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## **Request for Proposal (RFP)**

### **For Tax and VAT Related Consultancy Services**

PF Number: 25-04-18  
RFP Issue Date: April 30, 2025  
Submission Deadline: May 08, 2025, by 03:00 pm  
Contracting Entity: Helen Keller International (Helen Keller Intl)  
Any query related to RFP: Md. Jahirul Islam, Procurement department  
Place of Performance: Dhaka, Bangladesh

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*Bidders are encouraged to read this RFP and all attachments, paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.*

#### **SECTION 1: Introduction, Eligibility of Bidders, and Definitions**

##### **Introduction**

Helen Keller overcame tremendous obstacles to her health and wellbeing – and helped millions of others to do the same. Guided by her remarkable legacy, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Together with a global community of supporters, we are ensuring that every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller International is registered under the NGO Affairs Bureau with registration no. 020 on April 22, 1981, for work in the Government of the People’s Republic of Bangladesh.

Helen Keller Intl invites all eligible Bidders to submit proposals to provide the following services for Bangladesh Country Office:

- a) Consultancy services for Tax and VAT Related Tasks

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

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**Eligibility of Bidders**

Bidders that submit proposals in response to this RFP must meet the following requirements:

**Legal Registration:**

- The bidder (firm or individual) must be legally registered to provide consultancy services in Bangladesh.
- For firms: Must have a trade license, TIN (Tax Identification Number), VAT registration, and other applicable certifications.

**Tax Compliance:**

- The bidder must have an up-to-date TIN, VAT certificate, and Tax Clearance Certificate.
- Evidence of submission of recent income tax returns may be required.

**Professional Qualification:**

- The consultant or lead team member should be a Chartered Accountant (Member of ICAB), a certified tax practitioner in Bangladesh, and certified VAT consultant.

**Relevant Experience:**

- Have demonstrated capacity and expertise to successfully implement the Scope of Work and Proven experience (often 3–5 years minimum) in providing tax consultancy, compliance, and advisory services.
- Specific experience working with NGOs, INGOs, or donor-funded projects is often preferred or required.

**Personnel Capacity:**

- CVs and qualifications of key personnel delivering the service must be provided.
- Demonstrated expertise in the Bangladesh Income Tax Ordinance, VAT Act, NBR guidelines, and other relevant laws.

**Reputation and References:**

- Positive references or certificates of good performance from previous clients (preferably NGOs or similar sectors). similar sectors).

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

**SECTION 2: Scope of Work**

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

Annex A: Conflict of Interest Disclosure

Annex B: Format of CV to be used for Personnel (one document per person)

Annex C: Financial Offer template (separate Excel spreadsheets)

Annex-D: Scope of Work for Consultancy (Tax and VAT related tasks)

**F. Payment Method**

The payment will be made based on the completion of the service/activity as stated in the scope of work (contract) upon submission of a written invoice for the Services covered by this Agreement.

**G. Workpapers**

1. Upon request, the Offeror will provide a copy of the work papers pertaining to questioned costs determined in the audit, if any. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The work papers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of Helen Keller and if applicable Helen Keller donors, as authorized by Helen Keller.

**H. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the audit reports required to be submitted to host government authorities and Helen Keller donors, the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees that, where applicable appropriate technical and organizational measures are taken against unauthorized or unlawful processing of personal data and accidental loss or destruction of or damage to personal data by Data Protection Legislation. The Offeror agrees that their employees, agents, and other representatives observe the requirements of the legislation and any amendments and revisions thereto in the provision and use of the subject matter of the Agreement and shall comply with any request made or direction given to another which is directly due to the requirements of such legislation.

For the purpose of this Paragraph:

- i. "Confidential Information" means all information in respect of the Helen Keller Intl business, affairs including any such information obtained, held or retained and on whatever medium, including without limitation written, software, or other storage media and whether or not that information is marked "confidential".
- ii. "Data Protection Legislation" means all applicable data protection and privacy legislation in force from time to time including without limitation the General Data Protection Regulation (EU) 2016/679 (the "GDPR").

