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**Freetown City Council**

**Republic of Sierra Leone**

**REQUEST FOR PROPOSALS**

**Proposal Issue Date: May 22, 2019**

**Proposal Submittal Due Date: June 05, 2019**

**MUNICIPAL TAX COLLECTION SERVICES**

**FCC/ADMIN/RFP/008/2019**

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**Section 1. Letter of Invitation**

[*Name of Service Provider*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Date*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Freetown City Council (FCC) is requesting proposals from professional collection agencies (service provider) to provide collection enforcement services to facilitate payments on current and delinquent domestic and commercial municipal taxes owed to the Freetown City Council. The FCC needs are outlined in the following Request for Proposal (RFP): **FCC/ADMIN/RFP/008/2019**

2. A firm will be selected under QBS and procedures described in this RFP.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Service Providers

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract.

6. Please inform us, upon receipt:

(a) that you received the letter of invitation; and

(b) whether you will submit a proposal.

Yours sincerely,

[*insert: Signature, name, and title of* *Client’s representative*]

**Information to Service Providers**

1. **Summary of Service Needs**

**Purpose of Request**

The Freetown City Council (FCC) is requesting proposals from professional collection agencies (Service Provider) to provide collection enforcement services to facilitate payments on current and delinquent domestic and commercial municipal taxes owed to the Freetown City Council.

The FCC needs are outlined below and in the following Request for Proposal (RFP).

