



Request for Tender

Purchasing Section/Mission	Hanoi
Contact Person	Alan McGreevey
Date of Request	26 August 2020
Closing Date for Receipt of Tenders	9 September 2020
Title of Tender	Accountancy Administration Services
Duration of Contract	6 months

Description of Services Required

1. Background/Overview

At the Embassy of Ireland in Vietnam, we work to promote a positive relationship between Ireland and Vietnam across a wide number of sectors. From the development of Irish economic and business interests in Vietnam to supporting Vietnam's development through experience sharing and technical support, the Embassy is focused on maintaining the excellent relationship between our two Governments, as well as helping the Irish community in South East Asia.

The Embassy is looking to engage a firm to provide Accountancy Administration Services for a six-month period, commencing in October 2020.

2. Specification/Requirements

The successful tenderer will assign a suitably qualified consultant to work with the Administration team at the Embassy in the delivery of the following services:

- Administrative support
- Preparation and processing of payments
- Preparation of monthly and annual accounts
- Management of Personal Income Tax (PIT), VAT and social insurance
- Assistance with internal and external audit matters

The consultant assigned to this role must have the following qualifications:

- Education and Training
 - University Degree in Accountancy or Finance
- Knowledge and Experience
 - Minimum of 3 years' experience in a similar role.
 - Experience with Vietnamese tax authorities and knowledge of tax code of Vietnam

- Skills
 - Language skills
 - Excellent language skills in both English and Vietnamese (written and spoken)
 - Organisation skills
 - Strong organisational skills and attention to detail
 - Computer literate in all Microsoft Office applications, particularly MS excel

3. Deliverables

On completion of this contract, the assigned consultant will have:

- Prepared and processed payments for the Embassy in a timely manner
- Assisted in the preparation of monthly and year-end receipts and payments schedules in line with financial procedures of the Embassy
- Prepared all returns in respect of Personal Income Tax (PIT), VAT and social insurance in a timely manner
- Assisted the Embassy on relevant internal and external audit matters
- Remained under the direct employment of the successful tenderer, and provided services to the Embassy under the instruction of the Embassy Finance Manager, or superior.

4. Selection Criteria

The purpose of these criteria is to determine whether a Tenderer (and proposed consultant) has the necessary technical and professional capacity to carry out the tasks. Tenderers who are not considered to have the required capacity will not proceed to the award phase. Tenderers must provide evidence in the submission of technical and professional capacity. Tenderers who do not provide the required detail, or who are judged, on the basis of the submission presented, not to have fulfilled the criteria specified below, will be excluded.

In respect of the contract which is the subject of this invitation to tender, the eligibility criteria are as follows:

- the tenderer must provide a letter stating clearly that the tenderer is committed to change the consultant within 5 working days if requested by the Embassy;
- the tenderer should have at least 5 (five) years' proven experience in providing accountancy services;
- the tenderer should have executed at least 5 (five) similar contracts;

5. Submission Requirements

Proposals must be submitted to the Embassy of Ireland in Hanoi by email. Your response e-mail should be clearly marked "Tender for Accountancy Services" in the subject field, and should be sent via email to irishembassyhanoi@dfanet.ie. Proposals **must be received by 4pm on 9 September 2020**.

Requests for clarification will be accepted up to **7 September 2020** and can be directed to minh.truong@dfanet.ie.

Tender Content

The proposal should provide the following information:

- a) Relevant technical experience of the firm

- b) Statement of understanding of the assignment
- c) Profile of consultant proposed for the assignment (including CVs of proposed consultants)
- d) Detailed quotation for service on monthly basis

Tenderers may be asked to attend the Embassy for a combined presentation and clarification interview. The presentation / clarification interview would provide the opportunity for the Embassy to clarify areas of the tender submission and the Tenderer to demonstrate the solution. This interview will be utilised to support the tender evaluation process. The Embassy will not be responsible for the cost of a meeting/presentation.

6. Award Criteria

The following award criteria will be used for selection purposes:

(a) Technical Criteria

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| 1. Technical capability of the proposed consultant | 20 points |
| 2. Relevant Experience consultant | 15 points |
| 3. Commitment to replace the consultant as required by Embassy | 20 points |
| 4. Understanding of requirements of tender | 10 points |

Maximum Technical Score **65 points**

A total of 65 points is the maximum mark awarded in this phase. Please note respondents may only proceed to the cost evaluation if they:

- Obtain 50% (32.5 marks) or more of the total available points in this section.
- Obtain a minimum of 50% or more of the points available for each individual criterion listed above.

(b) Financial Criteria

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| 1. Transparent Cost and fee rate structure | 35 points |
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Maximum financial Score **35 points**