

**Request for Proposal (RFP)**  
**for**  
**Accounting, audit, taxation, legal and**  
**other ancillary services**

Ref: MABD/ADM/COMM/0622/001

Issue Date: 23 June 2022

Proposal Submission Last Date: 07 July2022, before 4.00PM

BBC Media Action  
South Breeze Centre (5th Floor)  
House 5, Road 11, Block G, Banani  
Dhaka-1213, Bangladesh  
Telephone: (02) 55042184

## Proposal Data Sheet

The Client is: <b>BBC Media Action – Bangladesh Branch Office</b> <b>Represented by:</b> Md. Al Mamun, Country Director
The identification of the Request for Proposal is:  Ref No: <b>MABD/ADM/COMM/0622/001</b> Date of Issue: <b>23 June 2022</b>
The Method of selection is: Quality and Cost Based Selection (QCBS)
<b>Purpose:</b>  BBC Media Action is soliciting proposals from Chartered Accountant firms for the provision of BBC Media Action's Bangladesh Branch office accounting, statutory audit, legal, taxation and other ancillary services in accordance with generally accepted auditing and accounting standards and in compliance with Bangladesh laws, regulations, acts and rules.
<b>Contract Period:</b> initially for minimum 1 (one) year from 01 August 2022 with possibility of extension subject to satisfactory performance of the professional services.
<b>Deliverables:</b>  The contracted firm should provide the followings services – <ol style="list-style-type: none"> <li>1. Preparing financial statements and annual statutory audit of the branch office and statutory audit of the Employees Gratuity Fund</li> <li>2. Income Tax and VAT planning, preparing and submission of income tax return and assessment</li> <li>3. Legal secretarial and other services</li> </ol>
<b>The response for Proposal:</b>  The response to this RFP should be submitted in the following 2 folds method separately: <ol style="list-style-type: none"> <li><b>i. Technical Proposal:</b> Please send your Technical Proposal in a sealed envelope, duly marking the envelope as <b>TECHNICAL PROPOSAL</b> in 1 Hard Copy.</li> <li><b>ii. Financial Proposal:</b> Please send your Financial Proposal in another separate sealed envelope, duly marking the envelope as <b>FINANCIAL PROPOSAL</b>.</li> </ol>

Both the sealed technical and financial proposal envelopes need to be submitted in a sealed **OUTER ENVELOPE** that should be duly marked as follows:

**‘Accounting, audit, taxation, legal and other ancillary services’  
RFQ Ref: MABD/ADM/COMM/0622/001**

**Proposal Submission Place:**

Please submit your sealed proposal Reception Desk, BBC Media Action, South Breeze Centre (5<sup>th</sup> Floor), House 5, Road 11, Block G, Banani, Dhaka - 1213, Bangladesh

**On or before 7 July 2022; 4:00 PM.**

**NB: Friday & Saturday** our office is weekend so please avoid the closing date to submit your proposal.

**Documents to be submitted with the Technical Proposal:**

1. Legal documents:
  - Updated practicing certificates from the ICAB
  - Partners’ practicing certificate
  - eTIN and BIN
  - Updated Trade Licence
  - Evidence of international affiliation, if any
2. Brief profile of the firm with references to experiences that are relevant to the services described in the Terms of Reference (TOR).
3. Proposed team composition to provide specific services as mentioned in the ToR along with brief team members profile.
4. Any other relevant documents that will best illustrate the firm’s profile shall be highly appreciated.

**Documents to be submitted with the Financial Proposal:**

1. Completed financial proposal duly signed in the attached ‘Financial Template’ in Annex A’ in Bangladesh Taka Currency.
2. Financial proposal shall include AIT and VAT and any other charges.
3. Financial offer shall valid for at least two years.

