

## INTERNAL AUDIT



### Invitation to Tender – Suppliers’ clarification queries:

Updated 27 August 2019

1. We are interested in submitting a bid for the provision of internal audit services (assuming you are open to bids from SMEs). We should be grateful please if you would provide further instructions.

**Response:** We welcome bids from SMEs. All relevant information for suppliers to submit a tender is included within the Invitation to Tender published on the on [www.MyTenders.co.uk](http://www.MyTenders.co.uk) or the [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk)

2. Would it be possible to have a copy of your risk register and the annual internal audit report and plan?

**Response:** We will not be releasing risk registers at this stage as we would wish to understand what risks you identify as facing the service museums. The annual internal audit report and plan will not be released for the same reason. The ITT provides all information required to draw up a tender. No additional detail will be provided.

3. The ITT is in PDF format. Would you be happy for us to respond in our own format whilst still adhering to the question numbering and placing?

**Response:** Yes. A MSWord copy of the ITT is also attached to this document for ease of reference.

4. We would be grateful if you could provide us with the following information:

- detailed specifications of the contract
- particulars of the Scope of Work
- and terms and conditions of the contract

It would be helpful if you would indicate any other information pertinent to the contract.

**Response:** All relevant information for suppliers to submit a tender is included within the Invitation to Tender published on the on [www.MyTenders.co.uk](http://www.MyTenders.co.uk) or the [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk)

5. Annex 3 of the ITT provides ‘Example terms and conditions of contract’, but for only one of the three National Museums. Are you content that we negotiate the specific terms and conditions upon appointment?

**Response:** the terms and conditions of contract are expected to be materially the same for each of the three National Museums as the example contract provided.

6. Para 21.1 of the ITT requests that the price submitted should be a “fixed sum for each year of the Contract”. Is that to be split on a ‘per Museum’ basis, or one lump sum for the contract as a whole?

**Response:** This will be based on a ‘per museum’ basis.

7. We note you have provided an indication of the number of reviews expected per annum at each Museum. However, under Public Sector Internal Audit Standards we have to take a risk based approach to annual internal audit plans and hence the exact resources required each year for each Museum will be subject to agreement of what areas are to be reviewed, and the scopes for each of those reviews. This resource will also vary naturally from year to year. Whilst we can provide a fixed composite daily rate, and an indicative number of days required each year for each Museum, do you accept that the overall price cannot be fixed until such time as the individual plans have been agreed by each Museum's own Audit Committee?

**Response:** Yes.

8. For each of the National Museums, where would the majority of the internal audit work take place?

**Response:** We would expect the fieldwork to take place at each of the National Museums. Other work, including report writing, review, etc. could be undertaken offsite.

9. In light of annual leave and Monday 26 August being a Bank Holiday, would an extension be possible so that we can have adequate resources working on the tender so we can submit as best a response as is possible?

**Response:** An extension is not available. Tenders should be returned no later than 12 noon on Friday 30 August 2019 in order to be considered.

**END**