

IRL-Dublin: accounting services

OJ S 156/2012 16/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Health Insurance Authority

Postal address: Canal House, Canal Road

Town: Dublin 6

Country: Ireland

For the attention of: Mr Eamonn Horgan

Telephone: +353 14060080

Fax: +353 14060081

Internet address(es):

General address of the contracting authority: www.hia.ie

Address of the buyer profile: http://www.etenders.gov.ie/search/Search_AuthProfile.aspx?ID=AA16142

Additional information can be obtained from:

Official name: The Health Insurance Authority

Postal address: Canal House, Canal Road

Town: Dublin 6

Country: Ireland

For the attention of: Mr Eamonn Horgan

Telephone: +353 14060080

Fax: +353 14060081

Internet address: www.hia.ie

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: The Health Insurance Authority

Postal address: Canal House, Canal Road

Town: Dublin 6

Country: Ireland

For the attention of: Mr Eamonn Horgan

E-mail: procurement@hia.ie

Telephone: +353 14060080

Fax: +353 14060081

Internet address: www.hia.ie

Tenders or requests to participate must be submitted: Official name: The Health Insurance Authority

Postal address: Canal House, Canal Road

Town: Dublin 6

Country: Ireland

For the attention of: Mr Eamonn Horgan

E-mail: procurement@hia.ie

Telephone: +353 14060080

Fax: +353 14060081

Internet address: www.hia.ie

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Other: Health Insurance Regulation

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

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

Request for Tender for the Provision of Accountancy Services to The Health Insurance Authority.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: Dublin, Ireland.

NUTS code IE021 Dublin

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

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

The Authority may, at its discretion, require the successful service provider(s) to assist in relation to some or all of the services described in this section. Again, at its own discretion, the Authority may at any time decide that different service provider(s) will assist with different services or that some of the services will be carried out internally without the input of external service providers or that some of the services are not or are no longer required.

2.1.1 The Health Insurance Authority Finances, Accounts and Financial Statements

Accounting services in respect of the day to day administration of the Authority:

- To prepare monthly management accounts,
- To prepare, review and update budgets,
- To prepare trial balances and financial statements from basic spreadsheet records of payments and income,
- To prepare reconciliations of income received,
- To identify and account for accruals and prepayments,
- To prepare reconciliations of debtors and creditors,
- To prepare reconciliations of bank accounts,
- To prepare, liaise and review the annual accounts with the Authority and the Comptroller & Auditor General (including his/her agents),
- To advise on developments in legislation as it affects the finances and governance obligations of the Authority; and,
- To advise on financial policy and provide technical expertise as required.

2.1.2 Governance and Control of Risk Equalisation System

The successful service provider(s) will work with the Authority to develop a Governance Structure and control mechanisms for the operation of the 2013 Risk Equalisation System and Fund.

2.1.3 Validation of Risk Equalisation System Returns

The following returns may be made under Risk Equalisation System 2013 by the open market registered undertakings to the Health Insurance Authority. The precise requirements of all of these information returns are subject to change.

(1) Half yearly information returns giving details of insured lives and claims. The data will be broken down under various categories. Such returns are provided under the current system in accordance with S.I. No 294/2009 which requires that each return is accompanied by:

- A statement setting out the details of the material assumptions used in preparing the return,
- A report from an independent accountant stating whether in their opinion the returns have been prepared in accordance with the Regulations in all material respects, the material assumptions used are appropriate, consistently applied and adequately disclosed,
- The returns have been prepared in accordance with the underlying books and records of the undertaking.

(2) Returns submitted as part of claims for payments from the Risk Equalisation fund.

(3) Financial Returns are filed with the Health Insurance Authority under Section 7F of the Health Insurance Act 1994 (as amended).

Scope of validation role.

The successful service provider may be asked to provide advice in relation to the appropriateness of the validation requirements and procedures.

In addition, it is envisaged that the successful service provider will assist in relation to periodic on-site inspections relating to returns filed by insurers. The validation work will be conducted on each registered undertaking filing returns. The work may involve on site sample testing of the accuracy of the returns made to the Authority. The on-site inspections will apply, particularly, in respect of returns submitted with claims for payments from any risk equalisation fund. The outcome of such work would be a report to The Health Insurance Authority in respect of each registered undertaking. This will include:

- assessing the principal risks to the accuracy of the returns,
- a view on the appropriateness of the material assumptions used in preparing the returns and whether they have been consistently applied,
- the results of the sample testing of the accuracy of the returns,
- whether the returns are in accordance with the underlying books and records of the registered undertaking,
- whether the returns are in conformity with the legislation; and,
- its views on the accuracy of the returns and making appropriate recommendations in relation to future steps that the Authority should take.

2.1.4 Management of Cash Flows in Respect of any Risk Equalisation Fund

To work with the Authority to manage and report on the cash flow accounts of the Risk Equalisation Fund for the Authority and to prepare reports for, and liaise with, the Internal and External Auditors in respect of the Fund;

2.1.5 Accounting for any Risk Equalisation Fund

To work with the Authority to prepare and report on the accounts of the fund for the Authority and to prepare reports for, and liaise with, the Internal and External Auditors in respect of the accounts;

2.1.6 Other Services

To provide such additional accountancy services as may be required during the term of the contract.

Note: To register your interest in this notice and obtain any additional information please visit the eTenders Web Site at http://www.etenders.gov.ie/Search/Search_Switch.aspx?ID=483212.

The awarding authority has indicated that it will accept electronic responses to this notice via a 'Tender Submission Postbox' facility. Further details of this facility are available at http://www.etenders.gov.ie/PostBox/Postbox_Explain.aspx?ID=483212.

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. The postbox closes precisely at the time stated.

II.1.6. CPV code(s)

79211000 Accounting services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Section III: Legal, economic, financial and technical information

III.1. Conditions related 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 governing 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. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (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 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 or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. 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: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

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

10009eh

IV.3.2. Previous publication concerning this procedure

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: 2.10.2012

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

2.10.2012 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3.

Additional information

(ET Ref:483212).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Mr Liam Sloyan

Postal address: The Health Insurance Authority, Canal House, Canal Road

Town: Dublin 6

Country: Ireland

E-mail: procurement@hia.ie

Telephone: +353 4060080

Fax: +353 4060081

Internet address: www.hia.ie

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.8.2012