

79212000 SERVICES CONTRACT NOTICE OPEN Procedure

Auditing services

1. PROCURING ENTITY

Name:	Belize Tax Service Department		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Inland Revenue Tax Administration		
Address:	Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City		
Internet Address:	http://bts.gov.bz		
Telephone:	6004896	E-mail:	Info@bts.gov.bz

Contact person in charge:

Name, Last Name:	Stephanie Pouchie		
Telephone:		E-mail:	stephanie.pouchie@mof.gov.bz

Responsible officer filling the form(if different)

Name, Last Name:	Stephanie Pouchie		
Telephone:	+501 2225074	E-mail:	Stephanie.Pouchie@mof.gov.bz

E-mail of the service from which additional information may be obtained (if different):

Internet address of the service from which additional information may be obtained (if different):

Where appropriate, is any other form of joint procurement involved:

2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

3. PROCUREMENT NUMBER

Procurement Number:

WBS# 2.4.1

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. DESCRIPTION OF THE PROCUREMENT

Nature and extent of services (short description of contract). Where appropriate, description of any options

The consulting services ("the services") includes the contracting of a consulting firm for a period of ten (10) months to Prepare and Implement a New Audit Model, making use of the range examination and risk-based techniques (to include analytic tools for audit). The main activities of the consultancy includes:

1. To assess the status of BTSD taxpayer audit strategies and operations for all tax type.
2. To review the Audit Division organization and resources, as well as the staff skills
3. To suggest the strategy for centralization/decentralization of the audit
4. To propose a new organization area (if required)
5. To propose the staff composition by area and by location
6. To propose the different audit programs taking into consideration taxpayer segments and different audit locations (central, districts).
7. To propose a system of massive audit based on IT verification of returns against risk factors and third-party information. The selected cases should be resolved very quickly (4 cases a day) as they are based on firm verification.
8. To propose modern analytic tools suitable for Belize's environment by conducting a SWOT analysis to support the audit work.
9. Once the proposal on the modern analytic tool is approved, the consulting firm will procure, implement, and train auditors in its utilization.
10. To conduct Pilot audit with the audit team to plan, execute and report on randomly selected taxpayers.

5. CPV CODES

Main CPV code:

79212000 - Auditing services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Belize Tax Service, Mahogany Street, BZC

7. ESTIMATED VALUE OF THE CONTRACT(this information shall not be published):

8. VARIANTS ADMITTED

yes no

9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:

From:

To:

Or

Duration:

10

months

10. CONDITIONS FOR PARTICIPATION

Expression of Interest package should contain:

(i) Document explaining interest, experience, and competence of the consulting firm.

(ii) Firms experience in the assignment of similar consultancy services during the past five years. Description of similar assignments specifying start and end dates of assignments.

(iii) Firms evidence of past jobs.
 (iv) Two references
 (v) Proof of nationality: Copy of certificate of incorporation and information of shareholders of company specifying the shares owned by each respective shareholder of the company.
 Additional documentation required for National Consultants:
 (vi) Copy of Certificate of Good Standing from Belize Company Registry
 (vii) Copy of Certificate of Good Standing from the Social Security Board
 (viii) Copy of Certificate of Good Standing from the Belize Tax Service Department
 (ix) Current Trade License
 Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:

The Consulting firm should have a minimum of five (5) years' experience in Tax Administration Taxpayer Audit and Risk Analysis. As well as a strong expertise in the use of modern analytic tools. The Consulting firm should prove its expertise in Tax Administration audit, risk analysis and Business Strategy (supporting business and organization goals).

12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.

The Ministry of Finance now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested eligible Consultants must submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services (brochures, description of similar assignments specifying start and end dates of assignments, experience in similar conditions, availability of appropriate skills, etc.). The term "consultant" means a legally-established professional consulting firm or an entity that may provide the services.

13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:

Bids per Participant:	<input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All
Awards per Successful Participant:	<input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All

14. TIME LIMITS for receipt of tenders

25/06/2021 04:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

24/06/2021

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address:

City:

ZIP Code:

Country:

URL:

<http://www.bts.gov.bz>**17. TENDER OPENING**

Duration during which the tenderer must maintain its tender. Duration (in days):

Date for the opening of tenders:

30/06/2021

Time for the opening of tenders:

00:00

Place for the opening of tenders:

N/A

Persons authorized to be present at such opening

N/A

18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP

EN	NL	FR
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).

20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

21. DATE OF DISPATCH OF THE NOTICE

10/06/2021

22. ANY OTHER RELEVANT INFORMATION

Further information can be obtained at the address below during office hours Monday to Friday 8:30 a.m. to 4:30 p.m. Expressions of interest must be delivered via direct mail or e-mail at the address indicated below by 4:00 p.m. (Belize local time) on Friday June 25, 2021.

Interested consulting firms are asked to submit their expression of interest via e-mail to Michelle.Longsworth@bts.gov.bz marked STAP- Consulting Firm to Prepare and Implement a New Audit Model in the subject header, or submit on or before 4:00 p.m. (Belize local time) on Friday June 25, 2021 to the following address:

Director General
Belize Tax Service Department
Strengthening of Tax Administration Project
Charles Bartlett Hyde Building
Mahogany Street, Belize City
Tel: 501-222-5114

For clarifications kindly contact:
Project Coordinator
Project Executing Unit
Strengthening of Tax Administration Project
Charles Bartlett Hyde Building
Mahogany Street, Belize City
Tel: 501-222-5114/E-mail: gisel.correa@mof.gov.bz