
Quotation Specification and Requirements for Submission Belfast Waterfront & Ulster Hall Limited - Provision of Audit and Accountancy Services

Quotation Specification

Belfast Waterfront and Ulster Hall Ltd (BWUH), a company owned by its 100% shareholder, Belfast City Council (BCC), is the operating company for the ICC Belfast, Waterfront Hall and the Ulster Hall. BWUH invites interested companies to provide quotations for the following services:

Quotation Title:	Provision of Audit and Accountancy Services
Client:	Belfast Waterfront and Ulster Hall Ltd (BWUH)
Closing Date:	12 noon on Thursday 7 th November 2021

Context & Purpose of Commission

Background

Belfast Waterfront and Ulster Hall Ltd was set up by Belfast City Council (BCC) in 2016 to operate the ICC Belfast, Waterfront Hall and Ulster Hall venues. The company is 100% owned by Belfast City Council and has its own board of directors, made up of non-executive directors from commerce and industry, and a senior management team.

BWUH's financial year end is 31st March and the financial statements are to be incorporated into the Accounts of BCC which will produce the consolidated accounts. The deadline for BCC to submit its Accounts is 30th June each year. For this reason, the Accounts of BWUH Limited must be completed by the 31st May each year. BWUH's accounts will also have to be submitted to its Audit and Risk Committee and its Board of Directors for approval prior to submission to BCC.

Services Required

- External audit and completion of year-end financial statements to include an interim audit.
- Report to BWUH's Audit and Risk Committee at both planning and findings stages of the interim and final audits including recommendations for improvements.
- Professional services in connection with the Corporation Tax affairs of the company including computations and making returns to the Revenue together with any correspondence required for HM Revenue and Customs.
- Sundry correspondence and advice regarding the affairs of BWUH.

Tender submission

The tender submission for the Audit and Accountancy Services must detail the following:

- Introduction and background to audit and accountancy firm.
- The Relevant Experience of the firm.
- Proposed Methodology for the service and audit approach to be used.
- The background, qualifications and level of experience of the staff to be involved.
- The estimated timeframe required to meet the deadline of 31st May each year.
- Fees for the service.

Fees

Fees for the service must be stated in full and covering any peripheral work expected to be required. The tender is for three years with a clause to extend for a further one year and one year by mutual consent. Therefore, costs outlined should be each year for the next five years.

Award process

The Award will be made on the basis of the expertise (composition) of the proposed team; previous experience of similar scale/nature projects; proposed approach (methodology) to the assignment; value for money.

Requirements for Submission of Quotations**Format of Quotations**

Those interested in providing a quotation for this commission should submit a quotation document of no more than 12 A4 pages (exclusive of CV's) under the following headings:

Understanding of Brief – (proposed methodology and general approach to assignment and earliest start date and expected time frame for delivery.)

Expertise – (composition of proposed project team to include CV's, relevant qualifications and any other relevant information)

Experience – (Evidence, including references of a track record of similar type projects)

Cost – (A lump sum cost for the whole project with details of number of days allocated to project, cost per day, and breakdown of team costs)

Timescales – earliest commencement and completion dates

Costs should be exclusive of VAT but inclusive of all anticipated expenses including travel, subsistence, meetings and presentations.

Note: BWUH is not obliged to accept the lowest or any quotation.

Evaluation of Quotations

Submitted quotations will be evaluated against the following Criteria:

- | | |
|---|-----|
| • The expertise (composition) of the proposed team; | 20% |
| • Previous experience of similar scale/nature projects; | 20% |
| • Proposed approach (methodology) to the assignment; | 20% |
| • Value for money; | 40% |

Quotation Submission Requirements

All quotations must be returned by and marked with the appropriate Quotation Title and Service to:

Quotation for Audit and Accountancy Services
Private & Confidential
FAO Iain Bell
Director of Finance and Systems
BWUH Ltd, 2 Lanyon Place, Belfast BT1 3WH

Quotations are to be submitted by email to belli@iccbelfast.com

and/or by post by registered or recorded delivery or hand delivered.

Form of Assurance

Collusive Quotation Certificate

We certify that this is a bona fide quotation and that we have not fixed or adjusted the amount of the quotation by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this quotation, any of the following acts:

1. Communicating to a person other than the person calling for those quotations, the amount or approximate amount of the proposed quotation, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations required for the preparation of quotation.
2. Entering into any agreement or arrangement with any other person that he shall refrain from providing a quotation or as to the amount of any quotation to be submitted.
3. Offering or paying or giving or agreeing to pay or give any sum of money 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 quotation or proposed quotation for the said work, any act or thing of the sort described above.

