

# Request for Proposal

**Date:** 4/26/2022

**Subject:** Tax hygiene services for India

**Introduction:** TechnoServe is an international nonprofit organization that helps people lift themselves out of poverty by harnessing the power of the private sector. Operating in almost 30 countries, we work with hardworking women and men in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities.

**General Requirements:** The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Statement of Work is also attached.

Please see attached.

**Period of Performance:** The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below. Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work.

**Start Date:** 6/1/2022

**End Date:** 5/31/2024

**Proposal Content Instructions:** In addition to responding to the Statement of Work, all proposals must:

- Describe the qualifications, experience and capabilities of the firm in providing the type of services being requested by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
- A brief outline of the company and services offered, including:
  - Full legal name, jurisdiction of incorporation, and address of the company.
  - Full legal name and country of citizenry of company's President, Chief Executive Officer, and/or all other principal officers of the company.
- Year the business was established.

Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified (and be presented in conformity with any further instructions included in the Statement of Work).

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

**Language:** English

**Currency:** USD

**Submission  
Instructions:**

All proposals must be emailed to the address below with your proposal attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, DO NOT email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failing to strictly adhere to these instructions may make your proposal ineligible for consideration.**

**Email:** buy+US+P0010468@tns.org

**Order of Events:**

This solicitation exercise will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

<b>Date</b>	<b>Event</b>
5/5/2022	Last date that questions will be accepted. Note that questions and answers will be distributed to all interested parties, so questions should not disclose trade secrets, confidential information, or information that might give another vendor a competitive advantage.  Questions should be emailed to:  dlape@tns.org
5/11/2022	Date that answers to questions will be distributed to all.
5/20/2022	Last date that proposals will be accepted by TechnoServe.

**Terms and Conditions:**

- The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFP.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFP.
- TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFP is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

**Criteria for Selection:**

The evaluation of each response to this solicitation will be based on the requirements set out in the Criteria for Selection and according to the requirements in this RFP. At the sole discretion of TechnoServe, the responsive bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity. After TechnoServe receives proposals and written evaluations are completed, the selected bidder will be notified. Commitments made by the bidder after selection, and final demonstration will be considered. The following points will be assigned to the proposals for evaluation purposes.

<b>Max Points</b>	<b>Criterion</b>
100	Price, inclusive of all delivery fees and taxes
25	Technical Proposal: Project Approach/Methodology
25	Technical Proposal: Quality of Work Plan
25	Technical Proposal: Project Schedule
25	Technical Proposal: Project Deliverables
25	Management Proposal: Project Team Structure & Internal Controls
25	Management Proposal: Staff Qualifications/Experience
25	Management Proposal: Experience of the Firm
25	Management Proposal: Ability to Service Multiple Geographies

**The attached Statement of Work represents an integral part of this solicitation.**



## Request for Proposal (RFP) Tax Hygiene Checks for Country Offices

Date: April 19, 2022

### **Subject: Request for Proposal**

TechnoServe Inc. (TNS), headquartered in Arlington VA, invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of tax hygiene check services for TNS offices in multiple countries in Latin America and Africa. We encourage proposals from small businesses, disadvantage businesses, or women-owned businesses.

### **INTRODUCTION**

TechnoServe is a leading nonprofit organization operating in 29 countries across Asia, Africa and Latin America. We work with hardworking women and men in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities.

### **BACKGROUND**

TechnoServe is currently operating in 16 countries in Africa and 8 countries in Latin America through branch offices or registered local entity (see Attachment A for the list of countries, number of employees and annual budget). Each office is responsible for the proper accounting for that particular office. TechnoServe maintains all accounting records in-house and uses Microsoft Dynamics NAV (Serenic Navigator) for the accounting system. Our main sources of revenue are the US government, foundations, corporations, bilateral, and multilateral organizations.

### **GENERAL REQUIREMENTS & SCOPE OF WORK**

We are looking for a tax audit firm in India with relevant experience to complete tax hygiene checks in India. TechnoServe anticipates the offeror(s) 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. We anticipate awarding one or more master services agreements (MSA) and then call on our partners to conduct specific tax hygiene reviews in specific countries by issuing task orders under each agreement.

#### **HEADQUARTERS**

1777 N Kent Street | Suite 1100 | Arlington, VA 22209

T +1 202 785 4515 | F +1 202 785 4544

Specifically, we are looking for a firm that can:

- Conduct a comprehensive review of tax compliance and treatment by taxation area through review of documentation and identify any potential tax risks and recommendations.
- Review detail of transactions to determine correctness or otherwise of reported taxes including payroll taxes, withholding tax, VAT, and any other applicable taxes in the country.
- If applicable, identify any quantify any definite or potential tax exposures arising from missing or incomplete tax filings/documentation. If necessary, TechnoServe may engage the firm to assist in resolution of any such delinquencies.

All proposals must be valid for at least 90 days.

**PERIOD OF PERFORMANCE**

The period of performance of any master services contract resulting from this solicitation is anticipated to begin on or about June 1, 2022 and will be valid for two years. Each task order will have a separate period of performance based on the requirements for the particular task order.

**CRITERIA FOR SELECTION**

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal –30%		
Project Approach/Methodology		
Quality of Work Plan	25 points each	100 total points
Project Schedule		
Project Deliverables		
Management Proposal – 30%		
Project Team Structure and Internal Controls		
Staff Qualifications/Experience	25 points each	100 total points
Experience of the Firm		
Ability to Service Multiple Geographies		
Cost Proposal – <u>  33  </u> %		100 total points
<b>TOTAL</b>		<b>300 POINTS</b>

TechnoServe reserves the right to award the contract to the organization(s) whose proposal is deemed to be in the best interest of and most advantageous to TNS.

TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity.

The Organization with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

### **FORM/CONTENT OF RESPONSE**

All proposals shall:

1. Be in the English language.
2. Provide an illustrative budget including level of effort, fees, and possible expenses for one tax hygiene for a country office. The budget should be built using the employee and budget figures specified in Attachment A. Budget amounts should be stated in US dollars.
3. Provide proposed fees for required services:
  - a. Partner
  - b. Associate
  - c. Other
4. Describe the qualifications, experience, and capabilities of the firm in providing the type of services being request by this RFP. Resumes or CVs of “key personnel” shall be submitted as an attachment. Provide references for work undertaken in the past with similar global organizations.
5. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. A brief outline of the organization and services offered, including:
  - Full legal name, jurisdiction of incorporation and address of the company
  - Full legal name and country of citizenry of company’s President and/or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established

### **SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed to [dlape@tns.org](mailto:dlape@tns.org) and must be received no later than May 5, 2022. Responses to questions will be distributed to all interested parties no later than May 11, 2022.
2. Responses to the RFP should be addressed to the attention of [buy+US+P0010468@tns.org](mailto:buy+US+P0010468@tns.org) **no later than May 20, 2022, 4pm EST.**

End of RFP