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DB Reference N°: IDB-P945821-03/22

Country: Belize

Institution: Inter-American Development Bank

Sector: Fiscal and Taxation, Information and Communications Technology, General - Public Sector Management

Deadline: 2022-04-08T00:00:00.00-04:00

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Loan N°./Financing: 4839/OC-BL

Project: Strengthening of Tax Administration (STA) (BL-L1031)

Title: Consultancy Firm to prepare and implement a Taxpayer Account Model to allow for fast taxpayer centric overview

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Borrower/Bid No:

STRENGTHENING OF TAX ADMINISTRATION PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Firm to prepare and implement a Taxpayer Account Model to allow for fast taxpayer centric overview

Institution: The Ministry of Finance (MOF)

Country: Belize

Project: Strengthening of Tax Administration (STA)

Abstract: Consulting Services – Consultancy Firm to prepare and implement a Taxpayer Account Model to allow for fast taxpayer centric overview

Loan No.: 4839/OC-BL

Deadline: April 8, 2022, Belize Local Time

The Government of Belize (GOB) has received financing from the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled "Strengthening of Tax Administration" (BL-L1031). Through this project, the Belize Tax Service Department (BTSD) has procured a Modern Integrated Tax Administration System (the Revenue Management System (RMS)) and is presently in the implementation process. This new system will be used in the management of the Belize Tax Administration.

The consulting services ("the services") includes the contracting of a Consultancy Firm for a period of six (6) months. The main activity of the consultancy includes:

1. To assess the current situation of BTDS taxpayer account in Integrated Tax Administration System (ITAS).
2. Develop a model for a new taxpayer account in ITAS. The model should specify the entities dealing with the taxpayer account, the information that flows to and from the account, and the transactions that will be allowed with the taxpayer account (e.g., debt from tax returns, debts from refunds, debts from adjustments, debts from audits, debts from payment by instalment agreements, credits from regular payment, credits for adjustments in appeals cases, credit from payments of payment by instalment agreements, etc.). The account will be organized by Taxpayer Identification Numbers (TIN), tax type and period
3. Define the procedures for taxpayer access to his account via Internet
4. Define which transactions taxpayers would be allowed to perform through the Internet
5. Define the changes to be made in ITAS for the introduction of the new model
6. Prepare the taxpayer account manual
7. Implement the new taxpayer centric current account
8. Train BTS staff in the new taxpayer account design and operation

The Consultancy Firm should have a minimum of five (5) years' relevant working experience in the following areas:

- Designing modern taxpayer account
- Preparing taxpayer account procedures and manuals
- Training enforcement agents in taxpayer account;

As well as minimum of five (5) relevant working experience in enforcement of arrears payment and design of modern taxpayer current account. In addition, the Consulting firm should have at least three (3) years of previous experience conducting consultancies to countries implementing modern taxpayer accounts.

The Ministry of Finance now invites eligible Consultancy 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 (description of similar assignments specifying start and end dates of assignments, experience in similar conditions, availability of appropriate skills, etc.).

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. (These includes letters from the respective client on the job (s) carried out, or a copy of contract or agreement with the client including copy of the TOR).

iv. Two references
v. Proof of nationality: Copy of certificate of incorporation, information of shareholders of company specifying the shares owned by each respective shareholder of the company and a copy of documentation of nationality of the shareholders 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
ix. Copy of Current Trade License

The total estimated contract price for this consultancy inclusive of taxes is **US $133,555.00.**

A Consulting firm will be selected in accordance with the Quality and Cost - Based Selection (QCBS) procurement method set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank* (GN-2350-15, May 2019 edition) and is open to all eligible consultants as defined in the IDB policies. The selection of the successful firm will be based on a competitive process among short-listed firms that takes into account the quality of the proposal and the cost of the service. **Only the short-listed firms will be notified and will be asked to submit a technical and price proposal.**

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.

Further information can be obtained at the address below during office hours Monday to Friday 8:00 a.m. to 3:30 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 April 8, 2022.

Interested eligible Consultants are asked to submit their expression of interest via e-mail to **Michelle.Longsworth@bts.gov.bz** marked STAP- Consultancy Firm to prepare and implement a Taxpayer Account Model to allow for fast taxpayer centric overview in the subject header, or submit on or before 4:00 p.m. (Belize local time) on Friday April 8 , 2022 to the following address:

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Officer

Project Executing Unit

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114/E-mail: Ian.Ramirez@mof.gov.bz

Attachments:

https://devbusiness.un.org/system/files/Request%20for%20EOI%20-%20Prepare%20and%20Implement%20a%20Taxpayer%20Account%20Model%20to%20allow%20for%20fast