In this certificate the word "person" included any persons and anybody or association, corporation or unincorporated and "any agreement or arrangement" included any such transaction, formal or informal and whether legally binding or not.

Signed: _____

On behalf of: _____

Date:

(Signed copy to be returned with Quotation Submission)

Declaration of Commitment to Promoting Equality of Opportunity and Good Relations

1. Preamble

- 1.1 Under Section 75 of the Northern Ireland Act 1998 BWUH must have due regard to the need to promote equality of opportunity:
 - Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
 - Between men and women generally;
 - Between persons with a disability and persons without;
 - Between persons with dependants and persons without.
- 1.2 In addition BWUH must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 1.3 BWUH is committed to fulfilling these obligations and is keen to not only to ensure that suppliers of goods and services, contractors undertaking work on behalf of BWUH, and groups who receive support from BWUH do not act in any way that would contravene the BWUH's statutory equality duties but also that they help promote equality of opportunity and good relations within their own area of work and organisation.
- 1.4 It is therefore a condition of any offer of grant aid / support or contract for goods or services that the Chief Executive, Managing Director or other authorised person signs, on behalf of their organisation, the declaration below. This declaration will confirm that the organisation is committed to promoting equality of opportunity and good relations and will not act in any way that will undermine the Council's commitment to fulfil its statutory obligations.
- 1.5 **BWUH will not enter into any contract or provide support / grant aid to any organisation which does not sign the Declaration of Commitment to the Promotion of Equality of Opportunity and Good Relations.**

We (insert name of firm): _____

Declaration of Commitment to the Promotion of Equality of Opportunity and Good Relations (continued)

Recognise BWUH's duty to have due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion, racial group, age marital status or sexual orientation;
- Between men and women generally;
- Between persons with a disability and persons without
- Between persons with dependants and persons without,

and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

We undertake not to act in any way that would contravene the Company's statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion and training of all our staff).

Signed by:

Signature

Name in block letters

Position in Firm: _____

Date:

On _____ **behalf** **of:**

(Name of Firm)

Address: _____

(Signed copy to be returned with Quotation Submission)

Fair Employment Declaration

Fair Employment and Treatment (Northern Ireland) Order 1998

1. Article 64 of the Fair Employment and Treatment (NI) Order 1998 ("the Order") provided inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. An unqualified person is either an employer who, having been in default if the circumstances specified in Article 62(1) of the Order, has been served with a notice by the Fair Employment Commission stating that he is not qualified for the purposes of Articles 64-66 of the Order or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
3. Mindful of its obligations under the Order, BWUH has decided that it shall be a condition of the quotation that a contractor shall not be an unqualified person for the purposes of Articles 64-66 of the Order.
4. Contractors are, therefore, asked to complete and return the attached Declaration/Undertaking, with their quotation, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.

I/We _____ hereby declare that I am/we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I/We undertake that no work shall be executed or good or services supplied by any unqualified person for the purposes of any contract with BWUH to which Section 64 of the Order applies.

SIGNED BY: _____

Duly authorised to sign
for and on behalf of: _____

Date: _____
(Signed copy to be returned with Quotation Submission)

BCC the 100% shareholder of BWUH is subject to the provisions of the Freedom of Information Act 2000. Should any quotation provider consider that any of the information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases, the relevant material will, in response to FOI requests, be examined in light of the exemptions provided for in the FOI Act.

Quotation providers should be aware that the information provided in the completed quotation and contractual documents could be disclosed in response to a request under the Freedom of Information Act. No information provided by quotation providers will be accepted "in confidence" and BWUH accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

BWUH has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Disclosure decisions will be taken by appropriate individuals in BWUH having due regard to the exemptions available and the Public Interest. Quotation providers are required to highlight information that they include in the quotation documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Quotation providers are advised against recording unnecessary information.

In accordance with the Lord Chancellors code of Practice on the discharge of public functions, BWUH will **not** accept any contractual term that purports to restrict the disclosure of information held by the company in respect of the contract or quotation exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with BWUH.

BWUH will consult with quotation providers, where it is considered appropriate, in relation to the release of controversial information. Quotation providers will be notified by the company of any disclosure of information relating to them.

Non-Submittal of Quotation Form

FAO: BWUH

Quotation: **“BWUH Ltd – Audit and Accountancy Services”**

Supplier:

Our firm is unable return a quotation submission for this project for the following reason:

- ☐ Unable to submit price in timescale
- ☐ Unable to complete work within required programme
- ☐ Other (please specify below)

Signed:

For or on Behalf of:

Address:

Position in Firm:

Date:
