PBHA

Tender for Internal Audit Services

**DOCUMENT 3 - FORM OF TENDER**

**PART 1: COMPANY INFORMATION**

Please complete all boxes highlighted in GREY. No further appendices relating to the quality questions are to be provided unless stated.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Header** | **Description** | **Tenderers Response / Action** |
|  | **Company Name** |  |  |
|  | **Contact Details** | Person applying on behalf of the organisation: |  |
| Position: |  |
| Email: |  |
| Tel No: |  |
| **Questionnaire**  Please complete the tender questionnaire (Document 2). The questionnaire is not scored but may result in the exclusion of tenderers. | | | |
| **Cost** 3**0 marks** – please complete the pricing schedules attached as Part 2. All elements of the pricing schedule need to be completed. All pricing is to be exclusive of VAT. | | | |
| **Quality Questions 70 marks –** Please enter your responses into the boxes below, noting the word limits stated below each question. You are not required to make a written submission of that length; however your answer should not exceed the stated number of words. Please ensure that text remains in Arial font, size 11.  **Please do not cross reference answers from other questions.** | | | |

**PART 2: SCORE AWARDS**

The Contract will be awarded on the basis of the following weighted award criteria:

|  |  |  |
| --- | --- | --- |
|  | **Award Criteria** | **Weighting** |
| **1** | **Tender Questionnaire**  Submissions which, in the opinion of PBHA, give rise to grounds for exclusion will result in the tenderer being excluded and will not be taken forward to any subsequent stages of the Tender evaluation. | **PASS/FAIL** |
| **2** | **Price** | **30** |
| **3** | **Technical Merit (Quality)** | **70** |
|  | **TOTAL** | **100** |

The **Technical Merit** criteria are made up of the following sub-criteria:

| **Technical Merit Award Criteria & Available Marks** | **Scored out of** | **Value out of 100**  **(Quality only)** | **Value out of 70**  **(Initial Evaluation)** | **Value out of 35**  **(Final Evaluation)** |
| --- | --- | --- | --- | --- |
| Question 1: Your Approach | 5 | 25 | 17.5 | 8.75 |
| Question 2: Your Experience | 5 | 20 | 14 | 7 |
| Question 3: Quality | 5 | 20 | 14 | 7 |
| Question 4: Resources | 5 | 15 | 10.5 | 5.25 |
| Question 5: Added Value | 5 | 10 | 7 | 3.5 |
| Question 6: Social Value | 5 | 10 | 7 | 3.5 |
| **Total Quality Score** |  | **100 marks** | **70 marks** | **35 marks** |
| Interview |  |  |  | 35 |
| **Final Quality Score** |  |  |  | **70 marks** |

Technical merit scores from the initial evaluation stage will be added together to give a total technical score out of 70 which will then be added to the Price score (out of 30) to give an overall score out of 100.

The two or three highest scoring tenderers will be invited to the Interview stage and will be expected to provide any equipment, consumables and suitably qualified/skilled staff required during this process.

Technical scores from the final evaluation stage will be added together to give a total technical score out of 35 which will then be added to the Interview score (out of 35) and Price score (out of 30) to give an overall score out of 100.

