[House 53,Shaheed Square ,Kabul ,Afghanistan]

[Date: 11 Oct, 2023]

**Request for Quotation.**

**Introduction:** Geneva Call is seeking a qualified and experienced tax specialist-consultant to assist with various tax-related matters for the organization. We invite eligible service providers to submit their proposals in response to this RFQ.

**Key Priorities for the Service Provider**: The selected service provider must demonstrate expertise in the following tax-related tasks:

**Dealing with Ministries**: The service provider should be able to represent Geneva Call when dealing with ministries and government departments regarding tax-related issues.

**Documentation:** Provide all necessary documents and paperwork to the relevant ministries/departments to ensure the timely and accurate clearing of taxes for Geneva Call.

**Annual Tax Clearance**: File for the annual tax clearance of Geneva Call for the year 1400 (2021) and 1401 (2022).

**Tax Clearance Certificates**: Obtain the Annual Tax Clearance certificate for the years 2021 and 2022.

**Tax Exemption Certificate**: File for the Tax Exemption Certificate for the years 2021 and 2022.

**Other Tax-Related Issues**: Be available to address any other tax-related matters that may arise during the contract period.

**Submission Deadline**: All quotations must be submitted by 22th Oct 2023 COB

**Submission Instructions**: Interested service providers should submit their proposals to Geneva Call Kabul Office . Please include all relevant qualifications, experience, and a detailed breakdown of your proposed approach to handling Geneva Call's tax-related matters.

**Evaluation Criteria**: Proposals will be evaluated based on the following criteria:

* Relevant experience and expertise
* Proposed approach and methodology
* Cost-effectiveness

**Contract Duration**: 3 Weeks

**Contact Information**: For any inquiries or clarification regarding this RFQ, please contact **Ahmad Fawad Hashimi** at fhashimi@genevacall.org.

**GC BID FORM – Request for Quotation \_Finance Tax Specialist-Consultant\_\_\_\_**

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| --- | --- | --- | --- |
| *GC to complete* | | | |
| **S.N** | **Service** | **Description** | **Duration** | **Price** |
| **1** | Tax related matters | * Dealing with ministries regarding the tax issue of Geneva Call * Provide all the necessary documents to related ministries/department for clearing the taxes of Geneva Call. * Filing for the annual tax clearance of Geneva Call for the year 1400 (2021) and 1401 (2022). * Obtaining the Annual Tax Clearance certificate for the year 2021 and 2022 * Filing the Tax Exemption Certificate for the year 2021 and 2022 * Any other tax related issue | 3 Weeks |  |

**This Bid is valid for:** 7 working **days Country of Origin of offered Items:** *Kabul - Afghanistan*

Company Name/Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facsimile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have read and understood and further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please stamp this Bid Form with your Company Stamp and attach with a Valid Copy of License; sealed into an envelope and return to the GC Representative.***