**HARAKAT/AICP**

Request for Quotation (RFQ)

RFQ#AICP-KAB-19-0001

**Provision of Tax Consultant/Consultancy for Harakat**

Issue Date: April 23, 2019

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| 1. RFQ No. | RFQ-AICP-KAB-19-0001 |
| 1. Issue Date | April 23, 2019 |
| 1. Title | Provision of Tax Consultant/Consultancy Kabul Office of Harakat |
| 1. Issuing Office & Email for Submission of Quotes | Submit hard sealed copy with Sign and stamp to Harakat Office  **Street# 3 (right), House #1 (right), Shahr-e- Naw, Charah-e-Ansari toward Klolapushta, Kabul – Afghanistan** |
| 1. Deadline for Receipt of Quotes | 04:00 PM, Kabul local time on May 06, 2019 |
| 1. Point of Contact and Questions Regarding the RFQ | HARAKAT Procurement  procurement@harakat.af  Questions are due no later than 4 pm local time Kabul on April 30, 2019. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via writing delivered to the Issuing Office.  Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All questions received will be compiled, answered in writing and distributed to all interested Bidders. It is each interested bidder’s responsibility to check for any modification or update prior to submitting their final bid. |
| 1. Anticipated Award Type | Blanket Purchase Agreement (BPA) |
| 1. Basis for Award | An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to Harakat and its client using a combination of technical and cost/price factors. |
| 1. Eligibility Criteria | Registered companies and Individuals |

**Harakat- Afghanistan Investment Climate Facility Organization (H-AICFO)**

**Scope of Work (SoW)**

**Tax Consultant**

**Background:**

Harakat- Afghanistan Investment Climate Facility Organization (H-AICFO) was established in 2008 and is registered with the Ministry of Economy, Government of the Islamic Republic of Afghanistan (GIRoA) as a Non-Governmental Organization (NGO). Harakat is currently funded by the UK through the Department for International Development (DFID) and Sweden through the Swedish International Development Cooperation Agency (SIDA).

Harakat's activities are presently focused in the areas of - public-private partnerships, legal and regulatory reform, investment facilitation, women’s economic inclusion and public-private dialogue. Harakat will work with a wide range of stakeholders including liaising with senior representatives in the Government of Afghanistan, the Private Sector, and the Civil Society at large.

Harakat activities were suspended after the resignation of its Board of Directors in mid-June 2017. Since then, the organization has been in hiatus. To resume its activities, the new Board of Directors were recruited in July 2018 and the new management joined Harakat in early March 2019. The new management found that the prevailing taxes have been withheld but cleared with the Medium Tax Payer’s Office (MTO) since Harakat’s inception in 2009.

Harakat is therefore looking for recruiting a tax consultant/firm to file the tax files for the period of 2009 – 2018 and obtain clearances for each year, as per the following Scope of Work:

