

## **INVITATION TO QUOTE**

**QUOTE TITLE:** External Audit Service for Dance North t/a Dance City

**QUOTE REFERENCE:** Dance City/Audit

## **SECTION 1**

### **Instructions for Quote Completion**

#### **1.1 Request to Quote**

Dance City invites you to submit a quote for the execution of the work and/or supply of the goods/services described in this document and any accompanying documents.

#### **1.2 Quote Costs**

Dance City shall not be responsible for the payment of any costs or expenses incurred by Suppliers in the preparation/submission of offers.

## **SECTION 2**

### **General Requirements**

#### **2.1 Introduction**

At Dance City we believe in the power of dance to invigorate people and communities and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance. Dance City is the biggest dance house in the north of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the north east region and a population of 2.5 million. We are a catalyst, convener and creator of excellent dance and movement experiences from the North East, for the North East and the world.

#### **2.2 Overview**

Dance City requires an experienced supplier to provide two audits per year.

One external audit for Dance North t/a as Dance City, as follows:

- Planning work based on discussions, knowledge of the business, its activities and environment;
- Agreeing audit plan to meet requirements, setting timescale and key dates;
- Carrying out an independent review and testing of financial policies and controls in place;
- Recommending improvements to policies, procedures, systems and controls;
- Ensuring annual financial statements are compliant and well-presented;
- Providing a comprehensive management report, which summarises the audit findings.

One external audit per year for the Centre for Advance Training, a programme funded by the Department for Education and delivered by Dance City, as follows:

- Planning work based on discussions, knowledge of the programme, its activities and environment;
- Agreeing audit plan to meet requirements, setting timescale and key dates;
- Carrying out a 100% audit of grant-funded expenditure, and
- Recommending improvements to policies, procedures, systems and controls.

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### **2.3 Your submission**

In your submission you should provide:

- Brief details of your experience in carrying out similar work of this kind for similar organisations.
- Details on how you would structure/approach the work.
- Evidence of professional competency relevant to the contract need
- Evidence of appropriate insurance
- Evidence of appropriate policies, including Health and Safety, environmental and social impact, ED&I, and any other you feel appropriate.
- Your quote for the work.

### **2.5 Evaluation**

Submissions will be evaluated according to:

Experience	50%
Methodology	40%
Price	10%

### **2.6 Timeline**

Deadline for submission	31 <sup>st</sup> March 2024
Evaluation	7 <sup>th</sup> April 2024
Contract award decision	14 <sup>th</sup> April 2024
Contract start	April 2024

The contract is expected to start in April 2024 and last until March 2027 with a review every 12 months.

### **2.7 Payment and Invoicing**

Dance City will issue a Purchase Order to place an order and this Purchase Order number must be shown on invoices. All invoices should be sent to the following address:

Dance City  
Temple Street  
Newcastle upon Tyne  
NE1 4BR

Or preferably as an attachment to an email, sent to:

[finance@dancecity.co.uk](mailto:finance@dancecity.co.uk)

Invoices must be accompanied by a timesheet, where appropriate.

### **2.8 Use of Sub-contractors**

Contractors should state if they are to use sub-contractors for any part of this contract, the work to be undertaken by sub-contractors and the sub-contractors to be used. Dance City reserves the right to exclude any sub-contractors that it feels is not acceptable.

### **2.9 Terms and Conditions**

Dance City's Terms and Conditions of Purchase for Services, as attached, shall apply to the resulting

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### **SECTION 3**

#### **Pricing Schedule**

Please quote a fixed price and timetable, inclusive of VAT which includes all travel, accommodation, subsistence, and any other chargeable expenses including training. Maximum price including VAT is £45,000 for three years.

### **SECTION 4**

#### **Offer of Agreement**

Having examined all the documents listed below and, subject to and upon the terms and conditions contained in the said documents, I/We offer to supply the Goods/Services to Dance City at the rates/prices detailed in the Price Schedule enclosed.

I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this procurement or with any contract resulting from this procurement, shall not be applicable to the Agreement or subsequent contract.

I/We agree that any contract that may result from this procurement shall be subject to the law of England and Wales as interpreted in an English Court. I/We agree that by submitting a quote, I/We agree to the terms and conditions as issued by Dance City with this Invitation to Quote.

The prices quoted are valid and open to acceptance by you for a period of three calendar months from the quote return date specified in your Invitation to Quote.

Signed \_\_\_\_\_ Date\_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Authorised to sign quotes for and on behalf of \_\_\_\_\_