



## **OLYMPIC FEDERATION OF IRELAND**

**APPOINTMENT OF AUDIT FIRM TO PROVIDE  
SERVICES  
INVITATION TO TENDER**

## **BACKGROUND**

The Olympic Federation of Ireland ('OFI') (CRO No 82262) wishes to engage an Audit Firm to provide various services.

The OFI is the National Olympic Committee of the island of Ireland, charged with managing and enhancing the performance of Team Ireland at Olympic Games whilst developing the Olympic Movement in Ireland.

The OFI has overseen a period of growth over the past two Olympic cycles, with income rising from €1.3million in 2017 to just under €5million in 2024. Income is predominately derived through grants from the International and European Olympic Committees as well as Sport Ireland and its parent department, the Department of Culture, Communications and Sport. In recent years, significant domestic sponsorship income has been achieved as well.

The organisation currently employs 15 staff members and the management and strategic direction of the OFI is the primary responsibility of the Executive Committee (Board). This Committee is currently comprised of 12 members, including three independent Directors.

The OFI represents more than 40 Olympic Sport Governing Bodies in Ireland, known as our Member Federations.

Best practice governance is cornerstone of our operations. In that regard a number of committees and commissions exist to manage and develop our programmes and activities, all of which report directly to the Executive Committee. These are the Audit and Risk Committee, the Human Resources and Remuneration Committee, the Governance Committee and the Athletes Commission.

In 2021. The OFI founded a Charity called The Team Ireland Athletes Foundation (TIAF) (CRO No 697685). TIAF provides welfare and educational support for Irish athletes. The Members of the TIAF are the CEO, President and Vice-President of the OFI and five OFI Board Directors serve on the board of the TIAF. The TIAF is a small Company and there are currently no plans to scale operations over the next five years.

For more information, please visit [www.olympics.ie](http://www.olympics.ie) or contact Ed Wyeth at [ed@olympicsport.ie](mailto:ed@olympicsport.ie) / +353 86 803 7854.

## STATEMENT OF REQUIREMENTS

The OFI requires the following from the successful applicant:

- Annual external audits of the OFI and TIAF completed timeously;
- Production of the Annual Financial Statements for signature, based on the books of account prepared by the OFI and TIAF;
- Production of a report to the Executive Committee detailing any areas of concern identified (if any);
- Confirmation to Sport Ireland that Grants allocated by them to the OFI were utilised for the purposes for which they were intended; and
- Ad-hoc advice on areas such as taxation, compliance with relevant legislation and statutory obligations etc.

## TENDER PROCESS AND SUBMISSION REQUIREMENTS

The Tenderer is required to supply the following information and documentation by no later than 5pm on the 10<sup>th</sup> April 2026.

Failure to provide all or part of the information may result in your submission being excluded from the evaluation process.

1. Methodology for performing the services detailed above;
2. Capacity to perform the work in a timely fashion;
3. History of similar work performed;
4. Knowledge and experience of the sector;
5. Any factors which may impact on actual and perceived independence as well as any potential conflicts of interest;
6. The qualification and experience of personnel (including lead partner) to be assigned to the external audit;
7. Details relating to any rulings against your firm in respect of equality legislation (if applicable);
8. Details outlining your firm's Professional Indemnity Insurance;
9. Any other relevant information in support of the proposal.

Applicants should submit their tender by email to Ed Wyeth at [ed@olympicsport.ie](mailto:ed@olympicsport.ie). Confirmation of receipt of submission will be emailed back as soon as possible. The OFI will not be liable for any costs incurred by the Tenderer during this tender process.

Further to the submission requirements detailed above, the Tenderer should set out the following regarding fees:

- a flat fee per annum to cover the proposed audit programmes (including annual grant confirmation to Sport Ireland) that must be conducted in accordance with the Auditing Standards issued by the Auditing Practices Board, and any potential variances;
- a detailed schedule of estimated rates for ancillary costs and disbursements including travel expenses, photocopying, faxes, telephone and miscellaneous costs; and
- any other relevant information.

The OFI is keen to maximise the value obtained from the service but does not bind itself to accept the lowest tender. All quotations and payments should be in Euros only.

Submitted Tenders will be evaluated by a Tender Panel consisting of three members, being Ed Wyeth, the Financial Controller and Company Secretary of the OFI and TIAF; Philip Quinn, an independent member of the Audit and Risk Committee; and either Nigel Cowman or Cecile van Steenberge, a Board Director serving on the Audit and Risk Committee.

Evaluators will, if necessary, contact Tenderers to seek clarification of any aspect of a submission.

The leading candidates following the evaluation process must be available to meet with the Tender Panel via a video call on the 27<sup>th</sup> April 2026.

Tenderers should identify any work they are currently carrying out or competing for which could cause a conflict of interest and indicate how such a conflict would be avoided.

The contract will be evaluated as follows:

- 40% Price
- 10% Methodology
- 10% Firm's Experience
- 10% Other Services
- 30% Key Personnel

The enclosed declaration must also be included with your submission. We will accept electronic signatures in that regard.

A representative(s) of the firm to whom the contract is awarded must be available to meet with the Executive Committee at their Board meeting on the 6<sup>th</sup> May between 2pm and 4:30pm should the Board so wish to meet. Similarly, an introduction to the membership at our AGM on the 22<sup>nd</sup> June may be required.