**Scope of Work**

The successful bidder will be involved in the collection of domestic and commercial municipal property taxes across one or more tax collection zones defined by the FCC of Freetown for both delinquent and current accounts. The current collection process for domestic and commercial tax collection in Freetown is conducted internally and will be outsourced to one or more Contractors for City-wide collection based on the below eight (8) tax collection areas (6 Wards per Block):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Lots** | **Description of Services** | **Wards** | **Location** |
| 1 | One (1) | Collection of Commercial and Domestic Property Tax | 399, 400, 401, 402, 403, 404 | Mylla,Turay Drive, up Pipe Line, Dele Kamara Drive, The Boundry from Ojuku, Slum, Mylla New Road, Tention Drive, Allen Town, Furniture New and Old Road, Tesco, Valcassel, Corner Streetone, Orogu Bridge, Upper Orogu, New Site, Close to Pipe Line, Temne Town, Amdus, Lower Orogu, Deeper Life, Madina GrassField, Kiosk Junction, Fulla Town, SembehWater, The Boundry from Ojuku, Slum, Mylla New Road, Tention Drive, Allen Town, Baboo College both Lower and both Upper Kemoh Street unto Old Furniture, Caritas, Streetadium Land, Old Road, From the Police Station, Sesay Lane, Old Road, Calaba Town, From Peace Avenue ACross the New Road Garage, From Ever Street Outlet across New Road, Part of Old Road, From Cemetery Road right to Huntingdon School Women in Crisis, From Water Street Old Road Cola Tree Field/ Bill Clinton School, From Old Road to South Africa plus entire MT Zion, Mayenkineh Village, Old Road Street, Turay Street, Kenneh Drive, Deen Drive, Bah Drive, Musa Street, Augustine Lane, Dust Field, Mayenkineh Hill, Alusine Street, Sesay Street, Kuyateh Drive, Lower Turay Drive, Lower Kenneh, Lower Bah Drive, Lower Musa Street, Main Motor Road, Mission Road, Battle Field, Sander Street, Pipe Line, Main Motor Road, Koroma Street, Koroma Lane, Lower Pipe Line, Sunday Street, Pamaronkoh Calaba Town, Frank Street, Pamarronkoh Calaba Town, Pamaronkoh, Calaba Town, Raymond Street, Calaba Town, Robis, Calaba Town, Alpha Calaba Town Terrace, Fullah Town, Robis Calaba Town, Poyo Bar, Calaba Town, Market Area, Space Community Blue House, Peter Lane, Mellon Street, Beccle Street, Crab Town, Bowen Street, Caulker Street, Philip Street, Pillar Street, Bottom Oku, Campbell Street, Palmer Street, Maxwell Street, Old Wharf Road, Joshua Street, Class One Street, Alpha Terrance, Wash Car Junction, OxfoRoad School, Alpha Terrace, Tassoh Island, Sogblama, Oku Town, Island, Kissy Town, Allen Town, Upper Gassama Street, Lower Gassama Street, Sixyenor Zone, Matokor Zone, Loko Town, Kamara Town, Golena Farm, Consider Lane Upper, Consider Lane Lower |
| 2 | Two (2) | Collection of Commercial and Domestic Property Tax | 405,406, 407, 408, 409, 410 | Water Street, Fornah Lane, Canton Street, Main Road Tombi Street, Estate Proper, Taylor Street, Wash Car Kaibara, Rogers, Upper Koya, Quarray, Kamadenton, Sandi Hall, Face to Face, Dollar House, Theo Junction, Calvary, Bambaworo, Washinto Quarry, Temne Town, Korombo Lane, Back of Chanrai Magnus Street, Maxwell Street, Palmer Street, Campbell and Piller Street, Philip Street, Cawker Street, Bowen Street, Beccles Street, Mellon Street and Clerk Street, Palm Bridge Market, Magnus Street, Maxwell Street, Pamer Street, Campbell Street and Philip Street, Off Philip Street, Main Philip Street, Up Beccles Street, Off Philip Street 2 and Mellon Community, Tia Road, Upper New Stead Lane, New Stead Lane, Alpha Lane, City Road, Wasemoon Street, Davies Street, Colrage Street, Don Garden, City Road, Jah Drive Vandy Street, Sankoh Street,Mundura Street, Mansaray Street, Yanka kanu Street, Kabba Street right, part of Jalloh Street, Suma Lane, Zubairu Street, Ha Roading Street, Mabel Brown Street, Mefleh Slum, Cain Tik Bai Bureh Road right, Cemetery Road, Mission Road, Sattia Lane, old R/Line, The entire Rokupa Wharf, City Road, Baibureh Road, City Road, Abdulai Lane, Bai Bureh Road , Zora Lane Portee Wharf , William Street, Whyse Moore Street, Down Benk Wharf, Bai Bureh to Wharf Road, Hill Top Junction, part of Tengbeh Town and Dura Town, Fullah Town, Loife Line Fence, laStreet Station, Water Well, Culvate Teneba Road, Loko Hill, Alhaji Abdul Sesay Farm Estate, Metchem, Comium Pole, Sorie Lane, Crowther Lane, Jalloh Lane, City Road Rokupa Junction, Damson Bridge, Rokupa, Junction, part of City Road, App School Market |
