**TENDER FOR EXTERNAL AUDIT SERVICES – INSTRUCTIONS TO TENDERERS**

**Preparation of Tender**
 **COMPANY NAME - Click here to enter text.**

Organisations must obtain for themselves all information necessary for the preparation of their Tender response and all costs, expenses and liabilities incurred by the Tender in connection with the preparation and submission of the Tender shall be borne by the Tenderer, whether or not their offer is successful.

Information supplied by the Tenderer by HASU staff or contained in HASU publications is supplied only for general guidance in the preparation of the Tender. It shall remain the property of HASU and shall only be used for the purpose of this procurement exercise.

Tenderers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by HASU for any loss or damage of whatever kind and however caused arising from the use by Tenderers of such information.

Responses to each Tender question should be written concisely and clearly and answered in UK English. Tenderers will only respond to questions that require an input from them and are located within the Invitation to Tender document.

**Price Schedule/s**

HASU requires Tenderers to complete and send Price Schedule (s) where requested to do so within their tender submission. **All prices shall be in Pounds Sterling and clearly label is they are INC or EXC VAT**

**Other Documents or Supporting Evidence**

If instructed to do so within the tender questionnaire, the Tenderer must complete and submit other documentation that may be provided with this Tender process or submit evidence to support their Tender submission.

**Submission deadline**

Tenderers are required to submit their Tender to HASU by Friday **26th March 2021 at 16.00 hours and** should allow sufficient time to complete questions and submit documentation to HASU, where requested to do so. Tenders received after the closing date will not be considered.

Failure to answer and complete the Tender questionnaire will result in HASU rejecting the Tender as a Fail/Non-compliant tender.

Failure to complete and submit any required documentation will result in HASU rejecting the Tender as a Fail/Non-compliant tender.

HASU is under no obligation to consider partial or late submissions.

If HASU issues an amendment to the original Tender process, and if it regards that amendment as significant, an extension of the closing date may, at the discretion of HASU be given to all Organisations.

The information supplied in response to the Tender will be checked for completeness and compliance before responses are evaluated. HASU expressly reserves the right to require a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender. However, HASU is not obliged to make such requests.

Tenderers shall accept and acknowledge that by issuing this Tender to HASU, that HASU shall not be bound to accept any Tender and reserves the right not to conclude a contract for some or all of the services for which Tenders are invited.

 **Tender Application Selection Process.**

In line with our Tendering and Procurement policy. Upon receipt of Tenders, HASU’s tender evaluation panel will vet, and shortlist received tenders, and score against the matrix. If there is a clear successfully bidder, HASU will look to appoint and communicate with that bidder. Where the panel is not unanimous in its scoring HASU reserve the right to interview bidders to establish a clear successful bid.

**Communication**

Due to COVID-19, and all HASU staff working from home. All contact and communication during this procurement should be submitted in writing electronically to HASU via aburr@harper-adams.ac.uk & toatey@harper-adams.ac.uk

Tenderers should seek to clarify any points of doubt in sufficient time before the closing date of the Tender, to enable HASU to respond to all Tenderers.

**Site Visits**

As part of the Tender process HASU would usually allow site visits accompanied by HASU staff. But due to the current COVID-19 pandemic we are unable to provide this on this occasion. HASU are more than happy to provide summary meetings or further explanations via a zoom call with any suppliers.

**Confidentiality**

The supplier must keep confidential and will not disclose to any third parties any information contained within their bid. They shall not release details other than on an ‘**In Confidence**’ basis to those whom they need to consult for the purpose of preparing the quote for response, such as professional advisors or joint bidders.

The Tender shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/Officer of HASU, or their representatives. Any supplier trying to exert any undue influence during the Tender process could be excluded from the process.

When providing details of contracts in answering, the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts

HASU reserves the right to contact the named customer contact **in NON-COLLUSION CERTIFICATE** regarding the contracts included in **NON-COLLUSION CERTIFICATE.** The named customer contact does not owe HASU any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

HASU conforms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact.

**Disclaimer**

Whilst the information in this document and supporting documents have been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither HASU, (nor any relevant Other Contracting Bodies), nor their advisors, respective Directors, Officers, members, partners, employees, other staff or agents:

* Make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or
* Accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Any Framework Agreement or Contract concluded as a result of this ITT shall be governed by English Law.

