

## **Annex A.1 Term of References (ToR)**

### **SERVICE PROVISION SCOPE OF WORK**

The scope of work is:

- Initiate the process with tax department for document notification, start-up notification/attendance, and tax certificate process,
- Facilitate the registration process to the Union of Chambers of Arts and Craftsmen (Chamber Registration) and/ or Chambers of commerce, and the registration to the Provincial Chamber of Arts and Craftsmen,
- Follow-up on file open-close operations to employ workers in the Social Security Institution, Support in applying for a work permit in the Ministry of family, labor and social services as well as obtaining E- Signatures on behalf of MSME owners,
- Assist in preparation the Simple Procedural Income Tax and real procedural income tax and limited company Declaration for 1-year period (following the starting date notified to tax department) and sending it to the tax office on behalf of MSME and entrepreneurs,
- Facilitate the acquisition of opening and operating license transactions from the relevant municipality on the business department,
- Finish all businesses registration processes during maximum time of two months,

### **TIMEFRAME**

The agreement is valid for 1 year after signature.

### **ETHICAL CONSIDERATIONS**

Any service provided on behalf of DRC should adhere to basic ethical considerations (detailed description may be found in DRC Code of Ethics annexed to the tender case). This includes, but not limited to, the do no harm principle, informed consent, etc. Additionally, service provider should adhere to DRC's policies pertinent to the nature of this service including safety and code of conduct.

### **ROLE OF THE SERVICE PROVIDER**

- The service provider will lead and be responsible to register entrepreneurs and MSME in the Tax Department starting from work statement and provide full scope of support, which include but not limited to: document notification, start-up notification/attendance and tax certificate process.
- The service provider will lead and be responsible for all operations related to registering entrepreneurs and MSME in the Union of Chambers of Arts and Craftsmen (Chamber Registration) and/or Chambers of Commerce, and the registration to the Provincial Chamber of Arts and Craftsmen,
- The service provider will be responsible for leading and facilitating the acquisition of opening and operating license transactions from the relevant municipality on the business department.
- The service provider will be responsible for filing of open-close operations to employ workers in Social Security Institution to entrepreneurs and MSME.
- The service provider will lead and be responsible for applying for a work permit for entrepreneurs and MSME in the ministry of family, labor and social services and obtain E- Signature for entrepreneurs and MSME.
- The service provider will be responsible for providing the Monthly invoice (income-expense) follow-up transactions (processing) related to entrepreneurs and MSME for one-year financial calendar.

- The service provider will be responsible for preparing the Simple Procedural Income Tax as well as real procedural income tax and limited company registration declaration for 1-year period (following the starting date) and sending it to the tax office to entrepreneurs and MSME.
- The service provider will have to attend a biweekly progress meeting with DRC to give an update about the registration process case by case.
- The service provider will have to provide accredited invoices covering all the business registrations' related taxes and fees.
- The service provider will have to provide all the technical support needed by accompaniment of an entitled accountant with the entrepreneurs and MSMEs in each location at all the stages after no more than 3 days of the notification for initiating each stage by DRC.

#### **ROLE OF DRC TURKEY**

- DRC Team will identify the list of entrepreneurs and MSME to be registered,
- Provide all the relevant documents from entrepreneurs and MSME such copies of identification cards, rent contracts of shops, etc.
- Observe all registration process,
- Collect a copy of the registration papers and invoices for the entrepreneurs and MSME,
- Cover expenses related to registration of entrepreneurs and MSME such as Tax, Chambers of Commerce, E- Signature, work permit and municipality license fees.

#### **WORKFLOW/PAYMENT MODALITY**

The service provider shall be responsible for the payment of all official fees and expenses incurred in the process of providing accounting and registration services. The amount paid shall be reimbursed to the service provider within five days of the submission of the official invoices to DRC.

#### **SERVICE PROVIDER PROFILE**

The service provider is expected to meet the following criteria to be eligible:

- At a minimum one staff has a bachelor degree in accountancy;
- Has a capacity to deal with minimum 7 registering entrepreneurs and MSME in the same time in one location;
- At least three (3) year experience in registering entrepreneurs and MSME in Turkey;
- Should have a valid registration with the chamber of freelance accountants;
- Should have an administrative office/branch/business partner and valid registration in all the four provinces Hatay, Şanlıurfa, Kilis, and Kahramanmaraş;
- Experience in registering entrepreneurs and MSME in Hatay, Şanlıurfa, Kilis, and Kahramanmaraş in all governmental institutes and chambers;
- Fluency in Turkish and Arabic (oral and writing skills), English knowledge is a strong asset;

#### **TECHNICAL PROPOSAL**

- A cover letter of no more than 3 pages introducing the service provider and how their experiences, skills and competencies meet the expected qualifications
- Methodology outline for the processes detail technical process for the registration of entrepreneurs and MSME in Turkey.
- Contact to at least three referees (with phone number and email address) for similar services provided in the past.

**FINANCIAL PROPOSAL**

- A quote of fees of registering one entrepreneur OR MSME in Turkey in TRY (registration on: tax department, Union of Chambers of Arts and Craftsmen (Chamber Registration) and/ or Chambers of commerce, Social Security Institution, work permit in the Ministry of family, get the E- Signature and municipality on the business department)
- Fees for providing accountancy services (bookkeeping, tax statement, SGK follow-up etc) for simple-taxed and real-taxed for entrepreneurs and MSME for one-year financial calendar.
- DRC will not cover insurance, domestic travel as well as other costs related to the service

**EVALUATION AND AWARD OF SERVICE PROVISION**

DRC will evaluate the proposals and award the contract based on technical soundness (40%) and financial feasibility (60%). DRC reserves the right to accept or reject any proposals received.

The technical criteria for this RFQ and their weighting in the technical evaluation are;

<b>Technical Criteria #</b>	<b>Technical Criteria</b>	<b>Weighting in Technical Evaluation</b>
<b>1</b>	Alignment of Technical Skills with the Requested Service	7 Points
<b>2</b>	Clarity of the Methodology	6 Points
<b>3</b>	Timeframe Proposed for One Registration	10 Points
<b>4</b>	Past Experience	7 Points
<b>5</b>	Language Skills (Arabic)	10 Points
<b>#</b>	<b>Technical Evaluation Sub-Total</b>	<b>40 Points</b>

**Minimum passing technical score shall be 25 out of 40.**

**IMPORTANT INFORMATION REGARDING THIS RFQ**

- This RFQ is launched for the purpose of establishing a framework agreement with the supplier for the provision of the Accountancy and Registration Services for Entrepreneurs and MSMEs in Hatay, Şanlıurfa, Kilis and Kahramanmaraş for period of 12 months. An extension additional up to 12 months to the framework agreement can be made upon satisfactory performance of the service provider and if both parties agree.
- DRC is targeting to receive the accountancy and registration services for 200-350 Entrepreneurs and MSMEs in Hatay, Kilis, Şanlıurfa and Kahramanmaraş for the period of the forthcoming framework agreement.
- A framework agreement is not binding DRC to place any purchase orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.
- Time frame for initiating the first step of the process will be maximum 5 working days after receiving the order from DRC and it will be 40 calendar days for the completion of overall process. DRC reserves the right to cancel the contract if supplier fails.
- All services shall be inclusive of all taxes.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed material.