| 3 | Three (3) | Collection of Commercial and Domestic Property Tax | 411, 412,413, 414, 415, 416 | Bondo Water Community, Masanny Community, Harbor Community, Brima Town, Jalloh Terrace, CowyaRoad, back of Congress, Streeteven Water, City Road, Jalloh Terrace, Lower Nicole Terrace to Savage Street, Nicole Terrace, savage Street and Kamara Lane, Upper Savage Street and Upper Jalloh Terrace, Main Jalloh Terrace, DuStreet Field, CowyaRoad, City Road, Main Jalloh Terrace, Savage Street, Nicole Terrace, Nicole Street, Main Jalloh Terrace, Upper Savage Street, K'Turay Lane, Brima Lane, Dangim Bridge, Upper and Lower Brima Lane, Texaco Bai Bureh Road, Access Road, Wharf Road, Off Bai Bureh Road, Hamilton Street, Benk Quarray, Dawzin Lowcost Street, Zone 1 to 7,  Drive 1 to 9, Lower Thunder Hill to Middle Thunder Hill, Middle Thunder Hill to Upper Thunder Hill, Upper Thunder Hill to Bishop Gate, Hospital Road, Elizabeth Road, Queen Elizabeth Road, Afrikanus Road, Total Junction, Salt Factory, Africanus Road, Binkoloh, Hospital Road, Ferry Junction, Colbot, Pasonage Street, Bai Bureh Road, New Site, Kissy Bye Pass Road to Samuels Lane Old Road, Rose Street, Laden Street, NewcaStreetle Street Bridge, Whenzle Street, First Street, Hope Well Street, daris Street, First Street, Thompson Street, Black Hall Road to Kissy Mental, Davis Street, Falcom Street, Rose Street, Kissy Market, Lower Falcom Street, Percy Street, Salmon Metzger Street |
| 4 | Four (4) | Collection of Commercial and Domestic Property Tax | 417, 418, 419, 420, 421, 422 | Taylor Street, lunar Street, Williams Street, Kissy Byepass, Adulphur Street, Hook Street, Lower Lunar Street, Jones Street, Black Hall Road, Mende Church, Upper Taylor Street, Upper Hook Street, AFR Kanu Toyota, Alpha Molia, Metzeger Street, Arch Street, Belmon Street, Mende Church, Fisher Lane 1, Fisher Lane 2, main Kissy Byepass ,Kissy Brook, Bottom Mango Market, Enter Peace, Ferry Junction, Kissy Byepass 1, Kissy Byepass 2, Upper Taylor Street, Upper Mende Street, Hook Street, Cassel Farm, Up Water, Lower Up Water, Television Pole, Black Hall Road, Nicol Street, CSE Junction, Imam Sadiq Road, Brook Drive, Mondeh Hammer Road, From CSE Junction to Up Garden Road, Entire Sesay Lane and Kamanda Farm, From Boro Pit up to Dubai, From Sesay Lane Junction to Government Quarters, Central Moeba by Kankalay School & Moeba Hospital, Cline Town Community, Race Course Community, Kissy Brook Community, Ross Road Community, Kanikay Community, Culvate Community, Cline Street, Tokoy, Water-Na -Life, Pear Street, Ashobi Corner, Cold Water, Yandama Farm, Cold Street, Benz Garage, Coconut Farm, Quarray Community, Campbell Lane & Taylor Street, Canton Street, Abbott Street & Ansley land, Hagan Street Savage Square, Fly Street, orange Street, New Street and LambaRoad Street, From Kissy Road main Dan Street Junction to Davis Street, Kennedy Street, Alfred Street, Emmanuel Street & Ross Road |
| 5 | Five (5) | Collection of Commercial and Domestic Property Tax | 423,424, 425, 426,427, 428 | Rawani Street, Canteen Lane, Lucust Street, Easton Street, Green Lane and Green Street, Marshall Street, Pawnal Street, Patton Street, Hughes Lane, Malta Lane, Locust Street, Effort Lane, Fourah Bay Road, Lower Savage Square, Hughes Street, Easton Street Upper, East End Police, Upper Mill Street, Hagan Street, Lower Guard Street, Hagan Street, Mabella, Kingpolo Lower Mill Street, DurayaRoad, Magazine, Guard Street, Upper Magazine Cut, CPO Wharf, York Street, Lower Bambay, Fourah Bay Road, Bambay Street, Carew Street, Jenkin Street, Goree Street, Kissy Road, Patton Street, Bowl Street, Moa Wharf, Kissy Road, Kamanda Farm, Machambo Quarray Canal Bodwata, Farah Lane, Upper will Street, Ginger Hall, Manfred Lane, part of Savage Square, Betham Lane, Streetarco, Lemon Lane , Mount Aureol Terrace, Hamilton Lane, Leah Street and Lower will Street, Upper Mountain Cut Brocklyn Street, First Street and Wilson Street, Grant Street, Garber Lane, part of Kissy Road, Adarn Street, Peter Street, Fullah Street, Elk Street, Annie Walsh Street, Hadaradeen Street, Goderich Street, Upper Bambay Street, Will Street, Patton Street, Kendal Street, Upper own Street, Uppper Peterson Street, Pipe Line and Fullah Street, Fullah Town Community, Mountain City Community, Fire Stone Community, Peterson Street Community, Bambay Community, Bamb Road Community, Malamah Thomas Street., part of Fisher Street, Sawpit, Fisher Street., East Brook Street., East Brook Lane, Bambara Tong, Regent Road, Susan's Bay, Upper Mountain Cut, Southern Baker Yard, Soja Town, Tower Hill |
| 6 | Six (6) | Collection of Commercial and Domestic Property Tax | 429, 430, 431, 432, 433, 434 | Street, Robert Street, Brook Street, Upper brook Street, John Street, jones Street, williams Street, charles Street, Henry Street, WeStreet Street, thomas Street, point Street, part of dundas Street, Lewis Street, Kroo Street, Pademba Road, wellington Street, bathurStreet Street, liverpool Street, percival Street, Siaka Streetevns Street, walpole Street, lamina sankoh Street, Glouce Streeter Street, Lightfoot Boston Street, Garrison Street, Charlotte Street, Howe Street, Rawdon Street, Wilberforce Street, Wallace Johnson Street, George Street, Lower Malama Thomas Street and Surpit Falcon Bridge, Central Mosque, Lower Wilberforce Street, Lower Wallace Johnson