

## Amendment No. 1 to RFP HQ-2021-02

- 1) This amendment extends the deadline for the submissions in response to this RFP to March 26, 2021, 4pm EDT, and
- 2) Includes responses to questions received regarding the RFP.

Questions and Answers to RFP for Tax Hygiene Services  
March 16, 2021

1. Should fees be quoted inclusive of tax?

**Answer: Fees and taxes should be identified separately.**

2. From the RFP, we note that TechnoServe is looking for a firm or multiple firms with relevant experience in at least three of the countries identified in Attachment A. Some of the countries listed include Kenya, Nigeria, Rwanda, Uganda, Tanzania, Brazil, Chile, Mexico, Peru etc. Please let us know if our proposal (including scope and fee) shall cover Kenya only, at least three of the countries listed in Attachment A or all of the countries listed in the attachment. What is not clear is whether we shall be providing our response for Kenya only or for the other countries as well.

**Answer: Proposal should include scope and fee for as many countries as you are able to provide the services but a minimum of three. We understand that a firm in East Africa is not particularly well suited to provide services in Latin America.**

3. If we shall provide our response for each country, please let us know whether we can provide our fee quote based on the understanding that our firm in each particular country will bill TechnoServe entity in that particular country e.g. Company Uganda billing TechnoServe in Uganda.

**Answer: Yes, fees quoted should be based on whether the company has a presence in a particular country and will be paid by TechnoServe in the respective country.**

4. What will be the period (number of years) to be reviewed for the tax hygiene checks? This will help us determine the level of involvement, effort required and determine our proposed fee quote.

**Answer: The assignment is to confirm that we are currently in compliance with local tax laws so we anticipate the review to cover 2020. However, should any issues be found, we might issue a work order for additional services to identify the total liability.**

5. Under GENERAL REQUIREMENTS & SCOPE OF WORK, you have stated that “TechnoServe anticipates the offeror to conduct tax hygiene assignments throughout the year in order to provide TechnoServe with reasonable assurance that we are in compliance with local laws and to avoid any hidden

costs associated with potential non-compliance. What does “throughout the year” in the above sentence mean.

**Answer: We don’t expect all the tax hygiene checks to be completed at the same time. We will issue individual work orders for each assignment. Therefore, some assignments will be issued in the next month or so, while others will be requested later in the year.**

6. Please confirm whether TechnoServe enjoys any tax exemption in any of the African listed countries.

**Answer: We are not tax exempt in any for the African listed countries.**