The Offeror agrees to immediately notify, in writing, Helen Keller's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

**Anticipated Contracting Period and Award Mechanism**

The anticipated period of the resulting award is expected to be 12 months beginning on May 15, 2025 (expected).

Helen Keller Intl intends to award an **all-inclusive fixed price Professional Services Contract to the winning offer. No profit, fees, taxes, or additional costs may be added after the award.**

This RFP is subject to all the terms and conditions of the resulting contract. These terms and conditions will govern any resultant award.

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**SECTION 3: Proposal Instructions**

The bidder must submit a bid for Consultancy services for Tax and VAT-related tasks. The Bidder's proposal for each service will consist of documents:

**a. For Consultancy (Tax and VAT-related tasks):**

**Part 1 - Technical Offer**

**Part 2 – Financial Offer** (Please break down the cost as per the tasks in the SOW, Annex-E)

The Technical Offer and the Financial Offer (altogether “proposal”) must be submitted separately.  
The Bidder should not include any cost data in the Technical Offer.

The proposal should be concisely presented and structured and explain in detail the Bidder's availability, experience, and resources to provide the requested services. Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English.**

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 30 days)
- iii. Name of the company/organization
- iv. Name and title of an authorized representative of the organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
  - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
  - b) Copy of company tax registration, or equivalent document.
  - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder's ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict-of-Interest Declaration Form may also lead to the rejection of the submitted proposal.

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**Part 1: TECHNICAL OFFER**

The Technical Offer should include the following:

**1) Bidder past performance record/relevant experience– (2) pages maximum**

Offerors should describe prior auditing experience, specifically regarding audit of international nonprofit organizations and/or other nonprofit organizations.

Information related to Bidder’s past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact any and all references provided. Contact information for references is not subject to the page limitation for this section.

**2) Technical approach – (7) pages maximum**

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- b) A brief description of the Bidder’s understanding of the objectives and scope of work for the consultancy.
- c) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.
- d) An explanation of other services that can be provided to nonprofits including value added items which can include consulting services, training services, and products.

**3) Organizational and Team Structure and Qualifications – (3) pages maximum, excluding CVs**

- a) Describe organization, size (in relation to audits to be performed) and structure. Description should include:
  - a. Size of the Business, including number of employees and physical site locations;
  - b. Explanation of relationships with home or corporate offices or explanation of independence.
- b) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the project manager (or Team Leader) and other team members and the roles and responsibilities that each will have over the duration of the contract; overall supervision to be exercised
- c) The minimum requirements and qualifications for the Team Leader who will be leading the team are the following:
  - a. Licensed Chartered Accountant or Registered Consultant who is legally permitted to work in the country and must not have been debarred or suspended from practicing accountancy by any accounting body or local government.
  - b. If any members of the proposed team do not currently reside in Bangladesh, the Bidder must state how the personnel would travel to the country to perform such Services, and the estimated travel time.

At a minimum, the Bidder should provide the following information:

- iii. A current CV for the proposed personnel in a format provided in Annex C. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications.
- iv. Copy of the accounting licenses of the partner who will be signing off on the audit report as well as the team leader must be included along with the technical offer.
- v. The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides and from which they would be flying from in order to reach the Place of Performance to undertake this consulting work).
- vi. If any of the Bidder's personnel do not reside in the country in which they are assigned to perform the required Services, the Bidder must state how these personnel would travel to perform such Services, and the estimated travel time. The Bidder should specify how many trips might be required, and which team members would join these trips.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

## **Part 2: FINANCIAL OFFER**

This contract will be issued as a firm fixed price contract with payment made against deliverables against services. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Offer, Bidders must prepare the offer according to the Schedule of tasks and the deadline for submission/completion for a consultant provided in **Annex D: Scope of Work- Tax and VAT Consultancy**

## **SECTION 4: Evaluation Criteria and Basis for Award**

Helen Keller Intl will follow a **Best Value Trade-Off selection methodology**. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request a Bidder to clarify an offer as long as no material deviation exists.

