Danish Refugee Council (DRC)

TERMS OF REFERENCE

TITLE OF THE ASSIGNMENT

Annual tax return preparation & submission to NBR Bangladesh for Danish Refugee Council (DRC) - Bangladesh.

BACKGROUND OF THE ORGANIZATION

The Danish Refugee Council (DRC), one of the world's leading NGOs, with a focus on responding to displacement, have been registered in Bangladesh since 2013. In 2017, in response to the Rohingya influx, DRC launched an integrated program of support to the government in site management, shelter/NFI and protection. In 2018, DRC started implementing aid projects in support of the host communities most affected by the influx of refugees in full force. As a key part of this, DRC opened a main office in Cox's Bazar, and a support/liaison office in Dhaka. The DRC Bangladesh has a country office is based in Cox's Bazar and a liaison office based in Dhaka. We have TIN under tax circle "Tax/Circle-90/ Tax Area-05/ 2020-2021/81 (19)".

OBJECTIVE OF THE ASSIGNMENT

Danish Refugee Council Bangladesh is looking for hiring a tax consultancy firm under an Indefinite Delivery Agreement for ONE TIME PACKAGE to prepare annual tax return form (ATRF) and submission to NBR Bangladesh, to do necessary follow-ups to respond the query/ies (if any) raised by NBR, to clean backlogs from inception up until most recent fiscal year of 2020-21, within a time frame of six weeks not later than 30th September 2021.

REQUIREMENTS/DELIVERABLES

The main deliverables from this assignment are as follows:

- The firm shall prepare and submit all necessary forms and documents required for the annual tax clearance of DRC-Bangladesh according to the local tax law to the Revenue Authority -NBR Bangladesh clearing all backlogs through obtaining the tax clearance certificate for the period of last six fiscal year of (2015-16, 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21)
- Review DRC existing practices/exercises in term of TDS & VDS & AIT & ATR in Bangladesh and highlight the gaps in the procedures, mistakes or errors in calculations or calculation methods, and advise for the improvements.

- Assess DRC compliance with tax laws on expatriate taxation and any other relevant compliance issues subject to an INGO.

SCOPE OF THE WORK

- Review DRC existing practices/exercises in term of TDS & VDS & AIT & ATR in Bangladesh
- Develop and communicate action plan (schedule) of the detailed time bound activities to implement the assignment.
- Fill out all necessary forms to be submitted to the government for the annual tax returns and/or do any amendment to the submitted forms if needed
- Submit all required documents to the tax authorities of Bangladesh and do required follow ups
- Advise DRC for the required changes in the procedures pertaining to the different types of withholding taxes
- Legal advice to the DRC as and when needed
- Handover a complete overview report of the DRC's existing practice with recommendation for future improvements.

SPECIAL TERMS AND CONDITIONS

Confidentiality Statement and Intellectual Property of Data

- All data and information received from the DRC and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this assignment and shall not be disclosed to any party without written consent of DRC-Bangladesh
- All intellectual property rights arising from the execution of this assignment belongs to DRC according to the service agreement.

ELIGIBILITY CRITERIA

Interested consultancy firms should provide information and documents as follows in order to be eligible for further evaluation:

- Registration certificate and any other license/s that shows the firm is qualified to provide such services mentioned above.
- Proven experience with INGOs in the field of providing successful taxation services.

RECOMMENDED PRESENTATIION OF PROPOSAL

Interested firms/organizations to submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firms/organizations, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below:

Technical Proposal

(i) **Firm Information**- Name of the firm/organization and details of registration, address and bank account, business certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (Including audited financial statements), if applicable.

(ii) **Relevant experience**- Description of experience in projects of a comparable nature; with specific description of past assignment of the firm/organization in related work.

(iii) **Process**- The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor will be agreed upon by DRC.

(iv) **Human Resources**-The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing experience among others.

(v) **Tools and Methodologies-** Status of strong networking in the government ministries, NBR Bangladesh, DCT office, bar council etc.

EVALUATION CRITERIA

A) Technical proposal, qualifying score minimum 80 out of 100

Criteria	Score
(i) Firm Information	5
(ii) Relevant experience	15
(iii) Process -Detailed work plan/process	45
(iv) Human Resources-	20
(iv) Tools and Methodologies-	15

B) Financial Proposal

The contract will be awarded to the tender that offers the best-value-for-money.
Priority is given to offers with a good quality. Consequently, the minimum threshold for quality is set to 60% of the maximum score and the ranking will be based according to the following rule:

Overall Technical Score = 80(Qi/100) +20* (Pmin / Pi)
Where

- Qi is the result of the evaluation scoring in above table for the tender at hand,
- Pi is the total price for the tender at hand and
- Pmin is the minimal price, evaluated over all the tenders meeting all the criteria.

It is stipulated that the cheapest price can only derive from an offer which does not fail the technical evaluation.

Necessary financial proposal template to be filled out –

S.L	**Name of Task Area**	**Unit type**	**Number of Unit**	**Per Unit Cost (BDT)**	**Total Cost (BDT)**	**Timeline addressing the task**	**Comments**
Total Cost including VAT & TAX							

DURATION OF CONTRACT

The duration of this assignment will be six weeks from 15 Aug 2021

This assignment is a “one-time package” for annual tax clearance from the inception of DRC till FY2020-21 with a possibility for further extension in the following FYs subject to separate contract agreement.