



Invitation to Bid **Auditor/Tax Advisor**

ORGANISATION	arche noVa e.v. – Initiative for People in Need
LOCATION	Tripoli – North Lebanon
STARTING DATE	November 2022
DURATION	6 months with the possibility for extension

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1. Introduction : arche noVa e.v. – Initiative for People in Need

arche noVa – Initiative for People in Need is an internationally operating, registered aid organization from Germany. Ever since its beginning in 1992, arche noVa supports people who live in unstable situations caused by crisis, conflicts or natural catastrophes. Be it in fast emergency aid missions, rehabilitation / reconstruction projects or long-term development cooperation operations – arche noVa works with local partners and involves the beneficiaries from the start, always following the organization 's fundamental principle: helping people to help themselves.

In Lebanon, arche noVa is registered from registered under No. 5693, Date: 01/10/2019, having its office in Tripoli, Corniche El Mina, in front of Dado Land and above Fadi Mabsout sweet, 2nd floor.

2. Context

arche noVa is looking to work with a Auditor/ Tax Advisor that will be representing AN in the Lebanese National Social Security Fund and the Ministry of Finance and finalizing all the legal documents and payments, as well as being a consultant for public financial matters, noting that the organisation has less than 10 employees with two expatriates.

3. Terms of Reference

arche noVa - Lebanon appoints the Advisor as an external consultant and the Advisor hereby agrees to provide independent advisory and taxation services to AN in the fields related to:

1. National Social Security Funds.
2. Ministry of Finance.
3. Annual Report (Ministry of Interior Affairs).
4. VAT exemptions and refunds.
5. Circulation of new laws and regulations and support in application.

In a more specific, but neither exclusive nor restrictive manner:

- Prepares the necessary forms/templates for registering and de-registering employees.
- Regularly informs arche noVa about the new regulations and amendments/changes of NSSF and MoF laws and instructions.
- Prepare all the necessary forms/templates needed by NSSF and provide arche noVa with the manual filing according to the local law needs.
- Follows up on any issues related to the calculation of settlements due.
- Calculate and submit the payroll tax declaration (R10, R5, R6 and R7) on quarterly basis ensure submission before deadlines, complying the MoF laws and regulations.
- Prepare, calculate and follow up on the needed documentation for the final calculation of retirement and end of service indemnity contributions at the NSSF.
- Assist in obtaining approvals from NSSF for operations or hospital entry when needed.
- Assist employees in case of family members enrolment at NSSF and follow up on family allowance refined and forms.

- Participate in the Annual Cash Report preparation and submission (Ministry of Interior Affairs).
- Prepare, submit, and follow-up on VAT Exemption Stamps.
- Circulate and explain new laws and regulations, with the emphasize on labor law and possible implication on salary, calculation of the transportation cost, etc.
- Follow up on NGO important issues and advice accordingly in coordination with other NGOs.

- **Communication:**

The services requested will be addressed in writing within three working days, or in case of emergency verbally within the same day.

Communication can be by phone call or sms or any other mean of direct communication to the following contact persons (24/7 and in order of priority).

- **Confidentiality:**

The Advisor will be receiving confidential or internal information/data on/for arche noVa. The Advisor shall treat the information/data with utmost confidentiality. The utilization of the shared information/data for or with other parties is not permitted.

4. Duration

6 months, renewable.

5. Application guidelines

In order to be eligible for application, you should submit all documents stated below by sending an email addressed to lebanon.procurement@arche-nova.org or by hand to the following address:

arche noVa - Initiative for people in need e.V. Head Office Tripoli - Al Mina Street, Nakhlet El Shate' bldg. 2nd Floor, Facing Dado Land | Lebanon, before Sunday 25th September – 12:00 AM (Midnight - Beirut time):

- Annex 1: arche noVa Code of Conduct for Suppliers, signed and stamped
- Annex 2: Invitation to Bid "ITB", signed and stamped.
- Annex 3: Bid submission letter.
- Financial offer (an offer for a contract of 6 months and a second offer for a contract of one year).
- Registration at Lebanese Association of Certified Public Accountants.
- At least 3 (three) references from INGOs.
- In addition to the above:
 - in case applicant is a firm:
 - Proof of Company Registration documents.
 - Company profile with the CVs of the proposed staff.
 - In case applicant is an individual:
 - CV
 - Ministry of Finance registration number

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that:

- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid;
- and if they are awarded the contract, the contract shall be entered into, by and between arche noVa and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

arche noVa's shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with the ITB, duly signed by an authorized representative, and shall include a copy of the authorization. Bid requested to be withdrawn shall be returned unopened to the Bidders. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

I. Currency and payment

- Offer must be provided in USD only.
- Payment shall be provided in USD, in two methods: either via Bank Wiring Transfer (the bidder company should have a USD bank account in its name in Bank of Beirut) or by fresh cheque (the bidder must provide an official delegation letter with the name of the individual recipient of the fresh cheque).
- Only VAT, if applicable, shall be paid in LBP according to the official rate of 1515.
- Payment terms: preferably quarterly, but bidder may suggest their payment terms.

II. Offer Validity

- Validity of offer 60 days (this must be mentioned in the offer). A Bid valid for a shorter period shall be immediately rejected by arche noVa's and rendered non-responsive.
- In exceptional circumstances, prior to the expiration of the Bid validity period, arche noVa's may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

III. Clarification of Bid

- In case clarifications are needed, applicants are requested to send their requests via email to lebanon.procurement@arche-nova.org by maximum Tuesday 13th September 2022. Questions will be answered on Thursday 15th September 2022.
- In order to allow prospective Bidders reasonable time to consider the amendments in preparing their Bid, arche noVa's may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

IV. Amendment of Bid

At any time prior to the deadline for submission of Bid, arche noVa's may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB/ToR in the form of a Supplemental Information to the ITB/ToR.

V. Bid Opening

- No Bid shall be rejected at the opening stage, except for late submission,
- arche noVa's will review the Bid in the presence of evaluation committee
- Confidentiality: Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
- The selection committee shall review and evaluate the Bids on the basis of their responsiveness to the requirements and ToR, the services provided, the price, and other documentation provided.
- To assist in the examination, evaluation and comparison of bids, arche noVa's may, at its discretion, ask any Bidder to clarify its Bid. arche noVa's request for clarification and the Bidder's response shall be in writing.

VI. Award of Contract

- Contract can be awarded to one company /service providers.
- arche noVa' is not obligated to award the contract to the lowest price offer.
- An award letter will be sent to the winning bidder by email, with information regarding contract signature.
- A regret letter shall be sent to those who haven't won.
- Contract Signature: Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to arche noVa.