1. **Specific Services Requested:**
2. Address local Afghan regulatory, tax and compliance matters;
3. Review monthly withholding calculations for 2009 up to 2018 and supporting documentation to ensure compliance with local tax laws and regulations;
4. Prepare brief report on findings and recommendations after each month’s tax review
5. Prepare monthly reconciliations of taxes withheld and remitted;
6. Produce annual reports of taxes withheld and remitted;
7. Prepare and submit relevant forms to tax office and obtain necessary stamps;
8. Prepare quarterly financial statements and necessary back-up documentation in preparation for tax filings;
9. Obtain and attach monthly a copy of SIGTAS report for taxes remitted in that month
10. File the annual tax clearances for 2009 and onward. The Consultant is expected to work closely with the MTO assessment team to ensure the tax forms are properly entered and reconciled in SIGTAS
11. Produce a monthly report on the meetings with the MTO regarding SIGTAS reports, review of taxes by the assessment department, tax clearance letter, planned audits and similar, that includes notes of the meetings, dates and times of the meetings, the purpose and the names and contact details of MTO staff met. The consultant is expected to include the following in the report:
12. Status on verification of tax form. The Consultant is expected to work closely with Harakat finance team throughout the month to obtain necessary documentation and prepare a joint tax withholding forms with the supporting documentation for the Ministry of Finance Verification. Upon obtaining verification of forms, the Consultant will ensure those forms are available in electronic copies and properly filed both electronically and in hard copy. The monthly report should include the reference to the location of those files
13. Provide update on the status of SIGTAS reconciliation and tax report print out.
14. Provide update on registration with SIGTAS and ensure it is up to date. This may include cancelation of SIGTAS for past years.
15. **Annual Income Tax Returns:**
16. To prepare, review and file annual income tax returns for Harakat for all un-cleared years, within one month of the start of the assignment. and should be completed no later than the mentioned date
17. The preparations for tax filings should be completed quarterly and will include preparation of quarterly financial statements and reports on tax withholdings and remittances, including necessary back-up documentation
18. **Assistance to Harakat Auditors:**
19. Participate in meetings with auditors as requested by Harakat
20. Prepare all accounting documents requested by auditors;
21. Provide Harakat with advices in the process; and
22. Provide written reports on communication with the MTO to address requests, and obtain update on the audit status;
23. Attend meeting at the MTO and represent Harakat when required
24. Perform other services as required for timely completion of the audit
25. **Tax exemption:**

Assist Harakat as a DFID implementing partner in obtaining tax exemptions from the Afghanistan Revenue Department (ARD), when needed.

1. **Compliance update:**

Throughout the month, the Consultant is expected to timely inform Harakat finance teams of any changes in regulation impacting taxes and reporting. The Contractor will seek clarifications from the Ministry of Finance when required to ensure Harakat stays compliant with laws and regulations. Any change to the applicable law, public rulings or other relevant policies and procedures will be included in the monthly report.

1. **General Consulting Services:**
   1. Provide regular and timely notifications about changes in local regulations or guidance issued by relevant local authority pertaining taxation and obligations during the consultancy period.
   2. Provide guidance on Harakat’ contractual relationships with local vendors, subcontractors, and service providers based on prevailing local taxation regulations and best practices.
   3. Organize training to Harakat’ financial staff on topics concerning local taxation, financial management and audits.
2. **Deliverables:**

The successful offeror shall deliver to Harakat the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable 1: Annual tax filling submission to the MoF

The Consultant will complete annual tax filings and submit it to the MTO within one month of the starting the assignment. The Consultant will provide the draft annual tax filings to Harakat for review and approval by 20 days of starting the assignment.

Deliverable 2: Obtaining tax clearance letter

The Consultant will follow up with the MTO on the annual tax filings to ensure timely review and support, resulting in tax clearance letter.

Deliverable 3: Final Report on Harakat compliance with relevant laws and regulations

The Consultant shall submit final report on overall activities in the contracted period including potential areas for improvement and recommendations. The report will provide an overview of the services provided, schedule of tax reporting, timeliness and completeness of files submitted by Harakat, the most common errors, potential risk areas or areas for improvement, status of tax reviews, and potential audits

1. **Deliverables Schedule:**

The successful offeror shall submit their schedule for deliverables described above.

Please, refer to Attachment A

**Attachment A: Price Schedule**

All unit prices must be inclusive of delivery to the regional office. Final service delivery includes all transportation costs, associated equipment, and labor necessary to provide the required transportation services.

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| --- | --- | --- | --- | --- | --- |
| **No** | **Item Name/Details** | **Unit** | **Unit Price AFN** | **Quantity** | **Total Price AFN** |
| **1** |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  | **TOTAL PRICE, AFN** |  |  |  |  |

**Enter no. of Calendar Days for delivery of services.**

**Attachment B: Past Performance Chart**

*Include projects that best illustrate your experience providing tax services in Afghanistan for international NGOs or contractors. Projects should have been undertaken in the past three years.*