**General Terms and Conditions:**

1. Response to this RFP need to be signed by an authorised signatory and submitted no later than 7 July 2022 before 4.00pm.
2. This RFP and receiving the response to this RFP shall not legally obligate BBC Media Action to award a contract or issuing purchase order. BBC Media Action reserves the right to accept or reject any or none of the proposals without providing any explanation. BBC Media Action will not reimburse or compensate anything to any of the responder for any costs that may incur during preparation and submission of the response to this RFP.
3. The proposal should be valid for two years from the closing date of this RFP.

**Contract will be awarded to** one chartered accountancy firm based on the response to the RFP and evaluation of the proposal.

**Vendor Selection:**

The submitted proposal that complies with all the terms and conditions of the Proposal Data Sheet and Terms of Reference (ToR) of this RFP shall be selected for evaluation and assessment.

**Evaluation and Comparison of Proposals:**

A two-stage procedure to be followed for evaluating and assessing the proposals. Evaluation of the technical proposal will be completed prior to any financial proposal being opened and compared. The financial proposal will be opened after concluding evaluation of the technical proposals.

In the second stage, the financial proposals shall be evaluated only those technical proposals that were selected and accepted considering the completeness and compliance of the submission of technical proposal as per the Proposal Data Sheet and ToR of this RFP.

**Calculation error adjustment:**

Any discrepancy between the unit price and the total price shall be re-computed by BBC Media Action. The unit price shall prevail, and the total of the financial offer shall be corrected, and respondent shall accept final price offer corrected by BBC Media Action.

If VAT & AIT and other indirect calculation is not shown or not mentioned, will be considered as all taxes inclusive prices.

## **Terms of Reference**

### **For Accounting, audit, taxation, legal and other ancillary services**

#### **About BBC Media Action**

BBC Media Action was founded in 1999 by the BBC as its international development charity. We apply the editorial standards of the BBC, build on its values and often work closely with the BBC World Service and other BBC departments. However, we are legally and financially independent and work to a distinct mission. Originally known as BBC World Service Trust, we changed our name to BBC Media Action in December 2011. Our work and projects are supported from our generous donors – governments, foundations, corporations and individuals.

Through its Media Development and Development Communications Groups, BBC Media Action works around the world to:

- raise awareness of development issues among mass audiences and opinion-leaders
- influence awareness, attitudes and behaviour amongst less privileged communities through a wide range of educational programming
- build capacity in the media sector in developing and transitional countries

BBC Media Action reaches more than 100 million people a year through local broadcast partners, BBC channels, online, mobile and print platforms and through interpersonal communication. We are currently delivering projects in 28 countries, including in Bangladesh.

BBC Media Action has been working in development projects in Bangladesh since 2005. Our presence in Bangladesh has given us a well-developed understanding of Bangladeshi audiences and significant experience of producing and evaluating media content on a range of issues to diverse target audiences.

BBC Media Action is registered as charity with Charity Commission in the UK and incorporated as a company limited by guarantee with the Registrar of Companies for England and Wales. In Bangladesh we are operating as branch office of our UK Company under the permission from the Bangladesh Investment Development Authority (BIDA).

#### **Management of BBC Media Action**

BBC Media Action is governed by a Board of Trustees. The Board can have a maximum of fifteen members of whom the majority are nominated by the BBC. The Board may set up subcommittees as needed. The Finance and Audit subcommittee has oversight of the financial and risk management of the charity and reports to the Board of Trustees.

Our senior management team is based in London, while country programmes are headed by a Country Director.

**Purpose of the RFP**

BBC Media Action is soliciting proposals from Chartered Accountant firms for the provision of BBC Media Action's Bangladesh Branch office accounting, statutory audit, legal, taxation and other ancillary services in accordance with generally accepted auditing and accounting standards and in compliance with Bangladesh laws, regulations, acts and rules for minimum of one year. Subject to satisfactory performance of the professional services by the Chartered Accountant firm, the tenure of the contract may be extended, if mutually agreeable to both the parties.