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|  | **PART 3: QUALITY QUESTIONS** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |
| Q1 | 25 Marks  Max length: 2,000 words | **Question 1: Your Approach**  Please set out how you would plan and deliver the internal audit service, including any support that you would need from PBHA. Your answer should include details of planning, supervision of staff conducting the audits, liaison with PBHA at Executive and Committee level, and your approach to technical areas such as cyber security and health and safety. Refer to any areas where you believe your approach sets you apart from other organisations.  Please could you also provide as appendices/attachments:  • an example anonymised audit report;  • your standard terms and conditions for internal audit service.  Please note that we intend to consider your response to Question 1 of Part 5 (analysis of Tender Price) when evaluating this question. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments other than the specific items requested above. | |
| Q2 | 20 Marks  Max length: 1,500 words | **Question 2: Your Experience**  Please set out in detail your experience of providing internal audit services to Registered Providers with less than 1,000 homes and the delivery of supported housing services.  Your answer should:   * Set out your level of experience of auditing Registered Providers; * Demonstrate your competence in delivering contracts of this nature; * Discuss any specific challenges of auditing Registered Providers, and how you would address these.   Please note that we intend to consider your response to Question 1 of Part 5 (analysis of Tender Price) when evaluating this question. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |
| Q3 | 20 Marks  Max length: 1,500 words | **Question 3: Quality of Service**  Please set out how your approach will ensure that a consistent, good quality service is delivered. In particular:   * Explain how you will ensure that your staff have sufficient knowledge and experience to undertake the roles expected of them on site; * How you would deal with any concerns raised by PBHA; * What are your proposed success factors and Key Performance Indicators to measure the performance of internal audit?   Please note that we intend to consider your response to Question 1 of Part 5 (analysis of Tender Price) when evaluating this question. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |
| Q4 | 15 Marks  Max length: 1,500 words | **Question 4: Resources**  Please provide us with an understanding of how you intend to resource this contract.  Please provide an outline team structure and brief details, including qualifications, of the staff who would be assigned to PBHA, including:   * Partner or Director or equivalent * Manager * Senior auditor managing staff on site day to day (if different from the Audit Manager) * Technical experts (for example, cyber security, health and safety)   Please provide summarised CVs within the word limit to demonstrate the qualifications and experience of these staff.  Please set out your approach to maintaining continuity of staff and, in the event of the unexpected non-availability of staff proposed to deliver services to us, how you would still be able to fulfil the requirements of the contract.  Please note that we intend to consider your response to Question 1 of Part 5 (analysis of Tender Price) when evaluating this question. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |
| Q5 | 10 Marks  Max length: 1,000 words | **Question 5: Added Value**  Please set out how you would support the Finance, Risk and Audit Committee with its responsibilities regarding risk management and how you would share good practice identified in other organisations. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |
| Q6 | 10 Marks  Max length: 1,000 words | **Question 6: Social Value**  Social Value is important to PBHA and we expect the successful supplier to commit to delivering a range of social value commitments over the period of the contract.  Social value is the subject of a number of varying descriptions, but broadly, can be described as an additional, non-financial benefit, that will result from the delivery of this contract, that will benefit members of our PBHA community. In particular, we are interested in offers to provide or to support:   * Staff training * Employment skills training; * Work placements; * Supporting community projects.   Please set out what you can offer in relation to the above. You do not need to limit any proposals to the topics covered above, however please note that we are primarily focussed on supporting our residents and our communities through employment opportunities and related skills.  As with the other questions, please make your proposals specific. We will not award marks for general statements relating to Corporate Social Responsibility (CSR) schemes. You may reference existing CSR projects to provide examples, but we will not award points unless you specifically propose to deliver a specific social value initiative under this contract. |
|  | **Insert your response here.** | |
|  | Please answer this question as a stand-alone answer. Do not include or reference attachments. | |

**PART 4: PRICE SUBMISSION**

**TENDER PRICE: Annual Internal Audit Fee Proposal**

|  |  |
| --- | --- |
| **Name of Company** | **Proposed Annual Internal Audit Fee**  **(£ excl VAT)** |
| **Proposed Internal Audit Fee (Tender Price A)** | **£** |

**PART 5: ADDITIONAL INFORMATION REQUIRED**

1. **DAILY RATE AND ANALYSIS OF TENDER PRICE:**

Please provide further analysis of your tender price in the table below, broken down by seniority (the grades are a guide only and may be over-typed), the annual number of audit days proposed, percentage of total audit days proposed, and the daily rate charged for each grade (these rates are expected to be applied for any ad-hoc instructions outside of the agreed audit fee, unless a specific rate is agreed by both Parties).

**For avoidance of doubt, please ensure that the bottom line total below matches Tender Price A in the table above.**

You are also required to state the names of the senior staff members proposed (i.e. at Partner / Director, Manager levels). You may change the descriptions of each grade/level of seniority to match those in use in your organisation, and use as many tiers of seniority as you wish. You do not need to provide names for less senior staff (although you may, if you wish). Please do not alter the structure of the table.

Please note that whilst this table will not count towards the price evaluation, it will be used for the purposes of the quality evaluation (for any of the questions asked).

| **Grade/Seniority** | **Name of Proposed Member of Staff** | **No. of Proposed Audit Days** | **% of Total Audit Days** | **Daily Rate Charged** |
| --- | --- | --- | --- | --- |
| Partner or Director |  |  | % | £ |
| Manager |  |  | % | £ |
| Senior |  |  | % | £ |
| Junior |  |  | % | £ |
| Technical expert |  |  | % | £ |
| [insert if required] |  |  | % | £ |
| [insert if required] |  |  | % | £ |
| [insert if required] |  |  | % | £ |
| [insert if required] |  |  | % | £ |
| [insert if required] |  |  | % | £ |
| **Total Proposed Audit Fee (Tender Price)** |  |  | **100%** | **£** |

