***Section VII. Technical Specifications***

**Technical Specifications**

| **Specification** | **Statement of Compliance** |
| --- | --- |
| **STATE THE COMPLETE TECHNICAL SPECIFICATIONS** | *[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the services and equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]* |

**HIRING OF UAE-BASED ACCOUNTING CONSULTANCY FIRM FOR**

**PHILIPPINES @ EXPO 2020 DUBAI**

**FY 2022**

**TECHNICAL SPECIFICATIONS**

**INSTRUCTIONS TO THE BIDDER:** Indicate **“COMPLY”** per line number under **Bidder’s Statement of Compliance** if Bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A **“YES”** or **“NO”** **ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.**

|  |  |  |
| --- | --- | --- |
| # | **MINIMUM SPECIFICATIONS** | **Statement of compliance** |
| I. | **SCOPE OF WORK & DELIVERABLES** |  |
|  | 1. **Guidance and Support for VAT Return Filing**
2. Review and understanding the background of the entity
3. Review and understand the Tax Registration Structure under FTA
4. Review of contracts with suppliers / customers / third parties on sample basis.
5. Review of Compliance of RCM (Reverse Charge Mechanism)- Goods
6. Review of Output tax
7. Review of Input Tax
8. Out of Scope Supplies from UAE VAT.
9. Periodic returns to the FTA
10. Ad-hoc Service – Provide advisory service on the disposition on left out stocks, disposal of inventory etc.

**Deliverables:*** VAT Return Filing Report. Observations and recommendation to be provided to the management
* Filing of VAT Return on behalf of the Philippines Pavilion
1. **Value Added Tax (VAT) Guidance and Support for VAT Refund Application (Form 311)**
2. Guidance for applying VAT Refund eligible during the tax period October 5 to December 31, 2021 and January 1 to March 31, 2022.
3. Guidance for the preparation of the summary file as required by the FTA
4. Support for preparation of additional supporting documents
5. Review of summary data with the VAT Returns submitted during those periods.
6. Support to prepare the documents & reports requested by the Federal Tax Authority (FTA)
7. Preparing correspondence to the queries raised by the FTA

**Deliverables:*** FAF File along with the Refund Application
* Submission of Refund Application
* Preparation and submission of responses to the FTA
* Clarification on transactions such as left out stocks, disposal of inventory etc.
1. **VAT Deregistration (Guidance & Support)**
2. To provide guidance and support on the submission of deregistration application in the FTA portal.
3. Support to prepare the documents & reports requested by the Federal Tax Authority (FTA).
4. Guidance in completing the deregistration application till the preapproval.
5. Support in preparing the deregistration documents as required by FTA.
6. Support in updating the details In FTA portal

**Deliverables:*** Submission of Deregistration Application
* Preparation and submission of responses to the FTA
* Submission of Pre-approved Deregistration
 |  |
| 2. | **SELECTION CITERIA FOR WINNING BIDDER** |  |
|  | **Legal Documents***A copy of required documents with validity date/s and signatures* |  |
|  | Required documents:1. VAT Registration
2. Business License to operate in the UAE
3. Tax Clearance (or its equivalent in the UAE)
4. Company’s Authorized Signatory
 |  |
|  | **Technical Documents***Must have ten (10) years of experience in Accounting and Tax Consultancy services* |  |
|  | 1. **Company Profile/ Information**
 |  |
|  | Required documents:1. Company Profile
2. Company Portfolio with documented evidence of:
* Documented evidence of capability
 |  |
|  | 1. Applicable Experience

*1.Credentials and Track Record- at least one (1) project on similar engagement at Expo 2020 Dubai* |  |
|  | Required document: 1. ***Lists of clients serviced for the past 2 years with corresponding links to the projects***
 |  |
|  |  2. **Qualifications of Personnel-** Must assign a dedicated team who will handle engagement |  |
|  | **Required Documents:**Comprehensive resume/CV of the lead persons that will handle the project1. Officer/s assigned must have a minimum of 3 years professional and practical experience
 |  |
|  | 1. Current Workload Capacity -
 |  |
|  | Required documents: 1. List of ongoing and completed contracts [Template]
2. Accomplished Technical Specifications [Template]
3. Accomplished Schedule of Requirements [Template]
 |  |
|  | **Financial Documents***A formal financial quotation by the bidder covering scope of work and deliverables* |  |
|  | Required documents: 1. Audited Financial Statements for 2019 and 20
2. Financial Proposal to cover all Expenditures
3. Financial Bid
 |  |
|  | **The winning bid will be awarded to the lowest responsive and most compliant bidder.** |  |
| VI. | **ENGAGEMENT PERIOD** |  |
|  |  March 16 to April 30, 2022 |  |
| 8. | **BUDGET AND TERMS OF PAYMENT**  |  |
|  | Twenty-Seven Thousand Three Hundred AED (AED27,300.00) or Three Hundred Ninety-Five Thousand Eight Hundred Fifty Pesos (Php 395,850.00) @Php 14.50 foreign exchange rate, inclusive of VAT and bank charges |  |
|  | Payment will be as follows: Scope A: 100% upon submission of invoice and Accomplishment Report (35% of Total Contract Cost)Scope B: 100% upon submission of invoice and Accomplishment Report (35% of Total Contract Cost)Scope C. 100% upon submission of invoice and Accomplishment Report (30% of Total Contract Cost) |  |
|  | Payment will be processed upon receipt of the invoice/ request for payment from the winning bidder after services have been rendered. All payments shall be subject to applicable Philippine government laws and regulations.  |  |

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.**

|  |  |
| --- | --- |
| Name of Company: |  |
| Signature: |  |
|  | Signature Over Printed Name of Authorized Representative |
| Date: |  |