

Request for Tender Proposals

for

External Registered Auditor

On behalf of the:

**Irish Amateur Swimming Association Limited
T/A Swim Ireland**

Tender Return Date: 5 March 2010

Tender Return To:

Carmel Tooher
Personal Assistant to CEO
Swim Ireland
Sport HQ
13 Joyce Way
Park West
Dublin 12

Tel 01-625 1113
Fax 01-625 1123
E-mail ceopa@swimireland.ie

www.swimireland.ie

All Queries To:

Contact Name: Sarah Keane, CEO
Tel 01-625 1122
E-mail ceo@swimireland.ie

SECTION A - INTRODUCTION

Irish Amateur Swimming Association Ltd trading as Swim Ireland

Swim Ireland (the Company) is the national governing body for the aquatics in Ireland (32 counties) recognised as such by the Irish and Northern Ireland Sports Councils and the Olympic Council of Ireland. Swim Ireland has over 12,000 members and seeks to promote and develop the aquatic sports in Ireland. Its remit is wide; from seeking to prepare Irish swimmers for World success, to promoting participation initiatives in the aquatics to educating and training a workforce working in the aquatics.

Swim Ireland is led by a voluntary Board of Directors (11) and has 16 staff members. It is also currently recruiting for a fulltime Finance Manager (qualified accountant).

The Company has six primary areas of work/departments; namely Corporate, High Performance, Education, Development, Disciplines and Women in Sport/Participation. Its primary sources of income are grant funding from the Irish Sports Council and membership fees. Other revenue streams include income received from Education and Eevelopmental programmes and products and competitions.

The Company prepares and keeps proper books of accounts which disclose at any time with reasonable accuracy the financial position of the Company. All the accounting records will be maintained by software packages, the principle one, namely, Sage 50. The Company shall prepare monthly management accounts and bank reconciliations. The Company shall make any necessary taxation returns, and maintain proper books of accounts to support these documents. The secretarial responsibilities of the Company shall be completed by the Company Secretary supported by the Swim Ireland office.

SECTION B - GENERAL INSTRUCTIONS TO TENDERERS

1. Completed tenders shall be returned in a sealed envelope in time to reach the address on the invitation, **to arrive no later than 12.00 noon on Friday 5 March 2010.**
2. Envelopes shall be clearly marked "External Registered Audit Tender".
Late applications will not be accepted.

Tender proposals delivered by hand or by courier must be delivered directly to Swim Ireland, Sport HQ, 13 Joyce Way, Park West, Dublin 12 **no later than 12 noon on the due date indicated above**; a receipt showing the date and time should always be requested.

3. The Tenderer should read this document carefully and respond using the alphanumeric order provided, i.e. Please indicate the corresponding section/paragraph/number to which your answer relates.

4. The Company shall not be liable in respect of any costs incurred by the bidder in the preparation of the tender proposal or any associated work effort, including the supply of presentation material, brochures, specifications or manuals for evaluation and the return of such items to the bidder, following such evaluation.
5. The Company shall NOT be bound to accept the lowest or any tender proposal, and reserves the power to accept any part of any tender proposal, unless the bidder expressly stipulates to the contrary at the time of tendering.

6. Initial Evaluation of Tenders

The Tenderer is required to supply the information/documents listed below. Tenders will be initially evaluated and accepted for inclusion in the full award process by reference to the following items:

- the Tenderer's capacity to perform the work in a timely fashion;
- history of similar work the Tenderer has performed;
- knowledge and experience of the sector;
- any factors which may impact on actual and perceived independence;
- any potential conflicts of interest;
- an outline of the proposed audit programme;
- details of the firm's organisational structure including a listing of key personnel;
- the qualification and experience of personnel to be assigned to the company's audit;
- any other relevant information in support of the proposal;
- proposals for lead partner and rotation policies; and
- names of referees if required.

Note: Tender proposals not meeting the above qualifying criteria may not be considered for inclusion in the full evaluation process.

SECTION C - SPECIAL CONDITIONS OF TENDER

1. All quotations and payments shall be in euro only. Payment for services shall be within 45 days of receipt of invoice. The terms of the Prompt Payments of Accounts Act, 1997 shall apply.
2. All prices quoted shall **be inclusive of all costs** except Value Added Tax. Value Added Tax rates, where applicable shall be shown separately.
3. If there is any conflict, it is a fundamental term of the Tender that the Tenderer acknowledges and accepts that the terms and conditions of the Company shall prevail.
4. All pricing shall be guaranteed **not to increase**, based on an order placed within 12 months of the receipt of tenders.

5. The Company undertakes to use its best endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Act, 1997. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify same and specify the reasons for its sensitivity. The Company will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an Freedom of Information request.
6. The services offered in this tender shall be contingent on continued funding approvals from government agencies, other relevant authorities.
7. A visit to the Tenderer's premises or a presentation on the tender proposal to the Company may be required in order to clarify any questions or queries regarding the tender offer.
8. In the event of the services not being in accordance with the specification or the conditions of the contract or failure by the bidder to perform services as outlined in the tender document, the Company reserves the right to cancel the contract at any stage.

Please confirm that you are willing to accept the above conditions:

SIGNATURE:

POSITION/TITLE:

NAME OF TENDERER:

DATE:

TELEPHONE NUMBER AND E-MAIL ADDRESS:

SECTION D - FORMAT OF QUOTATION

1. You are required to provide details of companies/organisations, which have previously engaged the same services from you. Contact details should be provided, as the Company may wish to obtain a reference from the person concerned.

2. The Tenderer will be required to submit a fee proposal which must identify:
 - 2.1. a flat fee to cover the proposed audit programme that must be conducted in accordance with the Auditing Standards issued by the Auditing Practices Board and any potential variances;
 - 2.2. a detailed schedule of rates for each key person and for each category of support staff;
 - 2.3. a detailed schedule of estimated rates for ancillary costs and disbursements including travel expenses, photocopying, faxes, telephone and miscellaneous costs; and
 - 2.4. in addition to the statutory audit requirements the Company will also require on behalf of the Irish Sports Council (ISC):
 - 2.4.1. a confirmation that the Grants allocated by ISC were used for the purposes for which they were intended
 - 2.4.2. a need for the auditors to familiarise themselves with any other accounting requirements of the ISC.
 - 2.5. any other relevant information.

COMPANY NAME:

NAME OF REPRESENTATIVE:

SIGNATURE OF REPRESENTATIVE:

DATE:
