



Your ref: N/A

Our ref: A1362/8

Date: 22nd November 2018

Letter sent via e-mail

Dear Sir / Madam

**TENDER FOR PROVISION OF INTERNAL AUDIT SERVICES from APRIL 2019**

The Peak District National Park Authority is seeking tenders for the provision of its Internal Audit Service. A basic specification and information is attached, together with a draft contract containing the terms and conditions which will apply. Proposals are invited from interested parties who are able to provide an Internal Audit service for a three to five year period, with a contract start date of 1<sup>st</sup> April 2019.

The Authority will consider the proposals received and will score them in line with the criteria in the specification, and will then invite the highest scoring provider to a panel discussion comprising the Chair and Vice Chair of our Audit Resources & Performance Committee, our Director of Corporate Strategy and Development, the Authority's Head of Finance and S.151 officer, and the Authority's Head of Law and Monitoring Officer. We hope to convene this panel in January / February 2019, depending on availability.

The closing date for this tender response is **17.00 Friday 4th January 2019 ('the Tender Return Date')**. Please also note that under the Authority's Standing orders the following conditions apply to any tender received:-

- The Authority does not bind itself to accept the lowest or any tender.
- No tenders received after the date and time above shall be considered.
- The Authority reserves the right to issue supplementary documentation at any time during the Tendering process to clarify or amend any aspect of the ITT or any of the documents referred to in the ITT. All such further documentation shall be deemed to form part of the ITT and shall supersede any part of the ITT to the extent indicated.
- The Authority reserves the right to seek clarification from Tenderers to assist in its consideration of Tenders. This will not, however be an opportunity for Tenderers to add to or supplement their tender.
- Tenders may be submitted electronically or by post (see below).
- Tenderers must complete and submit a non-collusive tendering certificate (enclosed).



- Tenders failing to comply with any requirements set out in this ITT may be disqualified.
- The Authority may withdraw this ITT at any time on giving written notice to all tenderers expressing an interest.

Tenders submitted by post:

No tender will be deemed to be received unless it is in an envelope which is properly sealed, bears the correct postage and bears no name or mark indicating the sender. If delivered by hand a receipt will be issued. Proof of posting will not be accepted as proof of delivery if the tender fails to arrive before the Tender Return Date.

Tenders must be delivered on weekdays between the hours of 9.00 am and 5.00 pm and marked for the attention of the Chief Finance Officer as follows:

**TENDER: INTERNAL AUDIT SERVICE**  
**NOT TO BE OPENED BEFORE 17.00 ON FRIDAY 47<sup>th</sup> ~~JANUARY~~DECEMBER 2019~~8~~**

F.A.O The Chief Finance Officer  
Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE.

Tenders submitted electronically:

The time and date displayed by the server clock within the Authority's system shall be the standard upon which compliance with tender submission deadlines shall be determined. It is the Tenderer's responsibility to ensure that its tender complies with the submission requirements set out below and is received by the Authority by the date and time set out below. The Authority accepts no responsibility for any problems arising from Tenderer's or the Authority's IT software, infrastructure, input or internet connectivity, the security of or access to the internet, the capability or capacity of Tenderer's email systems or Tenderer's failure to check their email system for correspondence received from the Authority about this Tender. Tenderers must note that the current maximum size of any email receivable by the Authority is 10mb.

**Tenders must be submitted by e mail to [Tenders@peakdistrict.gov.uk](mailto:Tenders@peakdistrict.gov.uk) by 1700 on Friday 47<sup>th</sup> ~~January~~December 2019~~8~~ (the Tender Return Date)**

**The following must be used in the subject line:**

**TENDER: INTERNAL AUDIT SERVICE**

Any queries concerning the information contained in this specification should be sent to: Philip Naylor, Chief Finance Officer Email: [Philip.Naylor@peakdistrict.gov.uk](mailto:Philip.Naylor@peakdistrict.gov.uk)

Please be aware that your query, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymised basis. If you consider that your query discloses commercially confidential information you must, with or upon your query, clearly indicate which information you consider is commercially confidential and why. The

Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

We thank you for your interest in this tender opportunity,

Yours faithfully,

Philip Naylor  
Head of Finance