Street, Bus Station Community, Government Wharf Community, Big Market, King Jimmy Community, Last Banking Community, Cannaught Hospital, Lower Lightfoot Boston Street, Kroo Bay Community, Kingtom Bridge, Henmessy Street, May Street, Ganet Lane, Bolling Street, Gray Bush, BrookFields, New London, St John, Gbehermer Zon, Gbobogia Zone, Morgan Lane, Bass Street 1,2&3, Bridget Street, Kingharman Road, Old Railway Line, Hall Street, Bailey Street, Elliot Street, Beccles Street and Beccle Lane, Campbell Street, Symthe Street, Sankie Street, part of Fergusson Street, Daugan Street, Mc'donald Street, Campbell Street, Benjamin Lane, Cannon Street, Peter Lane, Edward Lane , John Lane, Ogoo Lane 1,2,3, Willoughby 1,2,3, pyke Street, Rock Lane, Jomo Kenyatta Lane, Cantoment Road, Riverside Drive, Kingharman Road, Hill Cot Road, Lower Sumaila Town, Bellia Community,War Road Mongalay, Tank Community, Ataya Base Community, Lower George Brook, Mongalay Community, Middle East Street, Central Sumaila Town, Tranga ase Community, Upper Sumaila Town, Samie Town Community |
| 7 | Seven (7) | Collection of Commercial and Domestic Property Tax | 435,436,434,438, 439, 440 | Omollay Bush/ Olloreh Cole Water/ Kanu Town  Prisons Barracks, Hennesey Street, Uncle School Area  Loko Tong, Oba Wata , Old Market/ S.Leone Bottling Company, Dong Pole Area, Dwarzark playing Field ,Wan Ose, Hill Station, Regent Road and Sierratel Road, Hill top Road, South Ridge and Ferenkeh Street, Wash car, Main Wash Car Road and Field Road, SpurLoop Road, Fudia Terrace, Gbangbayilla Road, Muss Drive, Henessey Street, Turay Street and Guinea Embassy Drive, Marrah Drive, Hill Cot Road , back of S.Gate Drive, Regent Road, Hill Station, Davies Drive, President Lodge Avenue, Old School, Main Hill Top Road, Ferenkey Road, Comium Pole Drive, Muss Drive, Gbangbayilla Road, Junction  Henesson Street, Turay Drive, Medical Store Drive, Tegami Drive, Guinea Embassy Drive, Washcar Road, Field Road, Main Spur Loop Road, Fudia Terrace, Stone Ground, Bottom Mango, Main Motor Road, Freetown Road, Sam King Dr Lumley Road, Wilberforce Barracks  WFP, Pa Bayoh School, Signal Hill Junction, King Street, Congo Cross Park, Old Railway Line, Scan Drive, Spur Loop Road, Blank Tank, Achekeh Junction, Spur Loop Junction, Yazbeck Hill Cot to Back of the Barracks  Spur Road Junction No. 9, Congo Town Area , Congo Town , Wharf Area, Banana Water Community, College Road and Technical Area, Water Street and Water Front,  Congo Valley, Bagdad and Gbogbokia, White Stick, Loko Town and half part of Red Pump, Upper Tengbeh Town, Bondo Bush, Wash car, Clark Street and Tengbeh Town Market, Nelson Lane, Cole Ground, Tengbeh Town Bridge  Aberdeen Road, Sir Samuel Lewis Road, Gramma School Junction, Cole Farm, Bright Street Lane, Cole Street, Arab Clinic, Frazer Street, Barracks Road Junction, High BRoad Street, Macauley Street, Sr Samuel Lewis Road  Army ORoadinance Junction, Chief Hassan Compound  High BRoad Street Junction, GuaRoad Room, Sr Samuel Lewis Road |
| 8 | Eight (8) | Collection of Commercial and Domestic Property Tax | 441,442,443, 444, 445, 446 | Parts of Aberdeen Road, Kolleh Lane and Freetown Ferry Road, Cockle Bay, Sir Samuel Lewis Road, Jamat to Kongo Island, Kola Tree, Mafengbem, Thompson Bay, Limba Town, Wilkinson Road, Carlton Carew and Collegiate Road, Part of Thompson Bay, Carlton Carew Lane, Congo Cross police Station, Pump Line Signal Hill  Upper Signal Hill, Central Pole, YSE and Indian Temple  Dipo, Sesay Drive to UN Drive, Wilkinson Road  Scan Drive, part of Spur Road to Sankoh Drive, Cockerill South, Bangalie Drive to Freetown SuperMarket, Blind School, Cockerill North, Saqueen Drive, Upper Quarry, Masada Garage, Dorcoty Spur Road Ronsabs, Lumley Police Station, Lower Kandeh Drive, Car Wash Beach Road, Ghana Compound, Atlantic Total Lumley, Juba Bridge, Johnson Lane, Herbert Street, Sir Samuel Lewis Road, Johnson Street, Cape Road, Man of War Bay  Beach Road, susu village off Cape Road, Crab Town, Ghana compund, Moscow, Watson Street, Nylender Street, Kinca Roadine Street, Regent Road, Goderich Road, Turay Drive, Freetown Road, grassField, Lower Babadorie  Upper Babadorie, Jaisemah Lower Babadorie, PipeLine 44 Freetown Road, Number 9 to SpurLoop, Spur Road  Green Drive, Tarawally Drive, Vincent Drive, Jalloh Drive, Car Wash, Bridge, Mamie White, Kondi Farm Bridge  Regent Road Lumey, Sheriff Drive, Pottor, Juba Estate, Pottor 1,2 &3, Stella Marries, Fifth Street, Kabba Drive and Juba Hill, Cassava Farm, Juba Barracks, Even Compound  Pipe Line by Kabbah Drive, Kabasa Lodge, Yumkella Drive , King of Kings, Kaningo, Marimbo Bridge and Kaningo Central, Juba Bridge, Kaningo Culvert  Marimbo Bridge, Marimbo, NIC Amboga engine/Kondeh Farm Lower, Upper PipeLine, Minnah Drive, Cherry Drive  Amboga, Temiya, Ground Cane Streetick, Mellon Street, Off Mellon Street, Part of Beccles Street, Tarr Road, Hill Top and Loko Town |



