**REQUEST FOR QUOTE (RFQ) #010**

**RFQ Name: Outsourcing company for MDRD and EEDA Projects of ACDI/VOCA**

**RFQ Number:** MDRD-2024-010

**Issued Date:** January 9, 2024

**Questions due by:**  January 16, 2024

**Answers due by:** January 18, 2024

**Closing Date: January 30, 2024**

ACDI/VOCA is seeking quotes for the supply and delivery of the services listed in the attached item description/specification table.

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

* Adherence to specifications listed in the Response to Request for Quotes below
* Past performance under similar/related purchase orders, through a review of contracts, Local Purchase Orders or such related information and references from organizations supplied in the past
* Proof of items in stock and ability to supply which shall be verified prior to award
* Technical and financial proposal

## Other Requirements:

* Wire Banking Information: 100% post payment wire transfer

## Mode of Submission of Quote:

**Quote(s) shall be submitted in writing to:**

|  |
| --- |
|  |
| Name: Procurement Department |
| Address: Rudaki Plaza, 7th floor, Dushanbe, Tajikistan |
| or through email: procurementtajikistan@acdivoca-tj.org  |
| Phone: XXXX |

## REQUIRED QUALIFICATIONS/ TECHNICAL SPECIFICATIONS

Offerors must follow Scope of Work in Attachment 1.

## CRITERIA FOR EVALUATION

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and determining the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

* *Price* – 60 points: The total price of the contract without VAT.
* *Technical* – 20 points: Availability of necessary licenses and attestation certificates.
* *Past performance* – 20 points: Successful experience in supplying similar goods or providing services, confirmed by letters of recommendation.

## Special Conditions

### Source and Nationality Information

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of quality of service, delivery schedule and cost. ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date | Date |
| To: | ACDI/VOCA | Procurement Department |
| From: | Company Name |
| Subject: | Response to RFQ number: | Click here to enter text. |

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on Attachment 1.

## ITEM DESCRIPTION

## Delivery of the above items (include transportation and installation costs) to the following location:

## Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will

take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>, and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for 30 days.

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Printed Name Title Signature Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.

**Attachment 1.**

**Scope of Work**

**Provision of Accounting services and local statutory reporting**

**Organization Name:** Representative office of the ACDI/VOCA in the Republic of Tajikistan

**Projects Name:** USAID Tajikistan Market Driven Rural Development (MDRD) Activity

USAD Tajikistan Employment and Enterprise Development (EEDA) Activity

**Location:** Dushanbe

**Timeframe:** February 1, 2024 – January 31, 2025

**Level of Effort:** 12 months

**Background**

Since 1963 and in 148 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that designs and delivers technical and management solutions in agriculture, economic growth, and resilience to promote economic prosperity and social inclusion.

**Overview of the Programmes**

The Tajikistan Market Driven Rural Development (MDRD) is a five-year, $19M project funded by the USAID. The program will increase investment in the agriculture sector, improve value chain productivity, increase access to profitable markets for agribusinesses and integrate climate smart approaches into the agriculture system. Staff members 20-25 people.

The Tajikistan Employment and Enterprise Development Activity (EEDA) is a five-year, $18M program funded by USAID. Using a market systems approach, EEDA will increase market-led sales and inclusive sustainable jobs and livelihoods for Tajikistan households through improved ability of Tajikistan businesses to produce better quality and more consistent volumes of competitively priced goods and services. Staff members 20-25 people.

**Description**

The Representative office of the ACDI/VOCA in the Republic of Tajikistan announces a call for quotations for outsourcing the local statutory accounting services and reporting. The details are as following:

Personnel accounting (in a specialized program/application for accounting and tax accounting)

* Calculation and payroll for full-time employees
* Calculation and deduction of taxes from employees' wages
* Vacation calculation
* Calculation of sick leave
* Calculations and accrual of fees to employees under civil law contracts
* Calculation and deduction of taxes from fees to employees under civil law contracts
* Deductions on writ of execution
* Other accruals and deductions

**Reporting**

Preparation of financial statements and tax returns, their timely submission to the tax authorities, statistical office and other authorities as follows:

**Monthly (on the 3rd business day of the month following the reporting month)**

* Monthly execution of a sequence of accounting and control procedures necessary for the correct formation of the necessary reports on the calculation of payroll and payroll taxes
* Monthly report to the Tax Office (Income Tax and Social Contribution)
* Monthly reports to the State Statistical Bodies
* Monthly report to the Tax Committee on VAT exemption

**Quarterly (according to closing schedule, optional)**

* Quarterly report to the pension fund
* Quarterly report to the State Statistical Authorities.

**Annually (according to the closing schedule, provided additionally)**

* Annual tax returns and reports in accordance with the requirements of the legislation of the Republic of Tajikistan, including income, pension, social, statistical, and other documents and reports upon request, if necessary.

**Representation in local state audits and inspections**

* The outsourcing organization or team of consultants shall represent and actively engage in and support the audit and inspection processes conducted by local authorities, including but not limited to those from tax office, labour inspection, and the Ministry of Justice, pertaining to the Representative Office of the ACDI/VOCA in the Republic of Tajikistan. This involvement includes collaboration with ACDI/VOCA team in Tajikistan during such audits and inspections. The outsourcing organization or team of consultants is expected to represent the Representative Office of the ACDI/VOCA in the Republic of Tajikistan effectively, ensuring compliance, transparency, and a comprehensive understanding of all relevant aspects.

**Required Qualifications**

* Organizations or team of consultants are requested to submit a copy of their official registration or business license.
* A minimum of three (3) recommendation letters (with name and email and telephone information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual’s qualifications and past performance. Independent verification of the references will be carried out.
* CVs for any individual(s) who would be carrying out the required services. The CVs must include detailed information about the individual’s experience in providing the services described above. Offers must include at least two CVs, one for each key personnel.
* The Offeror’s experience providing services on taxation, labor relations, employment agreements, banking, recordkeeping, residential and commercial lease agreements, office policy manuals, and project activities cases, etc.
* Official quotations, based on a fixed hourly rate for specific services, for the provision of legal services described above.

**Submission of Technical and Financial Proposals**

Interested organizations or team of consultants shall submit technical and financial proposals separately by 18:00 on January 30, 2024, to the following address:

127 Rudaki Ave. 7th floor, Dushanbe, Tajikistan Republic, 734003

 or to email: ProcurementTajikistan@acdivoca-tj.org