



From: *Company Name or Consultant Name*

To: GIZ Office Beirut

Full address:

Address:
Choucair Group Sarl Building
210 center, floor 13th. Sin el fil, Yousef Al
Hayek Street
LB_quotation@giz.de
Tel: + 961 01 482 140 / + 961 01 482 386
MoF#:1801835

Email:

Tel/ Mobile:

MoF#:

Deliverables	Quantity	Amount (in USD)	Total Amount (in USD)	Estimated Completion / Due Date
Monthly Payroll calculation	12	\$ -	\$ -	6 days before the end of the month
Monthly NSSF report – preparation and submission	12	\$ -	\$ -	before the 20th of the next month
Payroll Tax submission (MOF reports R10, S5) each quarter	4	\$ -	\$ -	5 days after the end of every quarter
Income (Corporate) Tax Declaration (MOF report G2 and payment of nonresident tax)	4	\$ -	\$ -	5 days after the end of every quarter
Yearly tax & NSSF Clearance forms for GIZ and National personnel.	1	\$ -	\$ -	as per the deadlines set by the government
Registration and Termination of employees with NSSF. Collect letters/certificate from NSSF for employees (when needed)	1	\$ -	\$ -	
If appliable, Medical service for employees				
Scope of work		Amount (in USD)	Total amount (in USD)	Anticipated dates
NSSF Medical Services (Medical Approvals & Submission of Prescriptions & obtaining refunds. Obtaining Social Inspections for parents and working wives)	Monthly / 12 Months			please fill out with the time you need to fulfill this task
NSSF end of service applications for employees.	When required / per employee			please fill out with the time you need to fulfill this task
Grand-total (in USD)				

Bank Account details:

Name and signature:
Company stamp if applicable

Date: