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| **Request for Quotation**  **(Goods & Services less than €25,000 in value)** |
| **Appointment of External Accountant/Auditor**  Click here to enter text. |

# SECTION 1: Key information

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| F:\ICONS GMRFx\Icons_Location.png | * 1. **Context**  1. This Request for Quote (RFQ) is an invitation to suppliers/service providers to submit a quotation for the **Appointment of External Accountant/Auditor** contract opportunity. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Calandar.png | * 1. **Our timeline**  1. Here is our timeline for this RFQ.  |  |  | | --- | --- | | Deadline for Quotes: | **Click here to enter a date. by 17:00 hrs** | | **Anticipated Contract start date:** | **Click here to enter a date.** |   All dates and times stated are local time. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Contact book.png | * 1. **How to contact us**  1. All enquiries must be directed to our school’s nominated Point of Contact. We will manage all external communications through this Point of Contact only. 2. **Our Point of Contact**   **Name:** Click here to enter text.  **Email address:** Click here to enter text. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Pencil.png | * 1. **Developing and submitting your Quote**  1. You must use the Response Form provided further below 2. You may only include product brochures and appendices that are relevant to your response |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Home.png | * 1. **Manner for submitting your Quote**  1. Quotes must only be submitted by email/electronically to the following address:   Click here to enter text.  Quotes sent by post or fax, or hard copy delivered to our school, **will not be accepted.** |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Key.png | * 1. **Our RFQ Process, Terms and Conditions**  1. **Offer Validity Period**: In submitting a quote the supplier/service provider agrees that their quote will remain open for acceptance by the school for Choose an item. calendar months from the Deadline for Quotes. |

# SECTION 2: Our Requirements

**What we require:**

* 1. Community and Comprehensive schools will be required to prepare statutory accounts each year to comply with the Education Act 1998. The Department of Education and Skills has prescribed the school year end to be 31st August. The school year 2019/2020 is the first year for boards of management of Community and Comprehensive schools to be compliant with the above legal requirement. It is therefore necessary that all boards of management engage an external accountant/auditor to:
     1. Prepare annual school accounts in accordance with the FSSU prescribed template.
     2. Prepare a summary financial report for parents
     3. Present the annual school accounts at the board of management meeting.
     4. Submit the school’s annual return on the FSSU secure online cloud-based system. The school’s annual return consists of inputting the school’s trial balance, uploading the approved annual schools accounts and completing the information required by the Charities Regulator on the online system.
     5. Prepare adjustments to the school’s trial balance to be posted on the school’s accounts package.
  2. The Department of Education and Skills requests that where an external accountant/auditor becomes aware of fraud or misappropriation of school funds in the course of their work with a recognised school, the external accountant/auditor will inform the FSSU immediately.

# SECTION 3: Our Evaluation Approach

* 1. **Evaluation Model:** Each quotation/proposal must meet all these pre-conditions.

It is essential to appoint a professionally qualified accountant that holds a current Practicing Certificate and has Professional Indemnity Insurance. Accountants with the relevant qualifications will be regulated by their professional body and will keep their skills and knowledge up to date through continuing professional development.

# SECTION 4: Pricing Information

**4.1 Pricing information to be provided by suppliers/service providers**

In submitting the price, the supplier/service provider must meet the following:

1. Suppliers/Service Providers are to use the pricing schedule template provided below.
2. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price inclusive of VAT.
3. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
4. Suppliers/Service Providers are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the school or a third party will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.

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| **Request for Quotation**  Supplier/Service Provider Response |
| **[insert Accountant/Auditor/Practice name]** |

**Supplier/Service Provider Details**

|  |  |
| --- | --- |
| Name: | [insert Accountant/Auditor/Practice name] |
| VAT Number | Click here to enter text. |
| Postal Address: | Click here to enter text. |
| Contact Person or Persons: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Internet address (web address) (if applicable) | Click here to enter text. |

**Confirmations**

I submit the following quote in response to your RFQ. I confirm that **[insert Accountant/Auditor/Practice name] i**s able to deliver the requirements as follows:

|  |  |
| --- | --- |
| * To the required standard/format |  |
| * To the FSSU timeline for submission of the schools annual return |  |
|  |  |
|  |  |
|  |  |
| * T’s & C’s accepted |  |

I confirm that **[insert Accountant/Auditor/Practice name] has:**

|  |  |
| --- | --- |
| * A Current Practicing Certificate |  |
| * Professional Indemnity Insurance |  |

**How We Meet Your Needs**

I believe that my quotation proposal meets or exceeds the award criteria, as follows:

Click here to enter text.

In submitting this quote we have made the following assumptions:

Click here to enter text.

**Pricing**

Our **total price** for delivery of the requirements is **€Click here to enter text.** inclusive of VAT

A breakdown of the price is as follows;

|  |
| --- |
| Click here to enter text. |

**Authorisations & Sign Off**

I have been authorised to submit this quote on behalf of **[insert Accountant/Auditor/Practice name]**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Full name:** | Click here to enter text. |
| **Title/Position:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |