

# **Society of St. Vincent de Paul North East and Midlands Region: Tender Notice for Appointment of New Auditor (<https://www.activelink.ie/node/110773>)**



## **Tender Notice for Appointment of New Auditor**

**Submission Deadline:** 27.09.2024

### **1. Introduction**

The Society of St Vincent de Paul, North East and Midlands Region, invites tenders from reputable and qualified firms (IAASA) to provide professional auditing services. This engagement is aimed at ensuring the accuracy and integrity of our financial records and compliance with relevant regulations.

### **2. Scope of Work**

- Conducting a comprehensive annual audit of financial statements
- Preparing and reviewing financial statements, ensuring adherence to statutory requirements.
- Conducting internal audits to evaluate internal controls and recommend improvements.
- Supporting the preparation of financial documentation (e.g. National Consolidation Audit Pack and Financial Statements for submission to National Consolidation Audit Team by 31st March 2025, having the financial statements presented for signature to Regional Council by 24th March 2025).

### **3. Eligibility Criteria**

- Must be a registered and licensed auditing and accounting firm with IAASA
- Demonstrated experience in providing similar services to companies in the charity sector.
- Adequate professional indemnity insurance cover.

### **4. Submission Requirements**

- Company Profile, including the size and structure of the firm.
- Copies of relevant certifications, licenses, and registrations.
- Details of similar projects undertaken in the past five (5) years.
- A detailed financial proposal including fees and payment terms.
- At least three (3) references from recent clients.

### **5. Evaluation Criteria**

- Relevant experience and past performance.
- Qualifications and expertise of the team.
- Understanding of the scope of work and proposed methodology.
- Financial proposal and cost-effectiveness.
- References and client feedback.

### **6. Submission Instructions**

Interested firms are required to submit their tenders in a sealed envelope clearly marked "Tender for Auditing Services" to the following address:

Society of St. Vincent de Paul  
North East and Midlands Region  
Tiernan House  
Fair Green  
Drogheda  
Co. Louth  
A92 TF3P  
Attention: Celine Clinton, Regional Coordinator

Alternatively, electronic submissions can be sent to [celine.clinton@svp.ie](mailto:celine.clinton@svp.ie) (mailto:celine.clinton@svp.ie) with the subject line "Tender for Auditing Services."

## 7. Deadline for Submission

All tenders must be received by Friday, 27th September. Late submissions will not be considered.

## 8. Contact Information

For any enquiries or further information, please contact:

Celine Clinton  
041 9873331  
[celine.clinton@svp.ie](mailto:celine.clinton@svp.ie) (mailto:celine.clinton@svp.ie)

## 9. Disclaimer

Society of St. Vincent de Paul, North East and Midlands Region, reserves the right to accept or reject any tender and is not bound to accept the lowest tender. The charity organisation also reserves the right to cancel the tender process at any time without incurring any liability.

### Region

Drogheda, Co. Louth

### Date Entered/Updated

9th Sep, 2024

### Expiry Date

27th Sep, 2024

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