

**United Kingdom-Riccarton: Financial auditing services**

OJ S 201/2019 17/10/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Heriot Watt University

Postal address: Moyen House, Research Park North, Heriot-Watt University

Town: Riccarton, Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH14 4AP

Country: United Kingdom

E-mail: [victoria.kulczycki@hw.ac.uk](mailto:victoria.kulczycki@hw.ac.uk)

Telephone: +44 1314514446

**Internet address(es):**Main address: <http://hw.ac.uk>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00307](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00307)**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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

External Audit Services

Reference number: HWU/1885

**II.1.2. Main CPV code**

79212100 Financial auditing services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The University has a requirement to appoint external auditors to report on financial statements of both the University and its subsidiary companies.

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

Value excluding VAT: 500 000,00 GBP

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

This contract is divided into lots: no

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

#### **II.2.2. Additional CPV code(s)**

79212100 Financial auditing services

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

NUTS code: UKM75 Edinburgh, City of

Main site or place of performance: Edinburgh.

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

The primary role of the external auditors will be to report on the financial statements of the University and to carry out whatever examination of the statements and underlying records and control systems is necessary to reach their opinion on the statements.

Additionally, the external auditors shall report that funds from whatever source administered by the Group or the University for specific purposes have been properly applied to those purposes and, if relevant, managed in accordance with relevant legislation and any other terms and conditions attached to them; and that those provided by the SFC have been applied in accordance with the Financial Memorandum and the mandatory requirements.

The scope of the external audit service must include the whole of the Heriot-Watt Group, which includes the following active subsidiary companies:

- Heriot-Watt University Malaysia Sdn Bhd,
- Heriot-Watt Services Ltd, and
- Heriot-Watt Trading Ltd.

The University intends to appoint a single supplier but reserves the right to appoint a further firm or firms of auditors for specialist matters, where a substantial matter, project or transaction is contemplated or in any matter where the University believes that a conflict of interests may otherwise arise.

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

Criteria below

Quality criterion - Name: Service delivery / Weighting: 20

Quality criterion - Name: Account management and personnel / Weighting: 15

Quality criterion - Name: Additional services / Weighting: 5

Quality criterion - Name: Presentation / Weighting: 20

Quality criterion - Name: Knowledge and experience of contract delivery / Weighting: 20

Price - Weighting: 20

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

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

Start: 01/01/2020 End: 31/12/2022

This contract is subject to renewal: yes

Description of renewals:

It is proposed that the upcoming contract is for a 3-year term, from 1.1.2020 to 31.12.2022, with 2 x 1-year options to extend.

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

Variants will be accepted: no

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

### **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:  
Please refer to ITT documentation.

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

List and brief description of selection criteria:

- bidders will be required to have the minimum 'general' yearly turnover listed below for the last 2 years. Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading,
- the successful contractor will be required to provide 2 years audited accounts, or equivalent prior to awarded to the contract, or confirm in their tender submission the publicly accessible, free, online location of accounts if available in such a format. There must be no qualification or contra-indication from any evidence provided in support of the contractor's economic and financial standing,
- it is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any contract, the types and levels of insurance listed below. Bidders also must confirm they can provide the following supporting evidence at point of award.

Minimum level(s) of standards possibly required:

- bidders will be required to have a minimum 'general' yearly turnover of 1 000 000 GBP for the last 2 years,
- minimum level(s) of insurance required:
  - employer's (compulsory) liability insurance = 5 000 000 GBP,
  - professional indemnity insurance = 5 000 000 GBP,
  - public liability insurance = 5 000 000 GBP.

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

List and brief description of selection criteria:  
Please refer to ITT documentation.

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

### **III.2.3. 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

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open 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: yes

### **IV.2. Administrative information**

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

Date: 18/11/2019 Local time: 09:30

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

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

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 18/11/2019 Local time: 09:30

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

- economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015,
- tenderers will be asked to submit the following forms. These forms are for information only and will not be scored:
  - form of tender,
  - bona fide tender,
  - freedom of information,
  - supply chain code of conduct,
  - parent company guarantee (if applicable),
- the successful contractor must confirm that they comply with the requirements of the Modern Slavery Act 2015,
- a parent company guarantee will be required if the organisation is a private or public company and the tenderer is a subsidiary company, or for any subsidiary companies that are members of a consortium,

— the successful contractor will be required to provide 2 years audited accounts, or equivalent prior to awarded to the contract, or confirm in their tender submission the publicly accessible, free, online location of accounts if available in such a format. There must be no qualification or contra-indication from any evidence provided in support of the contractor's economic and financial standing,

— where the capability and capacity of a subcontractor, members of a consortia or any other body will be relied on, separate ESPD(s) are required from each of those other parties relied on,

— where subcontractors are to be used but their capability and capacity are not relied on, the University may choose to request separate ESPD(s).

The Freedom of Information (Scotland) Act 2002, which came into force on 1.1.2005, designates Heriot-Watt University as a Scottish public authority and therefore subject to the provisions and obligations in that Act. This means that any person who makes a valid request for information held by the University will be entitled to receive it, unless all or part of that information can be withheld by virtue of the exemptions in that Act. As part of our responsibility under the Act, the University may be required to disclose any information held relating to your response to anyone who makes a request under that Act. Such information may only be withheld if it meets one or more of the exemptions or conditions in that Act. Even if an exemption is available the University may nevertheless disclose requested information. Information held cannot simply be classified as 'confidential' or 'commercial in confidence' to enable it to be protected from disclosure.

The buyer is using PCS-Tender to conduct this ITT exercise. The project code is 14708

For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:600692)

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

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

Official name: Heriot Watt University

Postal address: Moyen House, Research Park North, Heriot-Watt University

Town: Riccarton, Edinburgh

Postal code: EH14 4AP

Country: United Kingdom

Telephone: +44 1314514446

Internet address: <http://hw.ac.uk>

##### **VI.5. Date of dispatch of this notice**

14/10/2019