

TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender	
Provision of External Audit Services	
Closing Date and Time for Receipt of Tenders	6 th September 2026, 23:45
Organisation Name	
Contact Name*	
Contact Email	
* Please note that all communication regarding this Tender will be through the eTenders messaging system. Please ensure that the Contact Name is registered as an eTenders user.	
The Contracting Authority has provided this Tender Response Document for tenderers to use in preparing their response to this tender along with (Appendix 2) Pricing Schedule. These documents and formats must be used in the response. Tenderers are requested to upload their response as a Zip file to protect the integrity of file names.	

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Instructions for Completion

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible.

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Where possible, your responses should be entered on this document. If you wish to append additional documents, their title should be in the format [Tenderer_Name_Section_of_TRD] . For example, if a company named ABCDEF Ltd was responding and wished to include a supporting document for the Fitness for purpose section , they should name the file:

ABCDEF_Ltd_Fitness_for_Purpose

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS. PLEASE SEE SECTION 3.2 OF THE REQUEST FOR TENDER DOCUMENT

General Contact Information

Organisation Name:		
Contact Person:		
Position:		
Address:		
Phone:		
Email:		
Website:		
Date of Establishment, if applicable	VAT Registration No:	Legal Structure – partnership, limited company, etc.

Details of any sub-contractors or consortium members:		
Name	Proposed Role in Delivery of the Contract	Confirmation relevant information is provided for each party (e.g. financial, experience, or other selection criterion where applicable)

Economic and Financial Standing – Pass/Fail Criteria

Tax Compliance				Please confirm YES/NO	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:				Yes	
				No	
Tenderer Name:					
Tenderer Tax Reference Number					
Access Number					
OR, I confirm that I hold a current valid paper Tax Clearance Certificate					
Registration Number		Certificate Number			
OR, I confirm that I have/will apply for Tax Clearance status or a Tax Clearance Certificate which will be made available on request				Yes	
				No	
Turnover					
I confirm that we have the requisite turnover to be considered for the contract/framework.					
Year	2025	2024	2023		
Year End (e.g. December 31)					
Turnover €					
I confirm that I will provide evidence of turnover promptly on request.				Yes	
				No	
Insurances					
I confirm that we have the following insurances in place					
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date	
Employers Liability	€13,000,000	€			
Public Liability	€6,500,000	€			

Professional Indemnity	€2,500,000	€		
OR				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, or where we do not currently have the required forms of insurances, I will be able to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: - evidence of insurances in place or - letter from Insurance Broker confirming that the required levels can be put in place if successful				
Note: Insurances provided must be valid for this jurisdiction.				

Declaration Re Personal Circumstances – Pass/Fail Criteria

DECLARATION RE PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1 Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		

Non-payment of taxes or social security obligations 1.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved			
2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.		YES	NO
		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		

	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1.i	has undertaken to: - unduly influence the decision-making process of the contracting entity, obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

This Declaration is made for the benefit of the Contracting Authority

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:

Authorised Signatory:

Name in Block Capitals:

Position:

Declaration Re Statutory Obligations – Pass/Fail Criteria

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment/operation:		YES	NO
(a)	Employment Equality Acts 1998-2011		
(b)	Equal Status Acts 2000-2011		
(c)	National Minimum Wage Act 2000 as amended		
(d)	Organisation of Working Time Act 1997 as amended		
(e)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(f)	Disability Act 2005		
(g)	Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Data Protection Act, 2018		
(h)	We further confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or legal basis to the Contracting Authority upon request.		
(i)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

This Declaration is made for the benefit of the Contracting Authority

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:

Authorised Signatory:

Name in Block Capitals:

Position:

Article 5K Declaration

EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine

In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – [EU Regulation 2022/576](#), aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.

I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this tender.	Yes	No

This Declaration is made for the benefit of the Contracting Authority
I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	

Previous Contracts / Experience – Pass/Fail Criteria

Provide details of at least three (3) principal contracts (particularly with regard to the auditing of charitable organizations, if possible) in a similar size organisation undertaken in the last 3 years, with an indication of the scale of the contract, dates and recipients (public or private) of the service provided.

Reference Contract #1					
Customer Name					
Contact Name					
Contact Number					
Details of any 3 rd parties involved in service delivery				% of contractual involvement	
Delivery Date(s)	From		To		
Contract Value			Period value refers to		
Detailed description					

Reference Contract #2				
Customer Name				
Contact Name				
Contact Number				
Details of any 3 rd parties involved in service delivery				% of contractual involvement
Delivery Date(s)	From		To	
Contract Value		Period value refers to		
Detailed description				

Reference Contract #3					
Customer Name					
Contact Name					
Contact Number					
Details of any 3 rd parties involved in service delivery				% of contractual involvement	
Delivery Date(s)	From		To		
Contract Value			Period value refers to		
Detailed description					

Key personnel – Pass/Fail Criteria

Tenderers must provide details of the key personnel who will work on the project, and a brief bio summarising their skills and relevant experience. An overall audit manager must be identified and the team must have the requisite skills and experience to carry out the project. If team members have worked on the reference contracts above, this can be noted.

