**INVITATION TO TENDER**

**(OPEN PROCEDURE)**

**FOR**

**APPOINTMENT OF ACCOUNTANCY AND EXTERNAL AUDIT SERVICES**

Reference: 230504

Annex D-E-F  
For Completion and Return

The National Museum of the Royal Navy

HMS Naval Base (PP66)

Portsmouth

PO1 3NH

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Key Tendering Activities

**Tender Milestone Dates**

The envisaged key milestones for the tender are shown in the table below.

|  |  |  |
| --- | --- | --- |
| **No** | **Event** | **Date** |
| 1 | Issue of ITT | Friday 13th October 2023 |
| 2 | Final date for Clarification Questions/Requests for additional information | 5pm (1700)  Tuesday 7th November 2023 |
| **4** | **Deadline for return of tenders** | **Midday (1200)**  **Friday 17th November 2023** |
| 5 | Desktop Evaluation of tenders | Week Commencing  20th November 2023 |
| 6 | Post-Submission Interviews | Week Commencing  27th November 2023 |
| 7 | Award notice issues | Week Commencing  4th December 2023 |
| 8 | Commencement of Contract | 8th January 2024 |

Specification / Scope of Requirement

* 1. The overall objective is to select a combination of suppliers that give high confidence of delivering the expected benefits to be derived from the Services on time, on budget and to the required quality. The National Museum requires suppliers that are partners to the Business by adding strategic value and giving certainty in delivering the agreed outcomes in support of the National Museum’s strategy. The National Museum is going through a period of change and growth that presents both challenges and opportunities that means it requires suppliers that understand the business environment in which it is operating. The Services of each supplier will be assessed and measured amongst other things in terms of:

1. the approach to the supply of the Services
2. the proposed scope of the Services
3. the Service Level standards that will apply
4. the related costs and benefits
5. the strategic value, and
6. supplier fit with the National Museum
   1. The ITT is a vehicle to determine which suppliers are able to meet particular requirements measured against a set of key assessment criteria established for the ITT.
   2. The structure of the ITT is designed to allow suppliers to respond for individual services as well as a combined solution. An outcome of this ITT is that different suppliers will be used for different components of the ITT.

Business Overview and History

* 1. The National Museum of the Royal Navy was established in 2008 as a charitable company and the holding company of the National Museum of the Royal Navy Group. The National Museum of the Royal Navy is also a Non-Departmental Public body, sponsored by the Ministry of Defence, and as such is obliged to comply with the HM Treasury’s financial reporting requirements and guidance on use of public funds, ‘Managing Public Money’.
  2. The financial reporting framework applied in the preparation of the group financial statements is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and as regards the parent company financial statements, as applied in accordance with the provisions of the Companies Act 2006. **The statutory audit of the parent company and the consolidated group accounts is conducted by the National Audit Office and as such is not included within this tender.**
  3. The financial reporting framework applied in the preparation of the subsidiaries’ accounts is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).
  4. For the financial year 2023-24, the Group consists of the following charitable companies and trusts:
  5. In addition to the above, the National Museum of the Royal Navy provides the accounting and external audit services for the independent charitable trusts, the HMS Victory Preservation Endowment Fund and the Mercantile Marine Memorial Trust and also the joint venture company, the Portsmouth Historic Dockyard Operations Ltd and these are also included within this ITT.

Business Vision

* 1. The National Museum’s vision is to be the world’s most inspiring Naval Museum, linking Navy to nation. Its mission is to inspire enjoyment and engagement with the story of the Royal navy and its role in shaping the modern world. Its strategy was reset in 2022, under three strategic aims: audience, collections, and sustainability, underpinned by the skills, dedication and hard work of our people.

