

**United Kingdom-Staines-upon-Thames: Internal audit services**

OJ S 180/2016 17/09/2016

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hanover Housing Association

Postal address: Hanover House, 1 Bridge Close

Town: Staines-upon-Thames

NUTS code: UK United Kingdom

Postal code: TW18 4TB

Country: United Kingdom

E-mail: nicola.steggles@hanover.org.uk, procurement@hanover.org.uk

**Internet address(es):**Main address: [www.hanover.org.uk](http://www.hanover.org.uk)Address of the buyer profile: <https://hanover.bravosolution.co.uk/web/login.shtml>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://hanover.bravosolution.co.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://hanover.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Housing and community amenities

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Internal Audit Services.

Reference number: HHA-291

**II.1.2. Main CPV code**

79212200 Internal audit services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The contract is for Internal Audit Services.

The contract will be awarded for a period of 3 years covering financial years 1.4.2017 to 31.3.2020. The contract will contain an option (at Hanover's sole discretion) to extend the term by a maximum of a further 3 years.

#### **II.1.5. Estimated total value**

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.3. Place of performance**

NUTS code: UKD North West (England)

NUTS code: UKE Yorkshire and the Humber

NUTS code: UKC North East (England)

NUTS code: UKJ South East (England)

NUTS code: UKK South West (England)

NUTS code: UKH East of England

NUTS code: UKI London

NUTS code: UKF East Midlands (England)

NUTS code: UKG West Midlands (England)

Main site or place of performance: Further detailed in the tender documents.

#### **II.2.4. Description of the procurement**

Hanover is seeking to appoint a single organisation to deliver Internal Audit Services for 3 years, with the option to extend for a further 3 years. The term is subject to assessment of value for money and performance against specific Key Performance Indicators (KPI) targets.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Hanover is seeking to appoint a single organisation to deliver Internal Audit Services for 3 years, with the option to extend for a further 3 years. The term is subject to assessment of value for money and performance against specific Key Performance Indicators (KPI) targets.

#### **II.2.10. Information about variants**

Variants will be accepted: yes

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

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

#### **II.2.14. Additional information**

## Section III: Legal, economic, financial and technical information

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### III.1. Conditions for participation

#### III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Deposits and guarantees, if required by Hanover will be set out in the contract documents.

#### III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

#### III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

### III.2. Conditions related to the contract

#### III.2.2. Contract performance conditions

Selection criteria as stated in the procurement documents.

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Restricted procedure

#### IV.1.3. Information about a framework agreement or a dynamic purchasing system

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

### IV.2. Administrative information

#### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 18/10/2016 Local time: 12:00

#### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 14/11/2016

#### IV.2.4. Languages in which tenders or requests to participate may be submitted

English

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: yes

### VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### VI.3. Additional information

Information and formalities necessary for evaluating if the requirements are met: Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once); — Browse to the eSourcing Portal: <https://hanover.bravosolution.co.uk> and click the link to register;— Accept the terms and conditions and click 'continue'; — 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). 2. Express an Interest in the tender: — Login to the portal with the username/password; — Click the 'PQQs / ITTs Open To All Suppliers' link (these are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier); — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page (this is a secure area reserved for your projects only). — You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box. 3. Responding to the tender: — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining); — You can now use the 'Messages' function to communicate with the buyer and seek any clarification; — Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT; — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering helpdesk.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Minister for the Cabinet Office acting through Crown Commercial Service  
Postal address: Rosebery Court, St Andrews Business Park  
Town: Norwich  
Postal code: NR7 0HS  
Country: United Kingdom

##### **VI.4.2. Body responsible for mediation procedures**

Official name: Minister for the Cabinet Office acting through Crown Commercial Service  
Postal address: Rosebery Court, St Andrews Business Park  
Town: Norwich  
Postal code: NR7 0HS  
Country: United Kingdom

##### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:  
OJEU procedures include a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to bidders. This period allows unsuccessful bidders to seek further debriefing from the contracting authority before the contract is entered into. Such information should be requested from Hanover Housing Association. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) 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.

##### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Minister for the Cabinet Office acting through Crown Commercial Service  
Postal address: Rosebery Court, St Andrews Business Park

Town: Norwich  
Postal code: NR7 0HS  
Country: United Kingdom

**VI.5. Date of dispatch of this notice**  
13/09/2016