**Request for Quotation**

**Provisions of**

**Internal Audit Services**

**CLOSING DATE: 16th October 2020**

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## About our trust

The Minerva Learning Trust was established in October 2014. Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5,000 pupils. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Our aim is for all schools within the Trust to become ‘Outstanding’.

The Trust ethos is one of collegiality which whole heartedly places pupils at the centre of the work we do. We are a recognised Academy Sponsor and consequently will engage with schools in difficulty giving the necessary level of support to bring about school improvement.

Minerva Learning Trust is looking to appoint an Internal Auditor to:-

* provide a high quality, value for money service to meet the needs of the Trust.

Our procurement strategy stipulates the following and suppliers will be expected in the documentation to evidence supporting these values:-

* *Ensure procurement supports the education and development of our pupils*
* *Achieve value for money*and economies of scale and terms that are favourable but maintain the quality standards
* *Source locally*where feasible andwithin the requirements
* *Procure in a sustainable way* given due consideration to the environment, social and economic factors
* *Equality and transparency*ofprocurement procedures
* *Professional conduct*during procurement activities should reflect the Trust’s Code of conduct

**Please see the attached Statement of Assurance (Related Party Transaction). The statement must be read and the declaration completed in line with Trust’s financial policy.**

Please find enclosed in the RFQ Documents the following additional information

* Specification
* Terms & Conditions (Will be completed upon appointment)

## About the Request For Quotation process

The objective of this Request for Quotation is to identify the most economically advantageous offer. The criteria used to evaluate are detailed within this document.

**All enquiries relating to this Request must be forwarded in writing via email to procurement@minervalearningtrust.co.uk**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests maybe circulated to all Suppliers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of the RFQ.

The trust reserves the right to cancel the process at any point. The trust is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those quoting for this Contract.

The contract with the successful supplier is intended to commence on **xxxx** and will be awarded for an initial period of 10 Months to August 2022**.** Consideration will be given to extending the 1year contract for a further 2 years subject to satisfactory performance and the agreement of both parties. Regular reviews of the agreement will take place.

**Quotations must be returned via email to procurement@minervalearningtrust.co.uk**

**Quotation must reach us by 16th October 2020. Late bids will not be considered.** We reserve the right, both prior to and after the award of the contract, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

Quotes will be assessed in strict accordance with the award criteria stated.

Quotes must be valid for acceptance for a minimum of 90 days from the process closing date.

## RFQ Timetable

|  |  |
| --- | --- |
| RFQ Published on Contracts Finder | 21st September 2020 |
| Last date for clarifications | 9th October 2020 |
| **RFQ closing date 12 noon** | 16th October 2020 |
| RFQ assessment | w/c 19th October 2020 |
| Award contract | 20th October 2020 |
| Contract start date | 1st November 2020 |

**Dates may be subject to change.**

Please complete the form to submit your tender

<https://forms.office.com/Pages/ResponsePage.aspx?id=SskizAXdVEW0rNKHneOOtPh1sbDYpyBEixzB1aAUnw9UQTAwODBSRzBQWkxWSUlHQ0lPWEZXS0VRSC4u>