

PROJECT: PROCUREMENT OF SERVICES OF A TAX CONSULTANT

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	With regard to the Maximum Approved Budget amounting to PHP1,646,000, we understand that it is VAT inclusive. However, we would like to confirm if it is also inclusive of any reasonable out-of-pocket expenses ("OPE") to be incurred?	<p>The approved budget of the contract is P1,646,000.00. It includes VAT and all other out-of-pocket expenses.</p> <p>Form-02 Note 1 specifically states that, "Any bid exceeding the ABC of P1,646,000.00 (VAT inclusive) shall not be accepted".</p>
2	For the advice on the structure, are there any specific areas you would like us to cover? Moreover, kindly share with us the Company/Group structure.	<p>The scope of the project with regard to the tax structure is the implementation of the following taxes:</p> <ol style="list-style-type: none"> 1. Compensation Tax 2. As a withholding agent: Value Added Tax and Percentage Taxes; Expanded Withholding Tax; Final Withholding Tax 3. Documentary Stamp Tax 4. Output VAT 5. Other taxes/fees that the agency may be subjected to <p>Information about SSS:</p> <ul style="list-style-type: none"> • It is a government-owned and controlled corporation (GOCC) that is exempted from tax, legal process and lien (Sec. 16, RA 11199) • VAT exemption was repealed (Sec. 26(q), Train Law) • Exempt from Real Property Tax (BLGF Memo Circular No. 023-2018) • It is a withholding agent and considered a Large Taxpayer.
3	In conducting a tax compliance review, the submission of the relevant output will be dependent on the receipt or availability of the documents. Is it safe to assume that all requested documents will be made available at least a month before the suggested completion of the project (i.e., 120 calendar days from the receipt of the notice to proceed)? Otherwise, will the review be based only on whatever documents are available or provided within the said time frame?	<p>The review is intended to guide SSS on whether it is compliant with all the tax laws and how it is being implemented. Documents shall be made available within five (5) calendar days upon request.</p>

	Further, is our understanding correct that all outputs/deliverables as stated in Section V - Special Conditions of the Contract must be submitted on or before the 120th day from the notice to proceed?	The deliverables shall be submitted within 120 calendar days from receipt of the contract and notice to proceed. If not, liquidated damages in the amount of 1/10 of 1% of the cost of the unperformed portion for every day of delay until actual delivery or performance will be deducted from the Contract Price.
4	In relation to the Technical Document Requirement in item F and G Form-05: Statement of on-going government and private contracts, and Form-06: Statement of single largest completed contract similar to the project to be bid equivalent to at least 50% of the ABC), one of the requirements indicated in the forms is the name of the contact person and its contact details. We would like to confirm if it is referring to the prospective bidder's contact person assigned to the contracts or the contact person of the prospective bidder's clients related to the on-going/completed government contracts and private contracts.	For both Form-05 and Form-06 the contact person of the prospective bidder's clients related to the on-going/completed government contracts and private contracts.
5	In relation to the Technical document requirement in item F (statement of prospective bidder of all its ongoing government and private contracts), private contracts are confidential documents. May we know if the description or nature of services rendered suffice your requirement? Also, what types of private contracts must be included here?	As cited in the pre-bid conference, all contracts shall be disclosed including the contact persons and details.
6	In relation to the submission of the resume of the personnel who will be part of the project, are we required to submit the resume of all team members including staff or we can submit only the authorized representative and assigned manager/s CVs? Note that during the course of the review or project, there might be additional staff or members to the team. Kindly advise if the team members shall be finalized before submission of the bid/proposal.	Submit the resume of all team members. In case of changes, submit resume of new team members.
7	For the required attachments/annexes in relation to Technical Specifications, will a template of a request for tax exemption or of a tax manual suffice the requirement? Kindly note that	The bidder shall submit a sample of a request for tax exemption and a sample of a tax manual. The bidder may redact confidential information in said documents, if needed.

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	these deliverables are proprietary in nature.	
8	Will a scanned copy of the PhilGEPS Registration Certificate suffice your requirement or does it have to be a certified true copy?	PhilGEPS Certificate of Registration must be certified true copy.
9	In relation to the Technical documents requirement in item J (Duly signed Omnibus Sworn Statement), is our understanding correct that the submission of Omnibus Sworn Statement shall be accompanied by Notarized Secretary's Certificate only (for general professional partnerships); thus, the Special Power of Attorney and the copy of Authority to Notarize shall no longer be required?	Yes. The requirement is Secretary's Certificate or Special Power of Attorney whichever is applicable.

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