1. **BASIS FOR CHARGING EXPENSES (For information only)**

|  |  |
| --- | --- |
| **Charge** | **Standing Charge or How Calculated** |
|  |  |
|  |  |
|  |  |
|  |  |
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1. **DAY RATES FOR CHARGING FOR ADDITIONAL WORK (For information only)**

| **Grade/Seniority** | **Day Rate Charged** |
| --- | --- |
| Partner or Director | £ |
| Manager | £ |
| Senior | £ |
| Junior | £ |
| Technical expert | £ |

1. **BASIS OF CHARGING FOR FEES IN FUTURE YEARS (For information only)**

Please set out the basis for agreeing fees for the internal audit of future years after the year ending 31 March 2026.

|  |  |
| --- | --- |
| **Year** | **Basis for agreeing fee** |
|  |  |
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|  |  |
|  |  |

**PART 6: TENDER CHECKLIST**

**Tender checklist of documentation to be returned with this Form of Tender (please tick to confirm they have been provided)**

|  |  |
| --- | --- |
| **Document Checklist** | **Select Yes to Confirm Attached** |
| 1. A completed version of this document, Document 3 (Form of Tender) | YES ☐ |
| 2. A fully completed version of the Tender Questionnaire (Document 2) | YES ☐ |

**PART 7: TENDERER’S OFFER**

I / We confirm and enclose our tender for the contract and offer to undertake any of the work described and confirm that these comprise all of the documents required to be submitted.

I / We acknowledge that we are bound by our submitted proposals and that our offer as submitted shall remain open for acceptance for a period of up to three months, at no greater rates or prices than those in the tendered pricing proposals.

I / we undertake in the event of your acceptance of our Tender, to execute with you a Form of Contract embodying all the Terms and Conditions contained in this offer.

I / We confirm that I / We are fully conversant with all the tender documentation and that this tender is submitted in accordance with that tender documentation.

I / We certify that the information supplied in this tender is complete and accurate to the best of my / our knowledge and belief and I / We accept the conditions and undertakings requested in the tender documentation. I /We certify that I / We have not withheld any information that would be material to PBHA’s consideration of our response to the tender whether or not a direct question has been asked in that particular respect.

I / We understand and accept that the provision of false or inaccurate information could result in the rejection of our tender and would empower PBHA to cancel any contract awarded pursuant to the tender process.

I / We acknowledge that PBHA may require the answers provided within this tender to be substantiated via access to documents or other means, and undertake to provide such access as required.

I / We confirm that our directors / partners / proprietors are conversant with their legal obligations under the Modern Slavery Act 2015. If applicable, I confirm that I / We have published the required statements relating to modern slavery. I / We confirm our willingness to comply with any due diligence checks or reasonable recommendations as may be required by PBHA from to time in relation to the Modern Slavery Act.

I / We confirm that no director, proprietor or partner connected to the tendering company has been banned from holding a directorship of a company registered in the UK or any other country.

I / We confirm that no director, proprietor or partner connected to the tendering company has an undeclared personal relationship with any director, senior manager or Board member of PBHA.

I / We confirm that none of the information provided by PBHA in connection with this matter has been or will be used for any purpose other than responding to the tender and that without the consent of PBHA no such information has been or will be disclosed copied reproduced or distributed or otherwise transferred to any third party.

I/We acknowledge that regardless of the acceptance of our tender proposal, no legally binding Contract shall be entered into between ourselves and PBHA until such time as there is a signed and agreed form of contract put in place, or upon receipt of some other form of instruction is issued by PBHA confirming its intention to enter into contract with ourselves.

I / We understand that PBHA are not bound to accept any tender submitted as part of this tender process and that PBHA reserve the right at their absolute discretion to accept or not to accept any tender submitted, and PBHA shall not be responsible for any expenses incurred during its preparation.

I / We certify that we have full power and authority to enter into the contract and to provide the services required.

I / We can confirm that all rates and prices submitted are inclusive of profit and all other costs that should reasonably be borne by our organisation in carrying out the services. Our tendered prices are exclusive of VAT.

I / We confirm our total tender prices as follows:

|  |  |
| --- | --- |
| **TENDER PRICE (from Part 4)** | £ |

By signing this form, I certify that I am suitably empowered by my organisation to submit a tender on its behalf, and to make any associated commitments.

|  |  |
| --- | --- |
| **Signature**  **(Electronic signature can be inserted in the box to the right)** | Shape  Description automatically generated with low confidence |
| **Signatory** |  |
| **Position in Company** |  |
| **On Behalf Of (Company Name)** |  |
| **Date** |  |