

UK-Carmarthen: internal audit services

OJ S 195/2012 10/10/2012

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Dyfed Powys Police Authority

Postal address: Police Headquarters, PO Box 99, Llangunnor

Town: Carmarthen

Postal code: SA31 2PF

Country: United Kingdom

Internet address(es):General address of the contracting authority: <http://www.dyfed-powys.police.uk>**Additional information can be obtained from:**Internet address: <http://www.etenderwales.bravosolution.co.uk>**I.2. Type of the contracting authority**

Regional or local authority

I.3. Main activity

Public order and safety

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**

Provision of Internal Audit Services.

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: Dyfed Powys Police Force Area.

NUTS code UKL14 South West Wales

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 scope should encompass the examination and evaluation of the adequacy, effectiveness and reliability of the system of internal control and the quality of performance. The full range of internal audit activities required to be undertaken include:

— Produce an Audit Strategy which is based on an audit needs assessment which has been

mapped to the Corporate Risk Register,

- Provide an annual report on the audit programme,
- Produce timely, accurate and relevant audit reports throughout the year which can be easily understood,
- Present reports to Members of the Audit Committee as necessary,
- Assisting the Police and Crime Commissioner and Chief Constable in establishing effective systems and controls through risk assessment and risk management,
- Compliance reviews with legal requirements, internal policies and procedures and other appropriate procedures,
- Control system reviews to ensure procedures are in place to give management assurance that they are operating correctly,
- Fraud prevention/detection reviews,
- Security reviews in order to safeguard assets and in conjunction with appropriate departments to verify the existence of such assets,
- Reporting systems reviews to confirm the reliability, integrity and usefulness of financial and operating information,
- Reviews of systems under development to ensure that there are adequate controls in place,
- Post implementation reviews of new systems, procedures or methods as appropriate,
- Value for money/efficiency reviews to evaluate how resources are used,
- Operational reviews to evaluate the appropriateness of the services in place,
- Management reviews to determine areas where potential weaknesses may need to be reviewed,
- Liaise with the Wales Audit Office auditors as necessary.

Community Benefits do not apply to this contract.

II.1.6. CPV code(s)

79212200 Internal audit 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

II.2. Scope of the procurement

II.2.1. Total quantity or scope

II.2.2. Information about options

Options: yes

Description of options: Option to extend the contract for a further period of up to two years (agreed on an annual basis).

II.2.3. Information about renewals

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

Duration in months: 36 (from the award of the contract)

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**
- III.2. Conditions for participation**
 - III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**
 - III.2.2. Economic and financial ability**
 - III.2.3. Technical and professional ability**
 - 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**

Section IV: Procedure

- IV.1. Type of procedure**
 - IV.1.1. Type of procedure**
Restricted
 - 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**
DPP/12/15
 - IV.3.2. Previous publication concerning this procedure**
no
 - IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

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

4.11.2012 - 17:00

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

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 5.11.2012 - 09:00

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Officers from Dyfed Powys Police Authority.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

Instructions to candidates:

To assist you in locating this opportunity on the Bravo E-Procurement System the project code is project_24140.

As this is a restricted procedure, tenderers must ensure that all PQQ questions are fully responded to. The following PQQ Project Codes may further assist you in locating the opportunity.

PQQ Code: pqq_30594.

Please ensure that when you access the project, you check the 'Attachments' area for any documents/information which may assist you with your submission as per information contained within the tender pack.

Suppliers Instructions How to express interest in this Tender:

1. Register your company on the etenderwales portal (this is only required once)

- Browse to the eSourcing Portal: www.etenderwales.bravosolution.co.uk,
- Click the 'Suppliers register here' link,
- Enter your correct business and user details,
- Note the username you chose and click 'Save' when complete,
- You will shortly receive an email with your unique password (please keep this secure),
- Agree to the terms and conditions and click 'continue'.

2. Express an Interest in the Project

- Login to the portal with the username/password,
- Click the 'ITTs Open to All Suppliers' link. (These are Invitation to Tender Documents open

to any registered supplier),

- Click on the relevant ITT to access the content,
- Click the 'Express Interest' button at the top of the screen,
- This will move the ITT into your 'My ITTs' page. (This is a secure area.

Reserved for your projects only).

- Click on the ITT code, you can now access any attachments by clicking the "Buyer Attachments" on the left hand side of the screen.

3. Responding to the tender

- At the top of the screen you can choose to "Create Response" or "Decline to Respond" (please give a reason if declining),
- You can now use the "Messages" function on to communicate with the buyer and seek any clarification,
- Note the deadline for completion, then follow the onscreen instructions to complete the ITT,
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon — Fri (8am — 6pm) on:

- email: help@bravosolution.co.uk,
- Phone: 0800 368 4850/ Fax: 020 7080 0480.

Tenders or Requests to Participate must be sent to:

Official name:

www.etenderwales.bravosolution.co.uk

Dyfed-Powys Police Authority will be conducting this procurement exercise.

Through the Value Wales e-Tendering portal. This can be found at www.etenderwales.bravosolution.co.uk, all information may be Downloaded and returned through this channel.

Buy4Wales Reference Number: 32153.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: " This authority will incorporate a standstill period where information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into The Public Contracts Regulations 2006 (SI 2006 No5) 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)."

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

VI.5. Date of dispatch of this notice

5.10.2012