Current Finance Operations

* 1. The National Museum is one of the few headquartered outside London, acquiring key sites also outside the capital, and enabling people to learn, enjoy and engage with the story of the Royal Navy in the regions. Its headquarters is located within Portsmouth Historic Dockyard, from which it operates centralised support services, including finance, human resources, property and information technology services. All trading activities are also coordinated from the Portsmouth headquarters.
  2. The National Museum employs a team of qualified and experienced management accountants and finance staff who are responsible for the day-to-day transactional processing, accounts receivable and payable, management of bank accounts, in-year HMRC returns (VAT, gift aid, payroll), management accounts, financial control and reporting. The National Museum has outsourced its payroll processing activity.
  3. The National Museum has an independent internal audit function, currently provided through RSM Risk Assurance Services LLP, which undertakes a rolling programme of risk-based audit activity, agreed at the start of the year with the Accounting Officer and the Audit and Governance Committee. Internal audit provides assurance to the Audit and Governance Committee on the adequacy of internal control arrangements, including risk management and governance, and in the past the external auditors have been able to place reliance on its work. The internal audit conforms to the Government Functional Standard GovS009 Internal Audit, the International Standards for the Professional Practice of Internal Auditing, the wider International Professional Practices Framework (IPPF), and the Internal Audit Code of Practice as published by the Global Institute of Internal Auditors (IIA) and the Chartered IIA. The National Museum confirms that there are no TUPE implications in respect of this ITT.
  4. The financial reporting period for the National Museum runs from 1 April to 31 March.
  5. The National Museum uses a cloud-based Group finance system, PS Financials. All financial data and ledgers are processed, held and reported from within the system. The system is used to prepare the accounts to adjusted trial balance for preparation of the statements of financial activities and balance sheets.
  6. A primary goal is to ensure that the financial statements are prepared in accordance with the relevant accounting standards and to enable the statutory audit of the consolidated accounts to be completed in accordance with the timescales agreed with the National Audit Office. For the 2022-2023 audit, the National Museum of the Royal Navy consolidated accounts will be approved by the Board in October 2023; however, under these proposed contracts the shared aim will be for faster closing of the accounts.

Supporting the National Museum’s Strategy

* 1. Under its strategic aim to deliver sustainability, the National Museum has been undergoing a period of rationalisation and consolidation of its governance structure. The aim is to streamline and simplify the Group structure, reducing governance costs and improving efficiency, whilst ensuring the unique heritage assets are safeguarded for future public benefit, and providing a robust structure for future growth.
  2. It is vital that the chosen suppliers support the National Museum’s strategy through:

1. Demonstrating an understanding of the National Museum’s position and accounting obligations as a company and charity group and a Non-Departmental Public Body
2. Supporting faster completion of the accounts
3. Being committed to Service quality standards
4. Making best use of technology
5. Helping to streamline processes and reduce governance costs
6. Achieving cost certainty in the delivery of Services
7. Providing innovation and thought leadership
8. Adding value to the National Museum in the delivery of Services
9. Working collaboratively with the National Museum and its Group statutory auditors, the National Audit Office

Contract Period

* 1. The National Museum of the Royal Navy is looking for provision of the Services for a minimum of **four and a maximum of six years (with a two-year extension subject to satisfactory performance)** commencing with the delivery of the statutory accounts and subsidiaries audit for the financial year 2023-24. It is anticipated that the contracts for the Services will be in place by January 2024

Service Specification

* 1. The Services are divided into two lots. Potential suppliers are invited to tender for one or either of the two lots.
  2. **It must, however, be noted that in order to maintain audit independence, the two lots will be awarded to two separate companies.**
  3. The lots are as follows:

**Lot 1- Acting as External Auditors for the Subsidiary Companies and Trusts**

In accordance with the relevant statutory provisions, accounting requirements and auditing standards, the External Auditors will be required to give their opinion on the Financial Statements of the National Museum’s subsidiaries and trusts (where appropriate) at the end of each accounting period, and will deliver audit services, including:

1. The planning, management and execution of the annual external audit for the National Museum’s subsidiaries and relevant trusts
2. Reporting on external audit progress to Management and the Audit Committee, including attendance at Audit Committee meetings as appropriate
3. Provision of ad hoc advisory work to the National Museum on technical accounting, internal control, financial matters and current issues affecting charities

**Lot 2- Statutory Accounts Preparation**

Preparation of the statutory financial statements for the subsidiary companies and trusts and for the parent company and consolidated Group

1. The collation, validation, consolidation, accounting and production of the financial statements for all eligible entities within the National Museum Group.
2. Provision of associated ad hoc technical accounting advice and support

Annex D

TENDER SUBMISSION DOCUMENT

Supplier Selection Questionnaire

**APPOINTMENT OF ACCOUNTANCY AND EXTERNAL AUDIT SERVICES**

**230504**

**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.

2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.

