



**Norwegian People's Aid**  
Lebanon

# Request for Proposal (RFP)

## NSSF & Tax Advisor Services

**RFP No: [RFP23122003]**

Norwegian People's Aid (NPA) Lebanon is an International Non-Governmental Organization that has been working in Lebanon since 1982. The country management office is located in Beirut, with two main programmes:

- Development Humanitarian Cooperation programme;
- Mine Action and Disarmament Programme located in South Lebanon.

NPA invites proposals from interested and eligible Service Providers for the provision of NSSF & Tax Advisor Services for its programme in Beirut.

### I. GENERAL INFORMATION

- Purpose.** This request for proposal (RFP) is to contract for NSSF & Tax Advisor Services.
- Who may respond.** Service Providers which are licensed to operate in Lebanon and which maintain an office in Lebanon.
- English language is required.

### II. INSTRUCTIONS

- Closing submission date: **COB 15 December 2022**
- The subject of the email should be **Request for Proposal for NSSF & Tax Advisor Services**
- Bids must be submitted in the English language via email to [Lebanontenders@npaid.org](mailto:Lebanontenders@npaid.org) in the NPA format provided and must be signed and stamped.
- Inquiries concerning this RFP should be mailed to: [ghiel457@npaid.org](mailto:ghiel457@npaid.org) or by phone +961 81675925.
- Don't copy other NPA email addresses when you submit your quotations as this will invalidate your offers.
- Service Providers are requested to send their company profile, as well as the registration number and VAT number.
- Any Provider seeking to arrange individual meetings with NPA regarding this request for quotation may be excluded from this procedure.
- Notifications of award. It is expected that selection of the successful Service Provider will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Service Provider, all those submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful Service Provider.

### III. SCOPE OF SERVICE

The scope of work of the SERVICE PROVIDER includes but is not limited to the following:

#### Payrolls

- Review and approve monthly payrolls including NSSF and income tax reports



**NSSF**

- Prepare and submit all documents related to employees (registrations, terminations, etc.)
- Update NSSF on all staff family status changes
- Obtain from NSSF monthly family allowance sheets and have them signed and stamped by NSSF after being signed by related NPA staff.
- Prepare and submit monthly NSSF contributions sheets
- Support HR unit in calculating and preparing staff end of service indemnity (ESI) settlements
- Obtain from NSSF ESI figures and support HR / Finance units in preparing and calculating up-to-date provisions
- Obtain from NSSF updated staff lists ensuring that new comers are included
- Obtain from NSSF service statements for new comers and for any other staff when requested by NPA
- Provide NSSF settlements for leavers and obtain from NSSF their settlement document and accordingly hand over to NSSF due settlement amounts
- Prepare and get approved by NSSF the annual NSSF declaration/settlement sheets
- Obtain from NSSF the year end discharge statement (once a year on maturity).
- Any other related service when required

**Ministry of Finance (MOF)**

- Prepare and declare quarterly tax on salaries report (R10) to MOF before deadlines
- Prepare and declare yearly tax on salaries reports (RS + R6 + R7) to MOF before deadlines
- Prepare and declare yearly financial statements to MOF before deadlines
- Prepare and declare VAT reimbursement report quarterly and follow up;
- Give advice on all Income Tax issues as requested by NPA;
- Provide any other Governmental requirements from NPA.
- Provide income tax settlements for leavers
- Provide updated staff lists from MoF ensuring that new comers are included
- Obtain from MoF the year end discharge statement (once a year on maturity if applicable).
- Any other related services when required

**Other:**

- Interpretation of government decrees on the subject(s) of staff remuneration, amendments in NSSF and Tax bylaws of the country or any other notification related to government advisory on setting up staff costs of the organization.

**IV. PROPOSAL EVALUATION**

- a. Proposed approach to scope of work.
- b. Level of experience with similar clients and legal matters
- c. Response from references
- d. Price
- e. Interviews, if conducted.

**V. CONTRACT PERIOD AND MOBILISATION**

The Contract will be for a period of 12 months, on mutual agreement the contract period can be extended.



**VI. LEGAL ADVISOR PROFILE**

a. All bidders are kindly requested to fill the table below

Service Provider / Firm Name	Location- Full address	Registration number	Expertise field	Previous experience with NGOs / INGOs (please lists the names)

b. **Charges per month / USD** .....

**VII. PAYMENT TERMS**

SERVICE PROVIDER shall issue monthly or quarterly invoices – depending on mutual agreement between both parties. Payment shall be made within (7) days of invoice submission date by bank transfer in favor of the Service Provider.

NPA reserves the right for not paying any additional bank charges since the amount that will be transferred matches the invoice and the bank slip.

VAT will be paid according to the Governmental Official rate 1,507 LBP, taking into consideration any changes announced by the Lebanese Government.

**Name**

**Signature**

**Stamp**