

Request for Quotations for Bookkeeping and Accountancy Services for Sandyford Business Improvement District

DEADLINE FOR SUBMISSIONS: 16th December 2016

Sandyford Business Improvement District (SBiD) is inviting quotations for Bookkeeping and Accountancy services.

The services for SBiD should include:

Bookkeeping and Accountancy

1. B1 first return / CRO filing
2. Tax Registrations & tax clearance certificates
3. Corporation Tax returns
4. VAT returns
5. Payroll
6. Posting purchases and sales invoices by department
7. Preparation a Creditors listing each month
8. Preparation of Monthly Bank reconciliations
9. Preparation of Monthly P&L (YTD v Budget by department & Month to date) for Monthly Board Meeting
10. Preparation of Monthly Cash Flow Statement for Monthly Board Meeting
11. Preparation of full management accounts for Audit Committee
12. Attendance at various meetings

Year End Accounts & Statutory Audit

1. Preparation of Year End Accounts & Statutory Audit
2. Attendance at AGM

The Contract will be awarded on the basis of the economically most advantageous proposal. Priority will be given to businesses within the SBiD Area.

Award Criteria	Weighting
Proposed costs.	35%
Proposed methodology to manage and deliver the services	25%
Qualification and experience of proposed key personnel.	20%
Proposed additional benefits and value for money services	20%
Total	100%

Please email your quotation to info@sbid.ie before 5pm on 16th December 2016.