

Peter Bedford Housing Association

Invitation to Tender for Internal Audit  
Services

14 October 2025

## **1 Scope**

- 1.1 Peter Bedford Housing Association (PBHA) is seeking tenders for the provision of an internal audit service.
- 1.2 PBHA is a Cooperative and Community Benefit Society with charitable status which works with socially excluded adults in northeast London. A pioneer of supported housing, we have been inspiring brighter futures for over fifty years. We achieve this through the provision of supported housing alongside a wide range of vocational and community-based training opportunities and other activities in some of London's most deprived areas.
- 1.3 The Association has a total of 310 properties in the London Boroughs of Hackney, Islington and Newham comprising of a mixture of rooms in shared properties and self-contained flats. The properties are a mixture of converted Victorian properties and purpose-built flats.
- 1.4 We have four office 'hubs', two in Hackney, two in Islington.
- 1.5 For further details regarding PBHA, please log onto the website [www.peterbedford.org.uk](http://www.peterbedford.org.uk)
- 1.6 The internal audit service is the provision of independent and objective assurance designed to evaluate and improve the effectiveness of risk management, control and governance processes. The scope of the service covers all aspects of the organisation's operations and forms a key element of the Board's review of the effectiveness of the system of internal control. The selected provider will be expected to complete an audit needs assessment to support a three-year audit plan which they will undertake from 1<sup>st</sup> January 2026.

## **2 Contract information**

- 2.1 The services to be provided are:
  - The internal audit service covering the operations of PBHA.
  - An internal audit needs assessment.
  - Individual internal audit reports following each audit.
  - An annual internal audit report for the Finance, Audit and Risk Committee summarising and providing an overall conclusion of the findings of the audits.
- 2.2 The intention is to appoint internal auditors with effect from 1<sup>st</sup> January 2026. We propose to let a three-year contract with an optional two-year extension subject to satisfactory performance.
- 2.3 This tender is a single stage process run in accordance with the Procurement Act 2023. It is intended to invite the two highest scoring tender submissions for an interview, although the Committee reserves the right to interview a third tenderer. The timetable is set out below:

14 October 2025 - Tender documents issued.  
14 November 2025 - Tender submissions due  
To be advised - Interviews  
15 December 2025 - Notification of award  
1<sup>st</sup> January 2026 - Contract commences.

The dates above are subject to change at PBHA's discretion.

### **3 Specification**

- 3.1 PBHA has elected not to issue a detailed specification of requirements for internal audit services. It is anticipated that tenderers will be aware of the legislative and regulatory requirements for internal audit services and will provide their own proposals as part of the tender process. These will be considered as part of the quality evaluation.
- 3.2 In assessing quality, we will have regard to factors such as:
- the knowledge and experience of staff proposed to be engaged in the audit
  - how staff on each assignment will be monitored and supervised
  - how any concerns or complaints we may have will be addressed
  - how the auditors will engage with senior staff and the Committee.
  - any added value or innovation which may be proposed
  - the ability of the appointed auditor to provide advice.
- 3.3 The audits must be carried out in accordance with Global Internal Audit Standards.
- 3.4 From time to time, PBHA might be subject to audit from regulators and other external bodies such as HMRC. The internal auditor will be expected to assist with queries raised by such bodies where appropriate.

### **4 Additional Work**

- 4.1 PBHA is willing to consider engaging the internal auditor for work which could be sourced from others. Such engagement is subject to the approval of the Finance, Audit and Risk Committee. Where the internal auditor is appointed to provide other professional advice, the Committee must be satisfied that safeguards are in place to ensure that the independence and objectivity of the internal auditor is not undermined by the arrangement.

### **5 Requirements**

- 5.1 Firms invited to tender should complete the Tender Questionnaire (Document 2) and the Form of Tender (Document 3).
- 5.2 PBHA are committed to providing high quality, affordable homes and improving the social, economic and environmental conditions in the local area. As part of our procurement activities PBHA expect suppliers, service providers and

contractors to give their support, use their initiative and draw on their experience to assist in the delivery of Social Value. PBHA therefore expects all suppliers, service providers and contractors to make a reasonable and proportionate commitment to the delivery of Social Value in their tender returns.

- 5.3 Responses to the questions set out in Document 3 Form of Tender will be scored out of a maximum of 5 marks in accordance with the following scoring criteria:

*Table 1: Scoring Criteria*

Score	Result	Definition
0	Unacceptable	No response provided or the response is extremely limited or does not answer the question raised. The response provides no evidence that the requirements will be met.
1	Poor	The response is limited and fails to address a significant proportion of the requirements indicating that the delivery of services will be poor. The response provides minimal evidence that the requirements will be met.
2	Unsatisfactory	The response meets the requirements in some aspects but fails in the majority indicating that delivery of services will be unsatisfactory. The response provides limited evidence that the requirements will be met.
3	Reasonable	The response meets the requirements in the majority of aspects but fails in some indicating that the delivery of services will be reasonable. The response provides reasonable evidence that the requirements will be met.
4	Good	The response meets the requirements in all aspects with only minor omissions indicating that the delivery of services will be good. The response provides clear evidence that the requirements will be met.
5	Excellent	The response meets the requirements to a very high standard and exceeds expectations indicating that the delivery of services will be excellent. The response provides comprehensive evidence that the requirements will be met.

- 5.3 PBHA has a preference to work with firms that meet the following criteria. Whilst each tender will be evaluated on its own merits and in comparison, to the other tenders, PBHA will give preference to firms that:

- Have an experienced and well-qualified audit team;
- Demonstrate through their submission a detailed knowledge of the requirements of providing internal audit services to Housing Associations with less than 1,000 homes.
- Demonstrate knowledge of Supported Housing and related regulatory framework.
- Demonstrate a comprehensive approach to managing the quality of their work, and dealing with any concerns raised by clients;
- Demonstrate the ability of the firm to 'add value';
- Charge reasonable fees for the internal audit service.

- 5.4 PBHA reserves the right to issue amendments or modifications to this Invitation to Tender (ITT) during the ITT stage. These will be amended via email and tenders will be assumed to take account of any such modifications and amendments.