



Commonwealth Games Scotland

Tender for Accountancy Services

Invitation to Tender

1. Commonwealth Games Scotland (CGS), a company limited by guarantee registered with Companies House (SC302375), invites tenders for the provision of Accountancy Services.
2. It is anticipated that the contract will commence on 1 April 2024 on a rolling annual basis.

Commonwealth Games Scotland Profile

3. CGS is the **sportscotland** recognised Body for Commonwealth sport in Scotland
4. CGS uses Xero accounting software.
5. Responsibility for financial budgeting and management lies with the company CEO. Monthly financial processing and reporting is undertaken by Corporate Services Manager. Financial governance, at Board level, is provided by the non-executive Finance Director, and the Board's Finance Sub Committee which comprises the Chair, Finance Director and one other co-opted Board member.
6. As the result of the four year cycle associated with Commonwealth Games operations, CGS prepares four yearly budgets and generally operates on four year cycles. Although not legally required, CGS opts to have a Statutory Audit undertaken once every four years, normally the year of a Games.
7. CGS Financial Year is 1 January- 31 December.
8. CGS has VAT Partial Exemption status and retains the services of VAT Planning Unit for VAT related queries.
9. CGS also provides administrative support to a charitable Trust, the Scottish Commonwealth Games Youth Trust Company No. SC354083, operating as Team Scotland Youth Trust (TSYT) Charity No SC006246. Responsibility for financial budgeting and management lies with Company Secretary and the TSYT Board. The TSYT is a separate company limited by guarantee.

The Project

10. The Service Provider shall provide the following Accountancy Services to CGS:
 - a. To prepare draft annual accounts for CGS prior to 15th April in any given year
 - b. To prepare and certify finalised annual accounts for CGS prior to 1 May in any given year and to submit these to Companies House
 - c. To prepare annual tax computations for CGS (Form CT600) prior to 1 May in any given year
 - d. To assist CGS to conduct a quarterly review including finalisation of VAT returns in Xero
 - e. To be available to answer Xero or other related queries on an ad hoc basis

- f. To provide any additional training in Xero
 - g. To complete a full audit of Commonwealth Games Scotland Ltd accounts, once every 4 years
11. As part of our support for Team Scotland Youth Trust we may also require the Service Provider to
- a. Prepare draft annual accounts for the TSYT (SC354083) prior to 1 April in any given year
 - b. Prepare and submit TSYT Gift Aid applications to HMRC, if required
 - c. Prepare and certify finalised annual accounts for the TSYT prior to 1 May in any given year and to submit to Companies House and OSCR.
12. Can you quote separately for this?

Communication

13. Tenderers may submit enquiries regarding clarification or interpretation of the brief to the Corporate Services Manager, at: Commonwealth Games Scotland Ltd, Airthrey Castle, University of Stirling FK9 4LA or via telephone on 07787 151024.

Mistakes

14. Information supplied to Tenderers in writing, or contained in any publication notified to the Tenderer, is only for general guidance in the preparation of a Proposal. Tenderers must satisfy themselves, by their own investigations, with regard to the accuracy of any such information, and no responsibility is accepted by CGS for any direct or consequential loss or damage, of whatever kind and howsoever caused, arising from the use by Tenderers of such information.

Contract

15. This Invitation to Tender (ITT) is not a contract offer by CGS and, therefore, a response to this ITT does not bind CGS in any way.

Confidentiality

16. Tenderers may not make any statements, speeches, or broadcasts or issue any news releases, articles, brochures, advertisements, or any other written material, or cause any information to be published electronically, with respect to any matter regarding this ITT, including a Tenderer's participation in the ITT, any decision of CGS, and any subsequent award of contract or activity relating to this ITT, without the prior written approval of CGS.

Expenses

17. All costs, expenses or charges incurred by the Tenderer in the preparation of a proposal, whether a proposal is submitted to CGS or not, must be borne by the Tenderer and may not be charged by the Tenderer to CGS under any circumstances.

Changes to Tender Procedure

18. CGS reserves the right to change the tender timetable, to reject any or all of the Proposals received or not to invite any tenderer to proceed further. Under no circumstances shall CGS incur any liability in respect thereof.

Pricing Information

19. All prices should be provided and must be firm and valid until the end of the contract. The costs below must be fully inclusive of all expenses and administrative costs that are necessary for the completion of this contract.
20. All prices quoted must be inclusive of VAT and quoted in pounds sterling and state the amount of VAT due.

Submission Arrangements

21. Tenders should be submitted electronically to the following email address: adrienne.sunderland@teamsotland.scot by 1200 hours on 9 February 2024. Late proposals will not be considered.
22. Submitted Tenders should extend to no more than 4 sides of A4 and – in addition to covering the elements contained within this ITT document - contain the following information:
 - a. The name of the firm/individual submitting the Tender, including full contact details;
 - b. The lead contact and support personnel (if appropriate);
 - c. Experience of the sports sector.

Selection

23. All Tenders received by the stipulated closing date will be evaluated by the CGS Finance Director and CEO, who will have responsibility for appointing the successful Service Provider.
24. The selection criteria and weighting to be used in consideration of selecting the most economically advantageous tender is a score of 50% on qualitative aspects and 50% on pricing as follows:

Value for Money (Cost)	50%
Experience of the organisation submitting the ITT	20%
Quality of the proposed approach to the elements of the work outlined in this ITT	20%
Added Value, Innovation and Corporate Social Responsibility including sustainability	10%

25. Alternatively, there may be no clear 'winner' and CGS may elect not to proceed with any of the received bids.

Procurement Timetable

26. The outline procurement timetable is shown below and may be subject to change.

Procurement Milestone	Responsibility	Completion Date
Tender issued	CGS	15 January 2024
Tender return date (Deadline: 1200 hours)	Tenderers	9 February 2024
Issue of Contract Award Letter	CGS	1 March 2024
Contract commences	Tenderer	1 April 2024