Name	Job Title	Role they will play	Skills/Qualifications/ Experience

RESPONSE TO THE AWARD CRITERIA

Criterion A – Fitness for purpose of the proposed solution (40% - 4000 Marks)

Please review in detail the information provided in Appendix 1 of the RFT document and provide a response which covers all the areas noted therein. Tenderers should refer to the practical actions expected to be undertaken, expected processes involved, timeframes, dependencies, assumptions and risks.

Criterion B – Ultimate Cost - (25% - 2500 Marks)

Please refer to Appendix 2 in the main CFT document, and provide a completed version of the template there in addition to the summary and declaration herein.

To:	Irish Red Cross
From:	
Re:	Tender for the provision of external audit services

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document.

FEE	Total Fee proposed (Excluding VAT)			
Proposed Total Fee for delivery of the Services Contract outlined in tender document.	€			
Detailed breakdown of costs is attached in B: Tender Pricing Template.	YES		NO	

I/We confirm that I/we:

- In relation to daily/hourly fees all rates are inclusive of out of pocket (i.e. mileage, subsistence, phone, postage, etc.) and account / contract management related costs.
- Will keep this offer for the contract / framework open for acceptance by you for a period of 12 months from the date of deadline for submission of Tenders,
- Agree that you are not bound to accept the most economically advantageous or any Tender you may receive,
- Agree that the rates stated are maximum prices for daily rate the first 24 months of the initial contract
- Have read and thoroughly examined the Tender Document,
- Fully understand the Tender Document and the Client's requirements,
- Undertake to treat the details of this Invitation to Tender, its Tender and any subsequent agreements as private and confidential,
- Acknowledge that acceptance by the Contracting Authority of this tender will not constitute a binding and enforceable agreement and that a legally enforceable agreement will not exist until and unless the contract is awarded / framework agreement has been established between the Contracting Authority and the Tenderer,
- Have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the contract,
- Have included all elements necessary for the performance of the specified requirements, which are either expressly stated in the Tender Document or contained in any supplementary information or which could reasonably be inferred therefrom,
- Have found no errors, omissions, conflicts or ambiguities in the Tender Document except those which I/We have brought to the attention of the Contracting Authority before the latest date for submitting queries,
- Have included for compliance with all statutory requirements applicable in Ireland and those applicable in any country where parts of the contract may be performed that are in force 7 days prior to the deadline for receipt of Tenders,
- Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.
- Agree that as a condition of award, it shall be our sole responsibility to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		Fax:	
Email:		Date:	

Criterion C – Personnel and resource management (15% - 1500 Marks)

		Weighting	Maximum Marks
Personnel and Resource Management			
Tenderers are required to describe their technical knowledge and capacity to deliver the services contract		15%	1500
Instructions	Applicants must demonstrate their technical knowledge and capacity Technical knowledge and capacity should be demonstrated by reference to staff/team capacities, organisational policies/procedures and reference to previous experience. CVs of the team lead and key personnel available from the provider should be provided to demonstrate competence and expertise. Page Limit: Maximum of two (2) A4 pages using Calibri 11 Font (excluding CVs).		
Tenderers’ Response			

Please use this free text page(s) (i.e. don't type in the box) for your response, or append a separate document.

Criterion D – Contract management (15% - 1500 Marks)

		Weighting	Maximum Marks
Contract Management			
The tender should also outline how they will engage with the Contracting Authority throughout the provision of services outlined		15%	1500
Instructions	Tenderers should provide details of how the contract will be managed, including, but not limited to, addressing items such as: - Who will be the key contact for the project? - What the response time for queries will be? - What the escalation process for any challenges? Other things to consider are: - Contract management structure - Time required to finalise contract and commence service Page Limit: Maximum of two (2) A4 pages using Calibri 11 Font.		
Tenderers' Response			

Please use this free text page(s) (i.e. don't type in the box) for your response, or append a separate document.

Criterion E – Sustainability (5% - 500 Marks)

Criterion F:		Weighting	Maximum Marks
Sustainability			
The Tenderer should indicate their approach to sustainability		5%	500
Instructions	The tenderer should set out their approach to sustainability, including highlighting any relevant projects or actions that are relevant to the tender. Page Limit: Maximum of two (2) A4 pages using Calibri 11 Font.		
Tenderers' Response			

Please use this free text page(s) (i.e. don't type in the box) for your response, or append a separate document.