

Request for Quotation for Tax and Accounting Services

23-RFQ-001

December 13, 2023

Dexis Consulting Group  
1331 Pennsylvania Ave NW  
Suite 300  
Washington, DC 20004  
Tel: +1 (202) 625-9444  
dexisonline.com

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Dexis Proprietary Information

Uncontrolled when printed



Subject: Request for Quotations for Tax and Accounting Services

Dexis invites your firm to participate in this competitive solicitation for **tax and accounting services**. Dexis reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate Dexis to enter into a contract nor does it obligate Dexis to pay any costs incurred in the preparation of submission of any response.

Dexis anticipates that this Request for Quotation (RFQ) will result in a Purchase Order (PO) with one successful Offeror, with a **period of performance of twelve (12) months** and a not to exceed ceiling of **US$25,000**.

Background

Dexis Consulting Group (Dexis) is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world’s greatest challenges.

Dexis was awarded the USAID Office of Transition Initiatives (OTI) SWIFT 5-Programs IDIQ “EXploratory Pilot and Learning Options for Regional Efficiency” (EXPLORE) Task Order for the Europe region. Under EXPLORE, Dexis is implementing the **Armenia Engagement** with a period of performance of December 1, 2023 to January 31, 2025.

Description of Services

Under the direction of the Finance Manager, support funds transactions based on programmatic and contractual requirements, that may including:

* Calculate and transfer funds and taxes for staff salaries and local consultants.
* Calculate and transfer funds for service contracts.
* Calculate and transfer per diem amounts.
* Transfer funds for procurements.
* Prepare, compile, and submit quarterly and annual tax reports and any other reports required by Armenian accounting regulations.
* Maintain constant awareness of and abide by changing Armenian accounting regulations.
* Submit employer’s registration application to Armenian tax authorities.
* Maintain all accounting process entries and transactions.
* Provide guidance on Armenian accounting regulations and labor and civil codes as they pertain to accounting.

Prior to contract award, Dexis will negotiate with the prospective contractor to determine the exact services requested. Dexis may request some or all of the services listed in the Description of Services.

Requirements

This solicitation is governed by USAID Geographic Code 935. Please see [ADS Chapter 310](https://www.usaid.gov/sites/default/files/documents/1876/310.pdf) for additional information.

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for award:

1. A contact name, email address, and telephone number to facilitate communications between Dexis and the prospective contractor.
2. General information about the Offeror’s history and experience.
3. If a government, its agents, or agencies have ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
4. A brief outline of the company, including:
5. Full legal name and address of the company;
6. Corporate and tax registration documents;
7. Full name of the legal representative (president or managing director) of the company;
8. Name of any individual(s) or entities that own 50% or more of the company; and,
9. Year business was started or established.
10. Dexis requests quotations for the above listed services to be billed on a monthly basis.
11. Contain detailed costs in local currency [AMD], with all applicable taxes/charges clearly identified and provided against each of the categories of services described in this request.
12. Description of past experience providing similar services, preferably for donor-funded organization(s).
13. Names, addresses, and telephone numbers of three (3) professional references and approval to contact the listed references.
14. The prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits, and government approvals necessary for the performance of work.

Evaluation

**Dexis will evaluate bids based on the following criteria:**

* + - 1. EXPERIENCE 40%
      2. QUALITY 30%
      3. PRICE 30%

**Evaluation Criteria Grading for Each Criterion:**

Exceptional 5 Points

Exceeds Expectations 4 Points

Meets Expectations 3 Points

Meets most but not All Expectations 2 Points

Non-Responsive to Expectations 1 Point

Procurement Schedule

Release of RFQ December 13, 2023

Questions Due December 18, 2023; 17:00 Yerevan

Answers from Dexis December 21, 2023

RFQ Closes – Responses Due December 29, 2023; 17:00 Yerevan

Estimated Date of Award January 8, 2024

The schedule noted above may be changed at any time at the sole discretion of Dexis. All communications must adhere to this schedule and shall be to the attention of Kristina Kay [kkay@dexisonline.com].

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of Kristina Kay [kkay@dexisonline.com]. Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

Submission Instructions

Bids must be received via email by December 29, 2023; 17:00 Yerevan. Offerors should send their bids by email to the individual identified above (10 MB limit per email).

Offers must be on company letterhead with the company’s contact name and address. The subject line of the offer transmission email must identify the RFQ reference number (23-RFQ-001) and the Offeror’s name.

General Terms and Conditions

1. Dexis will only consider responsive responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for ninety (90) days after the solicitation deadline.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to Dexis’ contractual terms and conditions and will be contingent on the availability of client funding.
6. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information for any claims asserted therefrom.
9. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the response. All responses and supporting documentation shall become the property of Dexis.

**Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain benefit, or to avoid obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**

Annex 1: Past Performance Reference

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| **Reference 1** | | |
| Reference Name | Reference Contact Information | Period of Performance |
|  |  |  |
| Please describe the quality of the Offeror’s services:  Was your program/organization donor-funded?  Were the Offeror’s services timely and accurate?  Were there any penalties incurred for the quality of services, such as improper reporting or late submission?  Were there any violations of compliance with Armenian regulations?  What was the level of responsiveness from the Offeror and collaboration between you and the Offeror? | | |

|  |  |  |
| --- | --- | --- |
| **Reference 2** | | |
| Reference Name | Reference Contact Information | Period of Performance |
|  |  |  |
| Please describe the quality of the Offeror’s services:  Was your program/organization donor-funded?  Were the Offeror’s services timely and accurate?  Were there any penalties incurred for the quality of services, such as improper reporting or late submission?  Were there any violations of compliance with Armenian regulations?  What was the level of responsiveness from the Offeror and collaboration between you and the Offeror? | | |

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| --- | --- | --- |
| **Reference 3** | | |
| Reference Name | Reference Contact Information | Period of Performance |
|  |  |  |
| Please describe the quality of the Offeror’s services:  Was your program/organization donor-funded?  Were the Offeror’s services timely and accurate?  Were there any penalties incurred for the quality of services, such as improper reporting or late submission?  Were there any violations of compliance with Armenian regulations?  What was the level of responsiveness from the Offeror and collaboration between you and the Offeror? | | |

Annex 2: Offeror Price Quotation

Please provide a flat monthly rate for the services requested under the Description of Services. Please note:

* Rates must be gross.
* Rates must be in AMD.
* USAID programs are VAT exempt.