4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.

5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.

6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

* members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

7. For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.

8. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

9. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503

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| **Part 1 – Your Information and the Bidding Model** | | |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all  questions in part 3 as well.  Bidders must ensure that every organisation on which they will rely to meet the selection criteria  completes and submits their own answers and declaration for part 1 and 2.  Yes  No  N/A | | |
| **Section 1** | **Potential Supplier Information** | |
| **Question no.** | **Question** | **Response** |
| **1.1 (a)** | Name (if registered, please give the registered name) |  |
| **1.1 (b) – (i)** | Registered address (if applicable) or head office address |  |
| **1.1 (b) – (ii)** | Registered website address (if applicable) |  |
| **1.1 (c)** | Trading Status:   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| **1.1 (d)** | Date of registration (if applicable) or date of formation. |  |
| **1.1 (e)** | Registration number (company, partnership, charity, etc if applicable). |  |
| **1.1 (f)** | Registered VAT number |  |
| **1.1 (g) - (i)** | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the  Member State where your organisation is established? | Yes  No  N/A |
| **1.1 (g) - (ii)** | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and  registration number(s), and if evidence of registration is available electronically, please provide   * the website address, * issuing body * reference number. |  |
| **1.1 (h) - (i)** | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement? | Yes  No  N/A |
| **1.1 (h) - (ii)** | If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number |  |
| **1.1 (i)** | Are you a Small, Medium or Micro Enterprise (SME[[1]](#footnote-1))? | Yes  No |
| **1.1 (j)** | Details of Persons of Significant Control (PSC[[2]](#footnote-2)), where appropriate[[3]](#footnote-3):   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies 6 April 2016 should be used); * Which conditions for being a PSC are met; * Over 25% up to (and including) 50%, * More than 50% and less than 75%, * 75% or more.   (Please enter N/A if not applicable) |  |
| **1.1 (l)** | Details of immediate parent company:   * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |

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| **1.1 (m)** | Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| **Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).** | | |

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| Please provide the following information about your approach to this procurement: | | |
| **Section 1** | **Bidding model** | |
| **Question no.** | **Question** | **Response** |
| **1.2** | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  If you are bidding as a single supplier please go to Q 1.3.  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:  a) The name of the group/consortium.  b) The proposed structure of the group/consortium, including the legal structure where applicable.  c) The name of the lead member in the group/consortium.  d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).  e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |

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| **1.3** | If you are proposing to use subcontractors please provide the details for each subcontractor[[4]](#footnote-4).   * + Name   + Registration number   + Registered or head office address,   + Trading status   a. Public limited company  b. Private limited company  c. Limited liability partnership  d. Other partnership  e. Sole trader  f. Third sector  g. Other (please specify your  trading status)   * Registered VAT number * SME (Yes/No) * The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known * The approximate % of contractual obligations assigned to each subcontractor, if known * Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| **1.4** | **Lots**  Where applicable, please tell us which lot(s) you wish to bid for? |  |

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| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question no.** | **Question** | **Response** |
| **2.1(a)** | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier, * been convicted of any of the offences within the summary below and listed in full on the webpage[[5]](#footnote-5)? | |
|  | Participation in a criminal organisation. | Yes  No |
| Corruption. | Yes  No |
| Fraud. | Yes  No |
| Terrorist offences or offences linked to terrorist activities | Yes  No |
| Money laundering or terrorist financing | Yes  No |
| Child labour and other forms of trafficking in human beings | Yes  No |
| Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
| Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |

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| **2.1(b)** | If you have answered yes to any part of question 2.1(a), please provide further details, including:  ● date of conviction and the jurisdiction,  ● which of the grounds listed the conviction was for,  ● the reasons for conviction,  ● the identity of who has been convicted.  If the relevant documentation is available electronically please provide:  ● the web address,  ● issuing authority,  ● precise reference of the documents. |  |
| **2.1(c)** | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this webpage[[6]](#footnote-6), and should be referred to before completing these questions. | | |
| **Question no.** | **Question** | **Response** |
| **3.1(a)** | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK. If documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| **3.1(b)** | If you have answered no to 3.1(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |

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| **3.1(c)** | Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. | Yes  No |
| **Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions** | | |

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| **Section 4** | **Grounds for discretionary exclusion** | |
| The detailed grounds for discretionary exclusion of an organisation are set out on this webpage[[7]](#footnote-7) and should be referred to before completing these questions. | | |
| **Question no.** | **Question** | **Response** | |
| **4.1** | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you? | Yes  No |
| **4.1(a)** | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See webpage. | Yes  No |
| **4.1(b)** | Breach of social law obligations? | Yes  No |
| **4.1(c)** | Breach of labour law obligations? | Yes  No |
| **4.1(d)** | Bankrupt or is the subject of insolvency? | Yes  No |
| **4.1(e)** | Guilty of grave professional misconduct? | Yes  No |
| **4.1(f)** | Distortion of competition? | Yes  No |
| **4.1(g)** | Conflict of interest? | Yes  No |
| **4.1(h)** | Been involved in the preparation of the procurement procedure? | Yes  No |
| **4.1(i)** | Prior performance issues? | Yes  No |

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| **4.1(j)**  **4.1(j) - (i)** | Do any of the following statements apply to you ?  You have been guilty of serious misrepresentation in supplying the information required for the verification  of the absence of grounds for exclusion or the fulfilment of the selection criteria. | Yes  No |
| **4.1(j) - (ii)** | You have withheld such information. | Yes  No |
| **4.1(j) –(iii)** | You are not able, without delay, to submit documents if/when required. | Yes  No |
| **4.1(j)-(iv)** | You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer  upon you undue advantages in the procurement procedure, or to negligently provide misleading  information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No |
| **4.2** | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual  turnover of at least £36 million.  If you are a relevant commercial organisation please -   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54. | Yes  No  Yes  No |
| **4.3** | If your latest published statement is available electronically please provide:   * the web address, * precise reference of the documents |  |
| **4.4** | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your  reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Selection Questions** |

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| **Section 5** | **Economic and Financial Standing** | |
| **Question no.** | **Question** | **Response** |
| **5.1** | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * the web address * issuing authority * precise reference of the documents |  |
| **5.2** | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the  last two years (audited if required by law). |  |
| **5.3**  **5.3(a)**  **5.3(b)** | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.  A statement of your annual turnover, Profit and Loss Account/Income  statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.  Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| **5.4** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes  No |

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| **Section 6** | **Technical and Professional Ability** | | |
| **Question no.** | **Question** | | **Response** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.  For each contract please provide the following information  If you cannot provide examples see question 7.2 | | |
| **Contract 1** | | | |
| Name of customer organisation who signed the contract | |  | |
| Name of supplier who signed the contract | |  | |
| Point of contact in the customer’s organisation | |  | |
| Position in the customer’s organisation | |  | |
| E-mail address | |  | |
| Description of contract | |  | |
| Contract start date | |  | |
| Contract completion date | |  | |
| Estimated contract value | |  | |
| **Contract 2** | | | |
| Name of customer organisation who signed the contract | |  | |
| Name of supplier who signed the contract | |  | |
| Point of contact in the customer’s organisation | |  | |
| Position in the customer’s organisation | |  | |
| E-mail address | |  | |
| Description of contract | |  | |
| Contract start date | |  | |
| Contract completion date | |  | |
| Estimated contract value | |  | |
| **Contract 3** | | | |
| Name of customer organisation who signed the contract | |  | |
| Name of supplier who signed the contract | |  | |
| Point of contact in the customer’s organisation | |  | |
| Position in the customer’s organisation | |  | |
| E-mail address | |  | |
| Description of contract | |  | |
| Contract start date | |  | |
| Contract completion date | |  | |
| Estimated contract value | |  | |
| **6.2** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | | |
|  | | |
| **6.3** | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 7** | **Additional Questions including Project Specific Questions** | | |
| **Question no.** | **Question** | | **Response** |
| **7.1** | **Insurance**  Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | |  |
| **Employer’s (Compulsory) Liability Insurance** = £5,000,000  *Policy Expiry Date:*  *Policy Reference:* | | Yes  No |
| **Public Liability Insurance** = £5,000,000  *Policy Expiry Date:*  *Policy Reference:* | | Yes  No |
| **Professional Indemnity Insurance** = £5,000,000  *Policy Expiry Date:*  *Policy Reference:* | | Yes  No |
| **Product Liability Insurance** = £N/A  *Policy Expiry Date:*  *Policy Reference:* | | Yes  No |
| Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  See the Health and Safety Executive website for more information:  <http://www.hse.gov.uk/pubns/hse39.pdf> | |  |
| **7.2** | **Data protection** | | |
| **7.2(a)** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | Yes  No |
| **7.2(b)** | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:   * to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; * to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; * to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable; * to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); * to maintain records of personal data processing activities; and   to regularly test, assess and evaluate the effectiveness of the above measures. | | |
|  | | |
| **7.3** | **Health and Safety**  Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). **Please use no more than 500 words.** | | |
|  | | |
| **7.4** | **Payment in Contracts Above £5m per annum (Central Government Contracts)**  If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This question is focused on exploring your payment systems.  If your response to (a) and (b) below is **NO** and you do not intend to use a supply chain for this contract, you are not required to complete the subsequent questions | | |
| **7.4(a)** | Please confirm if you intend to use a supply chain for this contract (i.e. services that are used wholly or substantially for the purpose of performing or contributing to the performance of the whole or part of the contract) | Yes  No  If “No” you do not need to complete the rest of this section  NOT SCORED | |
| **7.4(b)** | Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms. | Yes  No  PASS/FAIL | |
| **7.4(c)** | Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.  This should include all situations where payments are due; not all payments involve an invoice[[8]](#footnote-8).  You should explain this in the tender documents | Yes  No  PASS/FAIL | |
| **7.5** | **Requirement under the Public Contracts Regulations 2015 (Regulation 113)**  Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain | Yes  No  PASS/FAIL | |
|  |  | | |
| **7.10** | **Tackling Modern Slavery in Supply Chains**  Where the supplier is a commercial organisation subject to Section 54 of the Modern Slavery Act 2015, contracting authorities should set appropriate selection criteria and methodology by which to assess compliance.  As compliance with the Modern Slavery Act is only relevant to UK bidders, criteria can be broadened to relate to non-UK bidders by asking them to provide a link to published modern slavery statements in their own jurisdiction or where these are not required, to a relevant company document containing the same type/level of information.  A pass/fail selection criterion may be set that either:   * the bidder must have complied with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance including information relating to:  1. the organisation’s structure, its business and its supply chains; 2. its policies in relation to slavery and human trafficking; 3. its due diligence processes in relation to slavery and human trafficking in its business and supply chains; 4. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk; 5. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, 6. measured against such performance indicators as it considers appropriate; 7. the training and capacity building about slavery and human trafficking available to its staff; or  * where the bidder is a non-UK supplier, the bidder must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.   Alternatively, if neither of the above are met, but the bidder provides a satisfactory explanation and assurances that either requirement will be met before contract award, this will be sufficient to pass the selection criterion but will be verified prior to contract award. | | |
|  | | |

|  |
| --- |
| **Section 8: Additional Information**  The NMRN may request additional information from suppliers in relation to the tender. |

|  |  |  |
| --- | --- | --- |
| **8.1** | **Credit Rating** | |
| **Question no.** | **Question** | **Response** |
| **a.** | A minimum **Experian** credit rating of **70** is required for this contract.  Please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes  No |
| If **Yes**, please confirm that evidence will be provided upon request. | Yes  N/A |

**Lot 1- Acting as External Auditors for the Subsidiary Companies and Trusts**

In accordance with the relevant statutory provisions, accounting requirements and auditing standards, the External Auditors will be required to give their opinion on the Financial Statements of the National Museum’s subsidiaries and trusts (where appropriate) at the end of each accounting period, and will deliver audit services, including:

1. The planning, management and execution of the annual external audit for the National Museum’s subsidiaries and relevant trusts
2. Reporting on external audit progress to Management and the Audit Committee, including attendance at Audit Committee meetings as appropriate
3. Provision of ad hoc advisory work to the National Museum on technical accounting, internal control, financial matters and current issues affecting charities

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Area Weighting** |
| **QUALITY Overall Weighting: 60%** | | |
| 1 | CVs and Qualifications and Size of Team and Relevant Skills and Experience | 30% |
| 2 | Work Programme/Method | 30% |
| **PRICE Overall Weighting: 40%** | | |
| 3 | Price | 40% |
| **TOTAL** | | **100%** |

**Lot 2- Statutory Accounts Preparation**

Preparation of the statutory financial statements for the subsidiary companies and trusts and for the parent company and consolidated Group

1. The collation, validation, consolidation, accounting and production of the financial statements for all eligible entities within the National Museum Group.
2. Provision of associated ad hoc technical accounting advice and support

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Area Weighting** |
| **QUALITY Overall Weighting: 60%** | | |
| 1 | CVs and Qualifications and Size of Team and Relevant Skills and Experience | 30% |
| 2 | Work Programme/Method | 30% |
| **PRICE Overall Weighting: 40%** | | |
| 3 | Price | 40% |
| **TOTAL** | | **100%** |

*It must, however, be noted that in order to maintain audit independence, the two lots will be awarded to two separate companies.*

Response to Quality Evaluation Criteria

Technical/Quality Evaluation Criteria

Tenderers must use the template below for their response to quality evaluation criteria. If you wish to link to documentation within your tender submission pack please ensure it is within your submission. These will be counted as part of the word count of your Criteria Response.

|  |  |  |
| --- | --- | --- |
|  | Lot 1 | Lot 2 |
| *Please indicate which bid(s) you’re submitting for* |  |  |

Lot 1- Acting as External Auditors for the Subsidiary Companies and Trusts

|  |  |
| --- | --- |
| **Criterion 1** | **CVs and Qualifications and Size of Team and Relevant Skills and Experience**  **Please provide, detail and explain….** |
| Response  [3000-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 2** | **Work Programme/Method for Accounts & Audit**  **Please provide, detail and explain….** |
| Response  [2500-word limit] |  |

Lot 2- Statutory Accounts Preparation

|  |  |
| --- | --- |
| **Criterion 1** | **CVs and Qualifications and Size of Team and Relevant Skills and Experience**  **Please provide, detail and explain….** |
| Response  [3000-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 2** | **Work Programme/Method for Accounts & Audit**  **Please provide, detail and explain….** |
| Response  [2500-word limit] |  |

2.2 Past Performance

|  |  |
| --- | --- |
| Please confirm whether or not your organisation, consortium members have:   * Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works) * Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works   If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence  **Guidance** – *The buyer will use the information to determine whether you have a successful record of delivery.* |  |

Response to Commercial Evaluation Criteria

3.1. Contractual Information

3.1.1 Please confirm whether you accept the terms and conditions of the tender documentation in their current form and without any amendments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | ☐ | **No** | ☐ |

A Yes response will score a Pass, and a No response will score a Fail

3.1.2 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single Supplier):

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address from which the contract will be delivered** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |

3.1.3 Name, position, telephone number and email address of the main contact for this project:

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email Address** |  |

3.1.4 Current legal status of Potential Provider (e.g. partnership, private limited company, etc.)

|  |  |
| --- | --- |
|  | **Please tick one box** |
| **Sole Trader** |  |
| **Partnership** |  |
| **Public Limited Company** |  |
| **Private Limited Company** |  |
| **Public Sector (including Registered Charities, NDPBs, Housing Associations)** |  |
| **Other (*please state)*** |  |

3.1.5 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006[[9]](#footnote-9). Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

|  |  |
| --- | --- |
| **Date of Formation** |  |
| **Place of Formation** |  |
| **Date of Registration** |  |
| **Company Registration Number** |  |
| **Certificates enclosed** |  |
| **Registered VAT Number** |  |
| **Registered Office** |  |
| **Principal Place of business** |  |

3.2. Pricing Information

3.2.1. Please provide your pricing proposal including the fee, payment dates, resource allocation team members throughout the project, costs per work item, timescales and invoicing periods. Please provide this either below or as a separate attachment- **there must be a clear total cost of your submission proposal which must be ex-VAT. This total cost will be taken as your Price Quality (40%) of the total score of the evaluation.**

