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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: Consulting Services – Consultancy Firm to prepare and implement the Belize Tax Service Department (BTSD) Enforcement Collection Model based on risk criteria

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Borrower/Bid No:

STRENGTHENING OF TAX ADMINISTRATION PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Firm to prepare and implement the Belize Tax Service Department (BTSD) Enforcement Collection Model based on risk criteria

Institution: The Ministry of Finance (MOF)

Country: Belize

Project: Strengthening of Tax Administration (STA)

Abstract: Consulting Services – Consultancy Firm to prepare and implement the Belize Tax Service Department (BTSD) Enforcement Collection Model based on risk criteria

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 authorities' concerns on the growth of the arrears balance are reflected in the BTSD strategic plan; "The stock of debt has been steadily increasing throughout the years, with the largest increase recorded between 2017 and 2018. The respective annual increases from 2016 to 2018 were 4%, 7% and 23%. There is a need to institute a mechanism to facilitate monitoring and timely enforcement actions to collect and recover revenues."

The consulting services ("the services") includes the contracting of a Consultancy Firm for a period of five (5) months. The main activity of the consultancy includes:

1. To assess the current situation of BTSD enforcement collection and review the organization and resources of the collection area as well as their skills
2. To assess the potential sources for information on taxpayer transactions and assets that could be used as arrears payments (Customs, social security, immovable property registration department, Bank accounts, City Council's Traffic Departments, etc.)
3. Propose a strategy for enforcement collections and prioritization based on risk analysis, define risk parameters and relevant mitigation measures as well as special procedures according to taxpayer segments
4. Establish a system of payment by instalment via Internet, with parameters defined by BTSD with payments through automatic debit in the taxpayer bank account and to freeze delinquent taxpayers' bank accounts via Internet
5. Establish rules for writing off uncollectable debts and modify ITAS to incorporate them
6. Update the BTSD Enforcement Collection manual defining the procedures to select the debts to be enforced, the task to collect the debt, the identification, and procedures to put a lien on debtors' properties, the rules, and procedures for agreements for payment by instalment, etc.
7. Propose performance indicators for monitoring the enforcement collection
8. Deliver workshops and train the collection staff in the new procedures
9. Implement the new procedures
10. Conduct Pilot with the designated BTSD staff to plan, execute and report on randomly selected taxpayers.

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

- Organizational development and design;
- Enforced arrears collections;
- Tax administration training

As well as minimum of five (5) years relevant assistance to tax administrations, particularly in the arrears collection areas. In addition, the Consultant firm should have at least three (3) years of previous experience specifically in conducting programs on arrears collection with the use of risk analysis techniques or similar programs and consultancies between the calendar years 2015 to 2020, as well as experience in Belize, and Caribbean environment.

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.). *The term "consultant" means a legally established professional consulting firm or an entity that may provide the services.*

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 the Belize Tax Service Department (BTSD) Enforcement Collection Model based on risk criteria in the subject header, or submit on or before 4:00 p.m. (Belize local time) 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-%20Enforcement%20Collection%20Model%20based%20on%20risk%20criteria%20%28Due%20April%208%