The collection agency will collect on the agreed accounts and monthly will issue payment to the FCC along with a detailed report of the account payments that were able to be collected. The monthly collections report will state the fee that is to be paid to the agency and the FCC will make payment by check for those services. Bidders shall submit a detailed operational plan which demonstrates understanding of, and capability to assume responsibility for, collecting both delinquent and current tax revenue for the FCC in the prescribed tax collection areas(s). The plan shall provide all details of the methods to be used to maximize successful collections, including initiating and continuing collection attempts within the guidelines set forth by the FCC.

**Contractor Requirements**

1. **Ethical Behaviour**: The successful contractor(s) must operate in accordance with ethical collection practices and obey all laws and ordinances. The Government requires that Purchasers, as well as Service Providers, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy the Government:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

1. “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
2. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract;
3. “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
4. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

(b) will reject a recommendation for award of contract if it determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract; and

2. **Indemnification Agreement**: To the full extent permitted by law, Contractor shall defend, indemnify and hold harmless the Freetown City Council, its employees, agents, and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the FCC, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to the performance of this agreement. All obligations under this provision are to be paid by the contractor as the FCC incurs them.

Without affecting the rights of the FCC under any provision of this agreement or this section, the contractor shall not be required to indemnify and hold harmless the FCC of Freetown/ FCC as set forth above for liability attributable to the sole fault of the FCC, provided such sole fault is determined by agreement between the parties of the findings of a court of competent jurisdiction. This exception will apply only in instances where the FCC is shown to have been solely at fault and not in instances where the FCC’s fault accounts for only a percentage of the liability involved. In those instances, the obligation of the contractor will be all-inclusive and the FCC will be indemnified for all liability incurred, even though a percentage of the liability is attributable to conduct of the FCC. The contractor acknowledges that its obligation pursuant to this section extends to liability attributable to the FCC, if that liability is less than the sole fault of the FCC.

The contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each subcontractor, sub tier contractor or any other person or entity involved by, for, with or on behalf of the contractor in the performance of this agreement. In the event the contractor fails to obtain such indemnity obligations from others as required here, the contractor agrees to be fully responsible according to the terms of this section. Failure of the FCC to monitor compliance with these requirements imposes no additional obligations on the FCC and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend the FCC as set forth herein is binding on the successors, assigns, or heirs of the contractor and shall survive the termination of this agreement or section.

3. **Subcontractors**: No contract may be sublet under this contract.

4. **Assignments**: The contractor(s) agrees not to assign or transfer this work or any part thereof without the written consent of the FCC, acting through the contract. Any unauthorized assignment may be subject to the contractor(s) to immediate termination.

5. **Remittance and Reporting Requirements**: The successful contractor(s) will be required to submit to the FCC of regular monthly remittances and statements no later than thirty (30) days following the month of collection. a. The contractor will submit the monthly remittance by check. The FCC will make payment to the contractor by check as agreed upon in the contract.

6. **Auditing Records**: The FCC reserves the right to conduct an audit on the contractor’s books at any time.

9. **Independent Contractors**: The parties agree that the successful contractor(s) will be an independent contractor as that term is commonly used and that the contractor’s employees are not and shall not be considered subcontractors or employees of the FCC and have no authority to bind the FCC in any manner. The successful contractor shall be solely responsible for the withholding and reporting of all applicable central and local government taxes and employment taxes. The successful contractor will acknowledge that it is not insured in any manner through the FCC for any bodily injury, personal injury, or property loss whatsoever. Requirements for Submittal For consideration, agencies are required to submit the following:

1. Company overview;
2. Agency contract for services;
3. Sample monthly reports;
4. Narrative outlining the agency’s general collection process, including:
   1. How the agency will successfully achieve reasonable collection targets, while balancing a heightened sensitivity of public and elected officials
   2. Specify the dollar threshold where various levels of follow-up occur (i.e. small balance accounts);
5. Current volume and types of collection accounts currently being managed;
6. List of available services for handling bankruptcies as it relates to collection enforcement;
7. Techniques for researching and contacting individuals with collection accounts;
8. Overview of customer service training and complaint resolution process;
9. Overview of client relations with department/staff:
   1. How will the FCC communicate requests or issues?
   2. What is the contractor(s) organizational chart?
   3. Who would be the primary contact for the FCC?
   4. What is the expected turn-around time for responses?
   5. What types of back-up resources are available if the FCC’s primary contact person is away?
10. Information system requirements to send and receive account information, if any;
11. List of payment options for customers with accounts under collection;
12. Proposed collection fee structure;
13. Remittance Schedule; and
14. List of three current references.

**Proposed Fees**

The FCC intends to award this contract to the agency that it deems most responsive and will provide the most comprehensive and high-quality service to the FCC inclusive of fee considerations. The FCC reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request. Fee information is to include the following:

* The basis of the fee (such as flat fee per account assigned, percentage of revenue collected and so forth).
* The fee for the major categories listed in the Scope of Work.
* The fee or way a fee would be negotiated for any other accounts or indebtedness not specifically listed in this RFP the FCC may assign for collection.
* The fee for any accounts referred by the agency for legal action to their in-house or to an attorney the agency contracts with for legal services.

**Terms and Conditions**

1. The FCC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

2. The FCC reserves the right to request clarification of information submitted, and to request additional information on any proposal.

3. The FCC reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days of being notified of selection.

4. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the FCC the services described in the attached specifications, or until one or more of the proposals have been approved by the FCC administration, whichever occurs first.

5. The contract resulting from acceptance of a proposal by the FCC shall be in a form supplied or approved by the FCC, and shall reflect the specifications in this RFP. The FCC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the FCC.

6. The FCC shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.

7. The initial contract period will be for six (6) months from the start of the contract to collect and remit agreed property tax amounts in the allocated tax collection area. The term of the contract **may be** extended in one (1) year increments for up to two (2) additional one-year periods for a total contract duration of 2 and 1/2 (2.5) years, in accordance with the FCC’s best interest and at the sole option of the FCC.

**Evaluation**

Process Proposals will be evaluated by FCC staff. Evaluations will be based on criteria outlined herein which may be weighted by the FCC in a manner it deems appropriate. All proposals will be evaluated using the same criteria.

The criteria used will be:

1. Ability to Perform Required Services

The FCC will consider all the relevant material submitted by each contractor, and other relevant material it may otherwise obtain, to determine whether the contractor is capable of providing services of the type and scope specific to the RFP. The following elements may be given consideration by the FCC in determining whether a contractor is capable:

1. Experience, integrity and reputation of the agency and the other information that has a direct bearing on the decision to award a contract.
2. Quality, ability, capacity and skill of the agency to perform the scope of services, and responsiveness of the proposed program/methods.
3. Fees

Fees proposed for services to be performed and recovery factor for similar collections.

1. References

As described in the “Requirements for Submittal, Section N”.

1. Interviews and Site Visits

The FCC may conduct interviews and site visits as part of the final selection process.

1. Other Factors

Any other factors that the FCC believes would be in the FCC’s best interest to consider which were not previously described.

**Bid Process**

The FCC will attempt to follow this timetable, which should result in the implementation of a collection agency services agreement by 15 June 2017.

* **May 22, 2019:** Issue RFP
* **May 29, 2017**: Deadline for questions – by 4:00 pm
* **June 05, 2019**: Deadline for submittal – by 4:00 pm
* **June 12, 2019**: Selection of successful bidder(s)
* no later than **15 June 2019**: Agreement to Council for contract to be signed
* no later than **15 June 2019**: Implementation of Collection Agency Services

These dates are estimates and subject to change by the FCC.

All proposals should be directed to: Freetown City Council Attn: Procurement Unit, Bi-centenary House, 17 Wallace-Johnson Street and include in the SUBJECT line: “Municipal Tax Collection Agency Services.” **Pproposals received after 4:00 pm on June 05, 2019 will not be considered.**

Vendors are solely responsible for ensuring timely receipt of their responses. Mailed responses shall be submitted in a sealed package addressed as above and clearly identifying the vendor making the submission.

Emailed proposals should include “RFP – Municipal Tax Collection Agency Services” in the subject line and be addressed to: ibrahimmansaray@fcc.gov.sl. (Emailed proposals must be in Microsoft Word or PDF format).

**Questions**

Questions regarding the RFP process and/or the scope of work and evaluation process should be addressed to:

Procurement Unit

RE: RFP – Municipal Tax Collection Agency Services

Freetown City Council,

Bi-centenary House,

17 Wallace-Johnson Street,

Freetown.

