

Call for Letter of Expression of Interest for Service request

“Payroll, Tax and Social Security Contribution “

The wide range of services offered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

GIZ has a country office in Baghdad and implements projects in Central Iraq as well as the Kurdistan Region of Iraq.

Summary of the requested service:

The purpose of this call for expression of interest is to identify potential experienced consultancy firms with the required knowledge on payroll, taxes, and social security as well as for calculations and contingent reimbursement of sales tax and (international) VAT, and all other tax issues including levies during customs clearance

In order to check the current payroll, i.e., the tax base and rates, social security contributions, allowances, all kind of particular considerations in the calculation, forms and deadlines for tax declarations, and so on, GIZ will seek consultancy from tax specialists.

The contractor shall provide advisory on the following issues in both parts A & B with a written opinion in line with the relevant tax legislation in KRI ¹(Kurdistan Region of Iraq) and a reference to the corresponding legal provisions. He/she/they

- A.** Calculate the Personal Income Tax (PIT) and Social Security Contribution in KRI. Demonstrate payroll calculation, severance payments, currency exchange rates and all other requirements related.
- B.** Informing GIZ whether it is required to pay the accrued end's to KRI and FI² social security department office as well as informing about the requirements/process from KRI and FI to pay tax and SSC³ for all its employees in the future with explaining the tax and SSC procedure in KRI and FI and to provide the forms/templates required. The procedures and requirements to be provided through a training for GIZ staff on how to pay Tax and SSC. Furthermore, constant contact between the contractor and GIZ in order to Inform GIZ continuously on changes of the tax legislation with all other requirements related.

¹ KRI is referred to the Kurdistan Region of Iraq

² FI is referred to the Federal Iraq

³ SSC is referred to Social Security Contribution

Interested, companies, consultancy firms & individuals, are kindly requested to express their interest for the above-mentioned agreement, to send a Letter of Interest with the following documents:

✓ **For Interested Companies, Please Submit:**

1. Introduction of the Company.

The company's profile should contain the following:

- a. **The business details** (the company, established date, Location addresses, phone numbers and email addresses).
 - b. **Description of business and the range of services implemented by the company (Reference of similar services).**
 - c. **CV of the consultant(s).**
 - d. **Certificates, awards, media/ news recognition, partnership (if any).**
2. Provide the copies of original Iraqi legal registration documents, all documents should be updated.
 3. Bank data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT).
 4. Provide a letter directed to GIZ exploring:
 - Your company is interested and will participate in the tender.
 - Full names of owner and representatives, with their signatures' samples.
 - The stamp sample.

✓ **For Interested Individuals, Please Submit:**

1. Master's degree in finance/Tax/Business Administrator or similar. Having a certificate as a CPA is an asset.
2. Minimum ten years' experience in tax, finance, and accounting consulting, calculation of payroll, PIT, and SSC, and preparation of the required forms for tax declarations.
3. Strong connections to the KRI tax authority office with open door to decision-makers and minimum five years' experience in payroll calculation, PIT and SSCs.
4. business fluency in English and Kurdish; Arabic is an asset.

Letter of Interest should be submitted with the following supporting documents:

- **CV with references**
- **A copy of national ID or Passport of the expert.**
- **Provide a letter addressed to GIZ indicating interest to work provide the required services**

This expression of interest is a market search for qualified companies & individuals and GIZ keeps the right for appropriate selection of the best qualified. After this expression of interest, the companies might be asked for more detailed information and the criteria of selection will be shared with all selected for future demand under this **“Payroll, Tax and Social Security Contribution”**.

Interested companies must submit above requirements and the full contact details via email to procurement.iraq@giz.de with the **email subject name:**

“Payroll, Tax and Social Security Contribution”

The deadline for submission is:

Sunday 16.04.2023

Before 14:00 PM local time.

Yours Sincerely,
Procurement and Contracting Unit
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E procurement.iraq@giz.de
I www.giz.de
