

Request for Quotations.

Subject: Registration of the newly formed Branch Office of MSF International in Lebanon.

Introduction:

In May of 2022 the decree for the creation of MSF-International branch office in Lebanon was published in the national gazette.

(مرسوم رقم 9133 – الترخيص بإنشاء فرع في لبنان لجمعية أجنبية بإسم “أطباء بلا حدود – أنترناشونال بتاريخ 19/5/2022)

Services needed:

MSF – International Branch Office Lebanon (Referred to hereafter as BO), is looking for a service provider, preferably an audit or accounting firm to do the following:

1. Register BO with the Ministry of Finance (مباشرة عمل)
2. Get BO a financial and VAT number
3. Register BO with NSSF
4. Register BO with the Ministry of Interior
5. Any other registrations vis a vis the Lebanese authorities to ensure that BO is capable to fully operate in Lebanon in compliance with the Local laws.

Time is of essence as BO is looking to be fully operational with the start of the 2023 year. All service providers wishing to apply will have to provide a clear time frame.

How to apply:

Service providers are welcome to send their offers, including a clear time frame to the following email address :

Michel.younes@msf.org

NB: Please mention two references at least and years of experience conducting similar work.

Deadline to submit offers is 17 October 2022 at 5 pm Beirut time.