**Equality**

HASU is committed to equality of opportunity for everyone and believes that the diversity of the local community is a major strength that contributes to the social and economic prosperity of the area. This extends to the way it deals with its suppliers. All suppliers will be treated fairly and equitably before, during and after this Tender process

 **Ethical Standards**

Ethical procurement takes the wider view and incorporates the net benefits for both the buyer organisation and the wider world. HASU will consider the impact of environmental, economic and social factors along with price and quality and will lookout for signs of unacceptable practices in the supply chain such as fraud, corruption, modern-day slavery, human trafficking and wider issues such as child labour.

**Procurement Timetable**The indicative timetable for this procurement is set out below. This is intended as a guide and, whilst HASU does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| Date or Target Date | Activity |
| 8th March 2021 | Tender process opens and the ITT issued to potential suppliers.  |
| 26th March 2021 – 16:00 | Closing date and time for receipt of tender responses to the ITT.  |
| 2nd April 2021 | Evaluation and shortlisting will be completed – and shortlisted companies contacted.  |
| 8th April 2021 | Presentations/interviews from the shortlisted firms |
| 23rd April 2021 | A report will be presented, and recommendations give at the Trustee Board meeting |
| 26th April 2021 | Contract awarded to successful tenderer and unsuccessful notified.  |
| 26th April - 10th May 2021 (10am) | Standstill period |

**Sub-contracting Arrangements**

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage (%) of work being delivered by each sub-contractor and the key contact deliverables each sub-contractor will be responsible for.

**Evaluation and Award**

* Tenderers will be evaluated to find the most suitable Tenderer(s) who can meet the Specification, provide excellent customer service and provide competitiveness of price.
* HASU reserve the right to hold supplier interviews and presentations
* All the analysis from the tender, presentations, clarifications will be combined to produce the final decision and the Tenderer with the best overall tender shall be identified.
* An evaluation report will be produced by the tender panel and recommendation made to the winning Supplier.
* The contract award process is completed, and the procurer will debrief all Tenderers.

 **Debriefing**

* Upon completion of the tender exercise the successful supplier will receive a written notification letter that HASU is intending to award them the business. The award letter will contain information to explain why the bid was successful.
* Unsuccessful tenderers will receive a written notification that HASU intends to award the Contract to another supplier.
* HASU will be careful not to disclose confidential information of the successful supplier and may withhold debriefing information in certain circumstances including where disclosure would be contrary to the public interest, would be prejudice to the legitimate commercial interests of any supplier, or might prejudice fair competition.

**TENDER FOR MEDICAL SERVICES: - NON – COLLUSION CERTIFICATE**

**This must be completed and signed in full and submitted as part of the tender process.**

I, the undersigned, in submitting the accompanying tender to;

In relation to tender EAUDIT2021 I certify on behalf of **Click here to enter text.** that;

1. this tender is made in good faith and is intended to be genuinely competitive.

2. the amount of this tender has been arrived at independently, and has not been fixed, adjusted of influenced by any agreement or arrangement with any other undertaking, and has not been communicated to any competitor.

3. we have not entered into any agreement or arrangement with any competitor or potential competitor in relation to this tender.

4. I have read, and I understand the contents of this Certificate, and I understand that knowingly making a false declaration on this form may result in legal action being taken against me

In this Certificate, the word ‘competitor’ includes any undertaking who has been requested to submit a tender or who is qualified to submit a tender in response to this request for tenders, and the words ‘any agreement or arrangement’ includes any such transaction, whether or not legally binding, formal or informal, written or oral.

 **\*Information is/is not attached hereto** (delete as appropriate)

SIGNED **Click here to enter text.**

FOR AND BEHALF OF **Click here to enter text.**

DATE: **Click here to enter text.**

Supplier Contact Details

Please enter your contact details for enquires

|  |  |
| --- | --- |
| Company Name | Click here to enter text. |
| Postal Address | Click here to enter text. |
| Phone | Click here to enter text. |
| Mobile | Click here to enter text. |
| Email | Click here to enter text. |