

**ARB External Audit Service tender – 1/11/23 – Clarification Q&A (updated 10/11/2023)**

Question is in black text. *ARB reply is in red text, italic.*

1. Can we confirm if ARB is VAT registered? *No ARB is not VAT registered.*
2. Can we confirm if the tender pricing should be inclusive of VAT? *Yes, all figures quoted should be **inclusive** of VAT.*
3. Do you require a copy of our engagement letter? *Not required but it can be submitted as part of the information package.*
4. Are Bidders permitted to submit the required documents as separate attachments? E.g. – Method Statement attachment, Form of Tender document, Tendering Certificate document and Pricing Schedule document? *Yes, separate attachments are acceptable.*
5. Are Bidders permitted to submit a response to the Method Statement questions in any format? *It is important that the tender documentation reflects your firm's creativity and value added. As long as all questions are clearly addressed, the response to the Method Statement can be submitted in any format.*
6. Could ARB confirm whether there are any page/word limits for any of the Method Statement questions? *There are no limits unless specifically stated within the invitation to tender.*
7. Can you please share your corporation tax workings? *Provided – anyone with a further query on this should email [corporate@arb.org.uk](mailto:corporate@arb.org.uk)*