**TABLE 1: MAXIMUM TIME & MATERIALS CHARGES**

|  |  |
| --- | --- |
| **Service Item** | **Maximum Time & Materials Charges (the cap) (£)** |
| Service Line 1 | |
| [e.g. S1M1] |  |
| [e.g. S1M2] |  |
| Service Line 2 | |
| [e.g. S2M1] |  |
| [e.g. S2M2] |  |
| [Service Line X – insert further lines as necessary] | |
| [etc.] |  |

**TABLE 2: FIRM PRICES**

|  |  |
| --- | --- |
| **Service/Goods Item** | **Firm Price (£)** |
| Service/Goods Line 1 | |
| [e.g. S1M1] |  |
| [e.g. S1M2] |  |
| Service/Goods Line 2 | |
| [e.g. S2M1] |  |
| [e.g. S2M2] |  |
| [Service/Goods Line X – insert further lines as necessary] | |
| [etc.] |  |

3.3 Day Rates

* + 1. Please confirm the day and hourly rates of members of the team, including travel, accommodation and subsistence. This is for further work outside of the scope of requirement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team – Rates** | | | |
| **Member of Team** | **Hourly Rate (£)** | **Daily Rate (£)** | **Travel, Accom & Subsistence (Daily)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note that **Pricing Proposals** should be completed in full and must be signed by a person properly authorised to do so on behalf of the bidding organisation

Annex E

Form of Tender

**To: National Museum of the Royal Navy**

**Dear Sir/Madam**

**TENDER FOR:** APPOINTMENT OF ACCOUNTANCY AND EXTERNAL AUDIT SERVICES

I/We the undersigned, hereby Tender and offer to perform the Contract, details of which was set out in the ITT supplied to me/us for the purpose of Tendering for the Contract and agree to do so in accordance with the terms of the ITT.

I/We confirm that I/We will provide the Contract at the price provided in my/our Tender. I/We confirm that the price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

I/We confirm that this Tender will remain valid and open for acceptance without variation for at least 90 days from the Closing Date for the receipt of Tenders.

I/We confirm that we agree the Contract and undertake that in the event of our Tender being accepted to execute the Contract (subject to any minor amendments which have been accepted by the NMRN) within four (4) weeks from the date on which I/we receive notification that our Tender is successful.

I/We confirm that attached to this Tender are the following:

* Completed Supplier Questionnaire (Annex D, Section 1)
* Completed Response to Quality Evaluation Criteria (Annex D, Section 2)
* Completed Response to Commercial Evaluation Criteria (Annex D, Section 3)
* Completed Certificate of Non-Collusion (Annex F)

I/We confirm that the information supplied to you and forming part of this Tender, including, for the avoidance of doubt, any information supplied to you as part of my/our initial expression of interest in Tendering, was true when made and remains true and accurate in all respects.

I/We understand that any false representations, including but not limited to, changes to forms, could result in this Tender being rejected or subsequent contract termination.

I/We confirm and undertake that if any information supplied becomes untrue or misleading that I/We will notify you immediately and will update such information as is required.

I/We confirm acceptance of the terms and conditions provided in Annex C without amendment and agree to be bound by such Contract should the NMRN elect to accept my/our Tender.

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position in Organisation |  |
| Duly authorised to sign tenders for and on behalf of [Name] |  |
| Registered Address |  |
| Nationality of Company |  |
| Date |  |

Annex F

Certificate of Non-Collusion

**TO: NMRN**

**RE:** APPOINTMENT OF ACCOUNTANCY AND EXTERNAL AUDIT SERVICES

The essence of the public procurement process is that the NMRN shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-Tenderer’s) officers, employees, servants or agents:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bit was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
4. Committed an offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010; or
5. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the works any act or omission; or
6. Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
7. Contacted any officer of NMRN or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purposes of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour or date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and NMRN.

In this certificate, the word ‘person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position in Organisation |  |
| For and behalf of |  |
| Date |  |

1. See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition\_En [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. Overseas bidders are required to

   provide equivalent information. [↑](#footnote-ref-2)
3. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-3)
4. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-4)
5. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-5)
6. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-6)
7. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-7)
8. See PPN 08/21 FAQs. [↑](#footnote-ref-8)
9. Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information, please refer to Regulation 23(7) of the Public Contracts Regulations 2006. [↑](#footnote-ref-9)