



Fiji Medical & Dental Secretariat

EXPRESSION OF INTEREST (EOI) FOR FINANCIAL STATEMENT PREPARATION (2023–2025)

Opportunity Overview

The Fiji Medical and Dental Secretariat seeks **Expressions of Interest (EOI)** from qualified and experienced **Certified Public Accountant (CPA) firms** or **Financial Consultants** to prepare comprehensive and accurate **Financial Statements** for the fiscal years **2023, 2024, and 2025**. The successful party will be responsible for the preparation of all required financial reports, ensuring compliance with relevant accounting standards (e.g., International, or local standards as applicable) and statutory requirements.

Scope of Work

The scope of work is anticipated to include, but not be limited to the following:

- **rectify historical financial statements,**
 - **address outstanding audit requirements,**
 - **do Bank Reconciliation,**
 - **Migrate and update MYOB files; and**
 - **prepare 2023–2025 accounts for audit within the required timelines.**
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Key Requirements

Interested parties must demonstrate the following:

1. **Relevant Experience:** Proven track record in preparing financial statements for entities of comparable size and complexity.
 2. **Professional Qualifications:** Confirmation of valid and current professional registration/licensing (e.g., CPA, CA, or equivalent).
 3. **Technical Proficiency:** Deep understanding of the applicable accounting framework (e.g., MYOB).
 4. **Team Capacity:** Availability of a qualified and dedicated team to complete the work within agreed timelines.
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Submission Guidelines

Interested firms or consultants are invited to submit their Expression of Interest (EOI), which must include:

1. **Company Profile:** Including legal name, address, contact details, and core business.
2. **Summary of Relevant Experience:** A brief description of at least **three (3)** recent, similar engagements, including client type and scope of work.
3. **Key Personnel CVs:** Professional qualifications and experience of the personnel to be assigned to this project.
4. **Proof of Professional Standing:** Copies of relevant certification/licensing.

Deadline for Submission: 19 December 2025 at 4pm.

Submission Method: EOIs should be submitted electronically to: [info@fjimds.com]
or physically to: [**The Registrar, Fiji Medical & Dental Secretariat, 105 Amy Street, Suva**]

Contact Information

For any clarification, please contact:

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Note: We reserve the right to accept or reject any submission without assigning any reason.