fi.eutenders@unn.ac.uk. Tel. +44 1912274078. URL: www.northumbria.ac.uk. Fax +44 1912273369.

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

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

Royal Courts of Justice, The Strand, UK-London WC2A 2LL . E-mail: comct.registry@hmcourts-service.gsi.gov.uk. Tel. +44 2079476112. URL: www.hmcourts-service.gov.uk. Fax +44 2076476245.

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
30.1.2009.