

## Private and Confidential

20 December 2022

Delivered by email only.

**RE: Australian fencing Federation Limited – Request for Quote – Audit Services**

## Acknowledgement of Country

The Australian Fencing Federation Limited acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elder's past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

## About Us

The Australian Fencing Federation Limited (**AFF**) is a not-for-profit company limited by guarantee that is the peak governing body and the National Sporting Organisation (**NSO**) for the Olympic sport of fencing. The AFF's vision is to have fencing recognised as an exciting, accessible and challenging sport providing opportunities for participation at all levels – recreational, competitive and elite. The mission of the AFF is to administer and promote the sport of fencing in Australia through national plans and programs, services and opportunities that enable athletes to reach their maximum potential.

The AFF is seeking quotations from Qualified Accountants for the purposes of the provision of audit services as specified in the Request for Quotation (**RFQ**) on an ongoing basis.

## About the Process

The AFF's Audit, Risk and Finance Committee will be managing the process of receiving and evaluating and recommending to the AFF's Board and Member States a suitable provider of Auditing Services to the AFF.

## Scope of Work

We are seeking the following services (**Auditing Services**):

1. Conduct the AFF's annual audit pursuant to the *Corporations Act 2001* (Cwth) (the **Act**) and the Australian Accounting Standards. The annual report is usually to be due in March/April each year.
2. Assistance with the acquittal of sporting grants including auditing such acquittals.
3. Provision of ad hoc auditing services including advice and services to the AFF's finance audit and risk committee as requested by the AFF from time to time.

## Mandatory Participation Criteria

Respondents must be:

1. A Qualified Accountant or Qualified Accountants as defined in the Act.
2. A Registered Company Auditor as defined in the Act.

## Selection Criteria

The AFF will be recommending its auditor from respondents to this RFQ and engaging them to perform the Auditing Services based on the following criteria:

1. **Cost of services** based on an estimate of cost for Auditing Services.
2. **Experience** in auditing accounts for NSOs.
3. **Experience** and familiarity with Sport Australia processes.

The appointment of a Company Auditor will still be subject to the requirements set out in the Act.

#### **Respondent Information**

Respondents are requested to respond to this RFQ by:

1. Completing the attached Returnable Schedule by inputting information and responses as indicated in response to questions while retaining the format of the Returnable Schedule.
2. Emailing the completed and signed Returnable Schedule to the AFF.

The Returnable Schedule must be received by **5.00pm on Friday, 27 January 2023** by emailing it to [tender@fencing.org.au](mailto:tender@fencing.org.au).

#### **Performance Review**

Performance will be reviewed by the AFF on an annual basis following the audit program in any one year.

#### **Respondent Information**

Respondents are requested to respond to this RFQ by completing the attached Returnable Schedule by inputting information and responses as indicated.

If further information is required for responding to this (including access to books and records) please email the AFF the using [tender@fencing.org.au](mailto:tender@fencing.org.au).

Yours faithfully,

**Australian Fencing Federation Limited**



Vincent Elias  
President