



**The International  
Republican Institute**  
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## Solicitation Request

Country; purpose:	Indonesia
Desired Release Date:	February 4, 2016
Originator and Staff POC Names; contact information for POC (should only be one person) to be used in the solicitation:	Originator: Luke Waggoner (lwaggoner@iri.org), Chris Comer (ccomer@iri.org) POC for collecting bids: Jennifer Mowbray (jmowbray@iri.org), Prisila Toar (ptoar@iri.org)
IRI Project Code if applicable:	4018
USAID Geo Code if applicable:	

Enclose & Answer	Y/N	Comments
Division approval	Y	
Is secondary approval by funder required?	N	
Additional vetting by the funder required?	N	
Is the total cost of this agreement expected to total more than \$150,000? If so, is Independent Price Analysis attached?	N	
<b>Will payment be made from DC or the field office?</b>		Field office
<b>Paste Link to Compliance Worksheet Here:</b>		<a href="https://iriglobal.sharepoint.com/pa/asia/indonesia/_layouts/15/WopiFrame.aspx?sourcedoc={C512B53D-57DF-4508-9862-2DA20902A24E}&amp;file=Indo%20IFES%20Compl%20Wsheet.docx&amp;action=default">https://iriglobal.sharepoint.com/pa/asia/indonesia/_layouts/15/WopiFrame.aspx?sourcedoc={C512B53D-57DF-4508-9862-2DA20902A24E}&amp;file=Indo%20IFES%20Compl%20Wsheet.docx&amp;action=default</a>
<b>Paste Link to Budget Here:</b>		<a href="https://iriglobal.sharepoint.com/pa/asia/indonesia/_layouts/15/WopiFrame.aspx?sourcedoc={6EC30F96-FADC-4834-8960-DA8F880FD6C6}&amp;file=IRI%20Indonesia%20Subgrant%20Budget%201-27-15.xlsx&amp;action=default">https://iriglobal.sharepoint.com/pa/asia/indonesia/_layouts/15/WopiFrame.aspx?sourcedoc={6EC30F96-FADC-4834-8960-DA8F880FD6C6}&amp;file=IRI%20Indonesia%20Subgrant%20Budget%201-27-15.xlsx&amp;action=default</a>
<b>Is IRI acquiring a good/ service or assisting an organization (purchase vs support)?*</b>		Acquiring a service.
<b>Explain why this agreement is needed:</b>		The tax process in Indonesia is such that monthly reports and submissions are necessary, as well as an annual report - on income tax, withholding tax, and VAT.
<b>Timeline:</b> Questions due:		February 10, 2016

\*If this is acquisition, IRI will own any materials and intellectual property produced. If this is assistance, IRI is awarding funds to support the winning bidder and the winner owns all materials produced.

Proposals due:	February 20 2016
Notification of selection on:	February 25, 2016
Period of performance:	Start Date: March 1, 2016; End Date: February 28, 2018
<b>Program Background:</b> Provide program(s) description to give bidders background for the work they will do.	IRI has a five year subaward from IFES to implement a women's political empowerment program in four provinces across Indonesia. In order to conduct this work IRI has employed seven local staff in Indonesia to assist in the implementation of this program.
<b>Scope of Work and Deliverables:</b> Write out the full scope of the work to be completed and any specific results or proof of results to be delivered. If you would like to include options in the contract (see the procurement policy), it should be noted here. If using options, include separate written justification for use of options (see the procurement policy) This will become the Scope of Work and Deliverables in the Agreement.	<p>An Indonesian-based tax consultant to prepare monthly and annual tax reports and submissions for a U.S. based non-profit organization.</p> <p>The consultant must prepare monthly tax reports:</p> <ul style="list-style-type: none"> <li>• Employee income tax</li> <li>• Withholding tax <ul style="list-style-type: none"> <li>○ Article 4 - 2</li> <li>○ Article 23</li> </ul> </li> </ul> <p>And the Annual income tax report, as well as any other taxes that become due or relevant in the course of the contract.</p> <p>Under authorization of IRI, the consultant will act as signer of the project's tax returns. They are also responsible to facilitate communication between IRI Indonesia and the Indonesian Tax Office regarding any questions, follow up, audits, etc.</p> <p>Provide advice and consultations as needed for IRI Indonesia staff. The tax consultant can provide this advice in English.</p> <p>Preferable but not required: Experience working with foreign NGO's.</p> <p>Process for early termination of service, by IRI, and any applicable fees that may result. (Change in registration status, Force majeure, unforeseen change in grant funding, closing of embassy, cessation of diplomatic relations, natural disaster...)</p>
<b>Price Application Requirements:</b> How do you want the price presented? What currency will the contract be awarded in? Do you want costs broken down by deliverables? Cost categories? Hours or days? If there are specific costs you would like outlined, please list those here.	<p>The contract will be awarded in Indonesian Rupiah per Indonesian law.</p> <p>We would like the quoted price to be presented as: Price per quarter; or Price per month</p> <p>Invoiced quarterly.</p>
<b>Attachment and Formatting Requirements:</b>	One submission, addressing all criteria above, in English.

Page limit, font, font size, attachment requirements, graphics, etc.	
<p><b>Evaluation Criteria:</b>          If the winner will be <u>the lowest price bid that is technically acceptable</u>, state only that here.          Otherwise, assign values to each proposal requirement that must be met. Values should total 100 points. List under each requirement the indicators that will be used in ranking the bid (in the form of statements).</p>	Lowest price that fulfills all necessary requirements

**CONTRACTS/SUBGRANTS USE ONLY:**

<b>Which mechanism will be used and why?</b>	
<b>Are sealed bids required &amp; why?</b>	