

# **The Anne Sullivan Centre: Invitation to Tender - Auditing Services** **(<https://www.activelink.ie/node/115261>)**



## **1. INTRODUCTION**

The Anne Sullivan Centre (ASC) invites tender submissions from interested Auditing Services, to provide auditing and associated professional services to the Organisation from January 2026.

## **2. ABOUT US**

The ASC is a Company Ltd by Guarantee and is a registered charity under the Charities Act 2009 (Registered charity number CHY 20838). It is a designated disability service for people who are deafblind. It provides day, residential and outreach support services. It employs circa 70 staff and has an annual turnover of €3.6 million.

The ASC is funded primarily through the HSE, in addition to receiving occasional donations/grants.

The most recent audited accounts and strategic plan are available at [www.annesullivan.ie](http://www.annesullivan.ie) (<http://www.annesullivan.ie>). The audited accounts are also available on [www.cro.ie](http://www.cro.ie) (<http://www.cro.ie>).

## **3. GENERAL REQUIREMENTS AND RESPONSIBILITIES**

The ASC is seeking to engage an experienced Auditing practice, who will provide the full range of auditing services required, to fulfil its statutory obligations, in order to comply with relevant accounting and reporting standards and best practice.

The Auditor's responsibility will be to report to the Board of Directors in accordance with the Companies Act 2014, to establish, based on expert opinion, whether the financial statements:

- Give a true and fair view of assets, liabilities and the financial position of The ASC as at the end of the financial year.
- Are prepared in accordance with the Statement of Recommended Practice (SORP) for Charities and
- Are prepared in accordance with the requirements of the Companies Act 2014, Charities Act 2009, and all other relevant legislation.

Tenderers must be sufficiently familiar with the

- The Charities Act 2009 and subsequent legislation
- Statement of Recommended Practice for charities
- Charities Regulators Code of Governance
- General Data Protection Regulation.
- The ASC Strategic Plan

## **4. SCOPE OF ASSIGNMENT**

### **Timing & Deliverables**

The contract will commence on January 1st 2026 and run for a three-year period, which can be renewed for a further three years, subject to services being satisfactorily delivered each year. The ASC AGM usually takes place in July each year. The audited accounts must be available at least one month in advance, so that they can be communicated to the Board and Finance committee, prior to the AGM. The accounts to be audited will be available to the auditors from the 1st of January 2026.

## **5. FORMAT OF EXPRESSIONS OF INTEREST**

Expressions of Interest must provide the following information:

### **5.1.1 General**

- The organisation's registered name and contact information.
- Trading name and address if different to the above.
- Full contact details for the person(s) to whom queries regarding the proposal should be made.
- An example of work and/or services that the organisation has provided to a similar charity.
- An outline of the audit approach and methodology

### **5.1.2 Nominated personnel**

Name of person(s) and their experience proposed for audit.

### **5.1.3 Fee proposal**

The Audit fee should be fixed price. The proposal should clearly outline a detailed breakdown of costs, including the overall annual cost.

### **5.1.4 Conflict of interest**

Applicants must declare whether their company or the assigned individuals have any potential conflict of interest.

### **5.1.5 Other information**

Any other information considered relevant in support of the proposal.

## **6. INSTRUCTIONS TO TENDERERS**

### **6.1.1 Confidentiality and forwarding of tender**

The information that is provided in this document is copyright and confidential to Anne Sullivan Centre. Under no circumstances should any such information be disclosed to any other party without the express written consent of Anne Sullivan Centre.

The successful Tenderer must have a valid tax clearance certificate for the contract's duration. This must be produced by the successful tenderer prior to commencement of work

### **6.1.2 Closing date**

The closing date 1st June 2025.

### **6.1.3 Contracts and insurance**

Please provide Standard Terms and Conditions and details of Insurances with the Tender.

### **6.1.4 Confidentiality and interference**

After the official opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract will not be disclosed to tenderers or other persons not officially concerned with such process. Circulation of proposals will be limited to the Anne Sullivan Centre evaluation team.

Tenderers who endeavour to influence or interfere in any way with the tender evaluation process or award decision shall have their tender rejected.

Information made available by Anne Sullivan Centre during the tender process is deemed to be confidential and should not be disclosed at any time.

## 7. TENDER EVALUATION

### 7.1.1 Evaluation process

The lowest or any tender need not necessarily be accepted. The Anne Sullivan Centre reserve the right to award the contract on foot of the initial tenders received.

The Anne Sullivan Centre will examine all tenders for compliance with the criteria below. The Anne Sullivan Centre may also request tenderers to elaborate in writing or otherwise on certain aspects of their submission.

### 7.1.2 Evaluation criteria

The criteria for the award of this project will be the **most economically advantageous proposal**, which will be assessed on the basis of the following factors:

- Overall cost and flexibility of approach in fee proposals
- Knowledge and experience in the Charity and Social Care sector
- Ability to meet the deadlines.

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**Tenders are to be submitted by email before 1st June 2025 to [gracekellyh@annesullivancentre.ie](mailto:gracekellyh@annesullivancentre.ie) (<mailto:gracekellyh@annesullivancentre.ie>)**

**Region**

Nationwide

**Date Entered/Updated**

24th Apr, 2025

**Expiry Date**

1st Jun, 2025

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