



Local Development Companies clg – Request for Tender, Financial Audit Services

INTRODUCTION

The Local Development Companies Network clg (LDCN) invites tender submissions from interested Financial Auditing Services, to provide auditing and associated professional services to the Organisation from January 2026.

ABOUT US

LDCN is a Company Ltd by Guarantee, employing five staff, and with a turnover of c€500,000 per annum. LDCN clg is a network organisation, operating as the umbrella body for local development companies in Ireland. It draws funding from a range of government departments, as well as through the collection of subscriptions payable by Members.

GENERAL REQUIREMENTS AND RESPONSIBILITIES

LDCN clg is seeking to engage an experienced financial 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 LDCN clg as at the end of the financial year.
- Are prepared in accordance with the requirements of the Companies Act 2014, and all other relevant legislation.
- Prepare annual financial accounts

Tenderers must be sufficiently familiar with the relevant legislation for this organisation.

SCOPE OF ASSIGNMENT

Timing & Deliverables

The contract will commence on January 1st, 2026 and run for a three-year period. LDCN clg holds its AGM in the latter quarter of the year, and accounts must be ready one month in advance. The auditor is also required to present these accounts to the Network Members.

FORMAT OF EXPRESSIONS OF INTEREST

Expressions of Interest must provide the following information:

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 organisation
- An outline of the audit approach and methodology

Nominated personnel

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

Fee proposal

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

Conflict of interest

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

Other information

Any other information considered relevant in support of the proposal.

INSTRUCTIONS TO TENDERERS

Confidentiality and forwarding of tender

The information that is provided in this document is copyright and confidential to the Local Development Companies clg. Under no circumstances should any such information be disclosed to any other party without the express written consent of LDCN clg.

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.

Closing Date

Submissions to be received by June 9th, 2025.

Contracts and Insurance

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

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 LDCN clg 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 LDCN clg during the tender process is deemed to be confidential and should not be disclosed at any time.

TENDER EVALUATION

Evaluation Process

The lowest or any tender need not necessarily be accepted. LDCN clg reserve the right to award the contract on foot of the initial tenders received, or to not award any contract through this process.

LDCN clg will examine all tenders for compliance with the criteria below, and may also request tenderers to elaborate in writing or otherwise on certain aspects of their submission.

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 community and voluntary sector
- Ability to meet the deadlines.

Tenders are to be submitted by email before June 9th, 2025 to carol.baumann@ldcn.ie