**Scope and Deliverables:****Preparing financial statements and annual statutory audit of the branch office and statutory audit of the Employees Gratuity Fund**

- Preparation of quarterly financial statement, conducting quarterly audit and submission the same to BOI and authorized dealer of Bangladesh Bank.
- Preparation of annual financial statements
- Conducting annual statutory audit of the branch office
- Conducting statutory audit of the Employees Gratuity Fund

**Income Tax and VAT planning, preparing and submission of income tax return and assessment**

- Preparation and submission of branch office's income tax return and obtain annual income tax clearance certificate
- Preparation and filling of monthly statements of tax deducted or collected at source from payment of salaries (Local) under Rule 21 of the Income Tax Rule (ITR) 1984 with the income tax authority
- Preparation and filling of monthly statements of tax deducted or collected at source from payment of salaries (Expatriate) under Rule 21 of the Income Tax Rule (ITR) 1984 with the income tax authority
- Preparation and filling of monthly statements of tax deducted or collected at source from payment of suppliers under Rule 18 of the of the Income Tax Rule (ITR) 1984 with the income tax authority
- Preparation and submission of branch office's half yearly withholding tax return U/S 75A of ITO 1984.
- Preparation and submission of branch office's Annual information Return U/S 75B of ITO 1984
- Preparing and filing of Annual Return of payroll of the employees as required under Section 108 of the Income Tax Ordinance with the tax authority.
- Information regarding filing of return by employees as required under Section 108A of the ITO, 1984

- Preparation and submission of branch office's monthly VAT return to concerned VAT authorities.
- Obtaining Taxpayers Identification Number (TIN) or renewal as applicable from the income tax authorities for the expatriate employees.
- Prepare expatriate staff income tax calculation, submission of income tax return and obtain Tax Clearance Certificate.
- Advise on local employee salary tax and tax deduction on sources including staff tax related services as appropriate
- Prepare and submission of the Annual Transfer Pricing documentation certification under the Rule 73 of Income Tax Rules, 1984

**Secretarial and other services:**

- Obtaining renewal of Branch Office permission from BIDA
- Name & Address change permission from BIDA as when required
- Services relates to change in BIDA Branch Office permission
- Renewal of 18B permission for remittance inward from Bangladesh Bank
- Obtaining E-visa recommendation letter for expatriate staff members
- Obtaining work permit for expatriate employee
- Obtaining Security Clearance for expatriate employee
- Obtaining three months or six months visa extension with unlimited journey for the expatriate's each family member.
- Obtaining one year multiple visa extension with unlimited journey for the expatriate's each family member
- Amendment of work permit
- Dependent SB clearance
- SB registration
- Cancellation of Visa for expatriate employee
- Cancellation of work permit for expatriate employee
- When applicable, obtaining permission for Branch Office's outward remittance from Bangladesh Bank
- Trade License renewal and , name & address changes where applicable, from Dhaka City Corporation
- Issuing Certification of non- vat reclaim status for the Branch Office
- Obtaining clause 7 (seven) exemption permission from concern authority (if required)

- Obtaining clause 8 (eight) exemption permission from concern authority (if required)

**Reimbursable cost**

Any Government fees and charges are reimbursable at actual by BBC Media Action where the charges shall be primarily paid by the service provider and shall be reimbursed with service provider invoices upon providing actual receipts or official evidence of payment of government fees and charges.

**Timeline**

Activities	Dates
RFP circulation	23 June 22
Proposal Submission	7 July 22
Pre agreement meeting	20 July 22
Contract Signing by	30 July 22

Please contact the undersigned for any clarification you may need while preparing the proposal.

With thanks

On behalf of BBC Media Action

Suvasish Das

Administration Officer

Mobile: +88 01748926067

Email: [Suvasish.das@bd.bbcmmediaaction.org](mailto:Suvasish.das@bd.bbcmmediaaction.org)

Correspondence address: BBC Media Action, South Breeze Centre (5th Floor)

House 5, Road 11, Block G, Banani, Dhaka-1213, Bangladesh.