

Notice for hiring Tax-VAT Consultant firm

The Asia Foundation, Bangladesh Office (TAF) invites applications for selecting Tax and VAT consultancy firms.

1. Introduction

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by 70 years of experience and deep local knowledge, our work is focused on governance, climate action, gender equality, education and leadership, inclusive growth, and international cooperation. We work in more than 20 countries through our 17 permanent country offices and programs across Asia and the Pacific, supported by a headquarters in San Francisco and an office in Washington, DC. Our funding comes from a diverse array of bilateral and multilateral development agencies, foundations, corporations, and individuals.

2. Title of Assignment

The Asia Foundation (TAF) is seeking the services of a Tax Consulting Firm/Audit Firm to undertake consultancy services on Legal and Tax. The Consultant is expected to take all the responsibilities for preparing the tax calculation of The Asia Foundation's Staff salary and benefits, filing Tax-VAT returns for the organization, providing legal opinion, attending hearings, etc., in line with Bangladesh's prevailing tax laws, acts, and regulations. The detail specification of work is given under "Scope of Work".

3. Scope of Work

The Consultant is expected to provide the following services:

i. Payroll related activities:

- a. Prepare and assess AIT for the bi-weekly payroll of regular employees and the monthly salary of contractual employees. Periodically send a copy to the Foundation's Finance Unit for review to ensure accuracy.
- b. Reconcile the calculation with the payroll tax calculated and TDS by the office.
- c. Review staff wise tax calculation for all staff when any changes in income or tax rules are made.
- d. Tax calculation for the staff joining and leaving organization to ensure compliance.
- e. Develop income tax strategies/guidance for TAF employees so that tax liability for staff and the organization could be lower/reduced. Communicating with People Ops to explain income tax issues for the employees.
- f. Provide pay slips for all Foundation payroll employees within seven working days after finalizing the bi-weekly salary sheet, and for all contractual employees within seven working days after finalizing the monthly salary sheet. Send these individually via email in PDF format.
- g. Issue salary certificates for all Foundation payroll and contractual employees by July 31, one month after the end of the Government of Bangladesh's fiscal year.

ii. AIT related activities:

- a. Prepare and submit the monthly Withholding Tax Return, including applicable schedules, to the NBR/Income Tax Office on behalf of the Foundation, and obtain an acknowledgment from the authority.
- b. Complete and submit Form 108A and Form 108 to the NBR/Income Tax Office on behalf of the Foundation. Provide the acknowledgment receipt from the NBR/Income Tax Office to the Foundation by April 30 and September 25 each year, or according to NBR-guided timelines.



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- iii. **VAT related activities:**
 - a. Prepare and submit the monthly VAT Return and provide proof of submission to the Foundation in a timely manner.
- iv. **Other activities:**
 - a. Provide regular and timely updates and orientation to Foundation staff regarding changes in VAT and tax regulations as issued by the NBR.
 - b. Update VAT and tax rates according to the Government's national budget and orient TAF staff accordingly.
 - c. Provide explanations and legal opinions on VAT and tax rates and NGO Affairs Bureau rules on a case-by-case basis.
 - d. Provide clarification and legal opinion on the queries from the Foundation related to Tax and legal issues as and when required.
 - e. Review and provide legal suggestions/opinion to comply with government policy and The Foundation's Policy.
 - a) Suggest and guide based on request to solve any other legal issues related to VAT & Tax.

4. Qualification of Consultant/Firm

The Consultant should have the following qualifications:

- a. CA Firms registered with ICAB and NGO AB
- b. Law Firm registered with BAR Council
- c. Have extensive knowledge and experience in these areas.
- d. Have done similar tasks for other INGOs in the past.
- e. Knowledge and fully aware about Government Tax & VAT regulations, labor law etc.
- f. Skilled in Microsoft excel.
- g. The ability to meet deadlines and work under pressure.
- h. Have adequate resources.
- i. Fluent in English and Bengali.

5. Evaluation Criteria

Consultants/service providers responses will be assessed by the Foundation's Procurement Committee (PC) based on the technical and financial proposal. A recommendation will be given by the PC members for each part of the information submitted that is to be assessed. Technically and financially qualified firms will be invited to participate in the possible subsequent contracting exercise. The potential subsequent procurement will be governed by the rules and regulations of The Asia Foundation.

The Asia Foundation ensures the best value in procurements, in a manner that is fair, honest, ethical, promotes competition and complies with all applicable local and international laws and regulations.

6. Application instructions

You are requested to submit your application 3-5 pages with the supporting documents mentioned below:

1. Financial proposal
2. Name and contact details
3. Valid certifications from ICAB, NGO AB, BAR Council
4. TIN Certificate
5. Latest Tax return certificate/acknowledgement
6. VAT/BIN Registration Documents



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7. Existing Client List
8. Bank Account Details
9. Organization profile
10. Any other professional/ quality assurance certification

You may submit your application to The Procurement Committee, The Asia Foundation, Road 8, House 5, Baridhara Diplomatic Area, Dhaka, or email to country.bangladesh.jobs@asiafoundation.org

Last Date of Submission: Wednesday, April 26, 2025

The Procurement Committee will notify the selected vendor and invite them to sign an agreement. The tentative start date of the assignment will be July 1, 2025, for a period of 1-2 years.

Rights: The Asia Foundation reserves the right to accept or reject part or all of any application without assigning any reason whatsoever.
