

## INVITATION TO BID/ EXPRESSION OF INTEREST

### Hiring of UAE Based Accounting Consultancy Firm for The Philippines Expo 2020 Dubai, UAE

1. The Department of Trade and Industry (DTI), through the Export 2022 Budget, intends to apply the sum of AED 27,300.00, Inclusive of taxes and applicable bank charges, being the approved budget for the Contract (ABC) for the Hiring of a UAE-based Accounting Consultancy Firm for the Philippines @ Expo 2020 Dubai.
2. The DTI now calls for the Expression for Interest for the Hiring of a UAE-based Accounting Consultancy Firm for the Philippines @ Expo 2020 Dubai
3. Eligibility documents, Technical and Financial proposals of interested bidders must be duly received by the authorized representative in Dubai for the Philippines Bids and Awards Committee on or before Friday, 11 March 2022 addressed to:

**Rosario T. Liwanag**

Pavilion Director

The Republic of the Philippines Pavilion  
Sustainability District, Expo 2020 Dubai Site  
Jebel Ali, Dubai, UAE

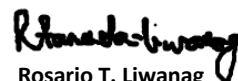
Email: [rosariotanadaliwanag@dti.gov.ph](mailto:rosariotanadaliwanag@dti.gov.ph)

Mobile: + 971-56-302-2086

**Note: Please submit your bid proposals between 10:00 am and 5:00 pm only**

4. This shall undergo the Overseas Procurement procedure as specified in the Resolution No. 28- 2017 (Approving Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be procured and performed overseas) and will undergo an evaluation of the submitted eligibility and technical documents to be conducted by the Authorized Representative in Dubai for Philippine Bids and Awards Committee;
5. Bidding is open to all interested bidders registered in Dubai UAE subject to the conditions for eligibility as contained in the attached Terms of Reference.
6. The engagement period of the contract shall begin from March 16 to April 30, 2022, or until the Philippines Pavilion UAE VAT Deregistration was processed and approved.
7. The Department of Trade and Industry (DTI), reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. Upon evaluation of the bids, winning bidder will be notified.
9. For further information, contact the undersigned in the address indicated above.

08 March 2022



Rosario T. Liwanag

Pavilion Director

The Republic of the Philippines Pavilion  
Sustainability District, Expo 2020 Dubai Site  
Jebel Ali, Dubai UAE

Email: [rosariotanadaliwanag@dti.gov.ph](mailto:rosariotanadaliwanag@dti.gov.ph)

Mobile: +971 56-302-2086

**OFFICE OF THE ALTERNATE COMMISSIONER GENERAL**



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

**DEPARTMENT OF TRADE AND INDUSTRY**

## **FINANCIAL BID FORM**

**PRICES MUST BE INCLUSIVE OF VAT, DELIVERED DUTIES PAID AND/OR ALL APPLICABLE TAXES**

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

**PHILIPPINES @ EXPO 2020 DUBAI  
FY 2022**

Description	Quantity	ABC (AED / Php )	Financial Bid (AED / Php)
		Total Price	Total Price
HIRING OF UAE-BASED ACCOUNTING CONSULTANCY FIRM  PHILIPPINES @ EXPO 2020 DUBAI FY 2022	1 lot	AED 27, 300.00.00  Php 395,850 (AED 1= Php 14.50)	

**TOTAL BID PRICE (Amount in Words):**

\_\_\_\_\_

\_\_\_\_\_

**Notes:**

- The financial bid is inclusive of all taxes and applicable bank charge in the UAE and in the Philippines

**BIDDER'S UNDERTAKING**

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable hereby OFFER to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the goods and services in accordance with the terms and conditions contained in the bid documents.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name and Designation (in print)

\_\_\_\_\_  
Date



## Section VI. Schedule of Requirements

HIRING OF UAE-BASED ACCOUNTING CONSULTANCY FIRM FOR

PHILIPPINES @ EXPO 2020 DUBAI

FY 2022

The delivery schedule expressed as **days/weeks** stipulates hereafter as date of delivery to the project site.

Item Number	Requirements	Statement of Compliance
1	<ol style="list-style-type: none"><li>Guidance and support for VAT Return Filing<ul style="list-style-type: none"><li>Review of documents and records - 2 days</li><li>Preparation of reports – 2 days</li><li>Discussion with the Pavilion – 1 day</li><li>Submission of Return – 1 day</li></ul>Total time estimated for the review and filing of VAT return for the quarter is 6 days</li><li>Value Added Tax (VAT) Guidance and Support for VAT Refund Application (Form 311)<ul style="list-style-type: none"><li>Review of documents and records – 5 days</li><li>Preparation of Refund Application – 3 days</li><li>Submission of Refund Application – 1 day</li><li>Submission of additional documents as per FTA request – 2 days</li></ul>Total time estimated for review and submission of refund application for 2 quarters is 11 days.</li><li>VAT Deregistration Guidance and Support<ul style="list-style-type: none"><li>Review of documents and records – 6 days</li><li>Submission of Deregistration Application – 1 day</li><li>Submission of additional documents as per FTA request – 3 days</li></ul>Total time estimated for review and submission of deregistration application is 10 days</li></ol>	

Conforme:

---

Name & Signature of Authorized Representative

---

Date signed



# **Section VII. Technical Specifications**

## **Technical Specifications**

<b>Specification</b>	<b>Statement of Compliance</b>
<b>STATE THE COMPLETE TECHNICAL SPECIFICATIONS</b>	<p><i>[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.]</i></p>



**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.	<b>SCOPE OF WORK &amp; DELIVERABLES</b>	
	<p><b>A. Guidance and Support for VAT Return Filing</b></p> <ol style="list-style-type: none"><li>1. Review and understanding the background of the entity</li><li>2. Review and understand the Tax Registration Structure under FTA</li><li>3. Review of contracts with suppliers / customers / third parties on sample basis.</li><li>4. Review of Compliance of RCM (Reverse Charge Mechanism)- Goods</li><li>5. Review of Output tax</li><li>6. Review of Input Tax</li><li>7. Out of Scope Supplies from UAE VAT.</li><li>8. Periodic returns to the FTA</li><li>9. Ad-hoc Service – Provide advisory service on the disposition on left out stocks, disposal of inventory etc.</li></ol> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• VAT Return Filing Report. Observations and recommendation to be provided to the management</li><li>• Filing of VAT Return on behalf of the Philippines Pavilion</li></ul> <p><b>B. Value Added Tax (VAT) Guidance and Support for VAT Refund Application (Form 311)</b></p> <ol style="list-style-type: none"><li>1. Guidance for applying VAT Refund eligible during the tax period October 5 to December 31, 2021 and January 1 to March 31, 2022.</li><li>2. Guidance for the preparation of the summary file as required by the FTA</li><li>3. Support for preparation of additional supporting documents</li><li>4. Review of summary data with the VAT Returns submitted during those periods.</li><li>5. Support to prepare the documents &amp; reports requested by the Federal Tax Authority (FTA)</li><li>6. Preparing correspondence to the queries raised by the FTA</li></ol> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"><li>• FAF File along with the Refund Application</li><li>• Submission of Refund Application</li><li>• Preparation and submission of responses to the FTA</li><li>• Clarification on transactions such as left out stocks, disposal of inventory etc.</li></ul> <p><b>C. VAT Deregistration (Guidance &amp; Support)</b></p> <ol style="list-style-type: none"><li>1. To provide guidance and support on the submission of deregistration application in the FTA portal.</li></ol>	



	<p>2. Support to prepare the documents &amp; reports requested by the Federal Tax Authority (FTA).</p> <p>3. Guidance in completing the deregistration application till the preapproval.</p> <p>4. Support in preparing the deregistration documents as required by FTA.</p> <p>5. Support in updating the details In FTA portal</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Submission of Deregistration Application</li> <li>• Preparation and submission of responses to the FTA</li> <li>• Submission of Pre-approved Deregistration</li> </ul>	
2.	<b>SELECTION CRITERIA FOR WINNING BIDDER</b>	
	<p><b>Legal Documents</b>  <i>A copy of required documents with validity date/s and signatures</i></p>	
	<p>Required documents:</p> <ol style="list-style-type: none"> <li>i. VAT Registration</li> <li>ii. Business License to operate in the UAE</li> <li>iii. Tax Clearance (or its equivalent in the UAE)</li> <li>iv. Company's Authorized Signatory</li> </ol>	
	<p><b>Technical Documents</b>  <i>Must have ten (10) years of experience in Accounting and Tax Consultancy services</i></p>	
	<p><b>a. Company Profile/ Information</b></p>	
	<p>Required documents:</p> <ol style="list-style-type: none"> <li>i. Company Profile</li> <li>ii. Company Portfolio with documented evidence of: <ul style="list-style-type: none"> <li>- Documented evidence of capability</li> </ul> </li> </ol>	
	<p><b>b. Applicable Experience</b>  <i>1. Credentials and Track Record- at least one (1) project on similar engagement at Expo 2020 Dubai</i></p>	
	<p>Required document:</p> <ol style="list-style-type: none"> <li>i. <b><i>Lists of clients serviced for the past 2 years with corresponding links to the projects</i></b></li> </ol>	
	<p><b>2. Qualifications of Personnel-</b> Must assign a dedicated team who will handle engagement</p>	
	<p><b>Required Documents:</b>  Comprehensive resume/CV of the lead persons that will handle the project</p> <ol style="list-style-type: none"> <li>i. Officer/s assigned must have a minimum of 3 years professional and practical experience</li> </ol>	
	<p><b>c. Current Workload Capacity -</b></p>	
	<p>Required documents:</p> <ol style="list-style-type: none"> <li>i. List of ongoing and completed contracts [Template]</li> <li>ii. Accomplished Technical Specifications [Template]</li> <li>iii. Accomplished Schedule of Requirements [Template]</li> </ol>	
	<p><b>Financial Documents</b>  <i>A formal financial quotation by the bidder covering scope of work and deliverables</i></p>	
	<p>Required documents:</p> <ol style="list-style-type: none"> <li>i. Audited Financial Statements for 2019 and 20</li> <li>ii. Financial Proposal to cover all Expenditures</li> <li>iii. Financial Bid</li> </ol>	
	<p><b><u>The winning bid will be awarded to the lowest responsive and most compliant bidder.</u></b></p>	
VI.	<b>ENGAGEMENT PERIOD</b>	
	March 16 to April 30, 2022	



8.	<b>BUDGET AND TERMS OF PAYMENT</b>	
	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:

---