The criteria below will serve as the basis for evaluating proposals. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

<b>Evaluation Criteria per Solicitation</b>	<b>Total Max Points</b>
<b>Past Performance/ Prior relevant experience</b>	<b>20</b>
<i>Number of years in practice</i>	
<i>Experience in general and with nonprofits</i>	
<b>Personnel Qualifications</b>	<b>20</b>
<i>Number of licensed partners/ staff and experience</i>	
<i>Technical qualifications of team</i>	
<b>Technical Merit</b>	<b>20</b>
<i>Assessment of technical bid</i>	
<i>Processes described in the technical bid</i>	
<b>Operational Capability</b>	<b>20</b>
<b>Total Technical Score</b>	<b>80</b>

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic, match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl and the program. Helen Keller Intl may award to a higher-priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

#### **SECTION 5: Proposal Validity, Submission Deadline and Instructions**

Proposals should be valid for 30 days from the date they are submitted, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to the Procurement Department at [Bangladesh.Procurement@hki.org](mailto:Bangladesh.Procurement@hki.org), indicating the company name and the RFP number in the subject line.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Copies of professional licenses of audit team
- Other pertinent information relevant to the proposal submission

**QUESTIONS:** No verbal questions will be entertained, either in person or via telephone. However, Helen Keller Intl will accept written questions about this RFP until the date specified on the cover page of this document. Any questions related to this RFP should be addressed to the Procurement Department, email: [Bangladesh.Procurement@hki.org](mailto:Bangladesh.Procurement@hki.org). In order to ensure competitive fairness, Helen Keller Intl's response to all questions deemed relevant will be communicated to all potential Bidders, ensuring the original requestor's anonymity.



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**SECTION 6: Negotiations**

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

**SECTION 7: Terms of the Solicitation**

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are an integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
  - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
  - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
  - c. Extend the time for submission of all RFP responses after notification to all Bidders;
  - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
  - e. Issue an award based on the initial evaluation of offers without discussion;
  - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.



**ANNEX A: Conflict of Interest Disclosure**

**Helen Keller Intl Code of Conduct & Ethics Policy:** In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

**“Conflict of Interest”** means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. a Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub- recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub- recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

**“Affiliate”** means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

**Bidder Conflict of Interest Declaration Form:** Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note:</i> if this box is checked, please describe in an attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.

**Bidder:**

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

**ANNEX B: Format of CV to Be Used for Personnel (One Document Per Person)**

<b>Name:</b>			
<b>Title:</b>			
<b>Nationality:</b>			
<b>Home Office Address:</b>			
<b>Professional Qualifications and Licenses:</b>			
<b>Language skills:</b>			
<b>Language:</b>	<b>Reading:</b>	<b>Speaking:</b>	<b>Writing:</b>
<b>Relevant work experience, including the duration and responsibilities:</b>			
<b>References:</b>			
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Organization:</b>		<b>Organization:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Relationship:</b>		<b>Relationship:</b>	
<b>Certification:</b> I declare that the information provided in this CV is accurate and hereby authorize Helen Keller Intl to undertake whatever inquiries Helen Keller Intl may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.			
<b>Signed:</b>		<b>Date:</b>	

**ANNEX C Financial Offer Format****DETAILED FEE BREAKDOWN WORKSHEET (SAMPLE FORMAT)**

Cost Element	Unit Cost	Quantity	Total Cost
1. FEES	NA	NA	
2. TRAVEL & TRANSPORTATION A. Travel B. Per Diem  SUBTOTAL		Number of trips	
3. OUT-OF-POCKET EXPENSES  SUBTOTAL			
4. TAXES (If applicable)			
		Total	

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Principal's Signature

**Summary of Services and Timeline to be Submitted in Excel**

<b>Service</b>	<b>Deliverable Deadline</b>	<b>Total Days</b>	<b>Total amount per service</b>
<b>Total Cost</b>			

**Bidder:**

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	