Sierra Leone

Telephone: +23279721002

Email: ibrahimmansaray@fcc.gov.sl

|  |  |
| --- | --- |
| **2. Introduction** | 1.1 The Client named in the Data Sheet will select a firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.  1.2 The Service Providers are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.  1.3 The assignment shall be implemented in accordance with any phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the Service Provider under each phase must be to the Client's satisfaction before work begins on the next phase.  1.4 The Service Providers must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, Service Providers are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The Service Providers’ representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Service Providers should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.  1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.  1.6 Note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.  1.7 Government policy requires Service Providers to provide professional, objective, and impartial advice, and at all times hold the Client’s interests’ paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Service Providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.  1.7.1 Without limitation on the generality of this rule, Service Providers shall not be hired under the circumstances set forth below:   1. Conflict between services activities and procurement of goods, works or services: A firm that has been engaged by the borrower to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing services related to those goods, works or services. Conversely, a firm hired to provide services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm’s services for such preparation or implementation (other than a continuation of the firms earlier services for the same project). 2. Conflict among services assignments: Neither Service Providers (including their personnel and sub-Service Providers) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Service Providers. 3. Relationship with Government staff: Service Providers (including their personnel and sub-Service Providers) that have a business or family relationship with a member of Government Borrower’s staff (or of the procuring entity staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.    * 1. As pointed out in paragraph 1.7.1 (a) above, Service Providers may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the Service Provider should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which Service Provider will be hired for the purpose.      2. In the event of 1.7.2. and in order to ensure fairness and transparency in the selection process, it is required that Service Providers or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, all information that would in that respect give a Service Provider a competitive advantage shall be made available to all the short-listed Service Providers together with the request for proposals.   1.8 The Government requires that Purchasers, as well as Service Providers, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy the Government:  (a) defines, for the purposes of this provision, the terms set forth below as follows:  (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;   1. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract; 2. “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels; 3. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.   (b) will reject a recommendation for award of contract if it determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract;  (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract; and  1.9 Service Providers shall not be under a declaration of ineligibility for corrupt, fraudulent. Collusive and coercive practices issued by the Government in accordance with the above sub-paragraph 1.8.  1.10 Service Providers shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.  1.11 Service Providers shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet. |
| **3. Clarification and Amendment of RFP Documents** | 2.1 Service Providers may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client’s address indicated in the Data Sheet. The Client will respond by facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited Service Providers who intend to submit proposals.  2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited Service Providers and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals. |
| **4. Preparation of Proposal** | 3.1 Service Providers are requested to submit a proposal (paragraph 1.2) written in the language(s) specified in the Data Sheet. |
| **Technical Proposal** | 3.2 In preparing the Technical Proposal, Service Providers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.  3.3 While preparing the Technical Proposal, Service Providers must give particular attention to the following:  (i) If a Service Provider considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Service Provider(s) and/or other Service Providers or entities in a joint venture or sub-consultancy, as appropriate. Service Providers may associate with the other Service Providers invited for this assignment only with approval of the Client as indicated in the Data Sheet. Service Providers must obtain the approval of the Client to enter into a joint venture with Service Providers not invited for this assignment. The Service Providers are encouraged to seek the participation of local Service Providers by entering into a joint venture with, or subcontracting part of the assignment to, Sierra Leonean Service Providers.  (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.  (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.  (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the Republic of Sierra Leone.  (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.  (vi) Reports to be issued by the Service Providers as part of this assignment must be in the language(s) specified in the Data Sheet.  3.4 The Technical Proposal shall provide the following information using the Standard Forms attached in Section 4:  (i) A brief description of the firm’s organization and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm’s involvement.  (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).  (iii) A description of the methodology and work plan for performing the assignment (Section 4D).  (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 4E).  (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 4F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.  (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member (Sections 4E and 4G).  (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.  (viii) Any additional information requested in the Data Sheet.  3.5 The Technical Proposal shall not include any financial information. |
| **Financial Proposal** | 3.6 In preparing the Financial Proposal, Service Providers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow the Standard Forms in Section 5. These list all costs associated with the assignment, including (a) remuneration for staff, (foreign and local, in the field and at headquarters); and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. Where appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.  3.7 The Financial Proposal shall include all the costs the Service Provider incurs to provide the services (including travel expenses, translation, printing and the taxes the Service Provider pays for its business requirements by the law of the domicile country of the Service Provider), but shall exclude all local taxes levied on the invoice issued by the Service Provider (such as local sales tax, services tax or income tax in individuals not permanently residing in Sierra Leone but providing services there.  3.8 Service Providers may express the price of their services in any freely convertible currency. The Service Providers may not use more than three foreign currencies. The Client may require Service Providers to state the portion of their price representing local costs in Leones if so indicated in the Data Sheet.  3.9 Commissions and gratuities, if any, paid or to be paid by Service Providers and related to the assignment will be listed in the Financial Proposal submission form (Section 5A).  3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the Service Provider is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Service Providers who do not agree have the right not to extend the validity of their proposals. |
| **5. Submission, Receipt, and Opening of Proposals** | 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person signing the proposal.  4.2 An authorized representative of the firm initials all pages of the proposal. The representative’s authorization is confirmed by a written power of attorney accompanying the proposal.  4.3 For each proposal, the Service Providers shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original will govern.  4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “Financial Proposal” and warning: “Do Not Open with the Technical Proposal.” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “Do Not Open, Except in Presence of the Evaluation Committee.”  4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.  4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and retained securely until all submitted proposals are opened publicly.   * 1. The Firm may withdraw its Proposal after the Proposal’s submission, provided that the written notice of the withdrawal is received by the procuring entity prior to the deadline prescribed for submission of Proposals. The Firms’ withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the firm on the Proposal Submission Form. |
| **5. Proposal Evaluation** |  |
| **General** | 5.1 From the time the bids are opened to the time the contract is awarded, if any Service Provider wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Service Provider’s proposal.  5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed. |
| **Evaluation of Technical Proposals** | 5.3 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.  5.4 In the case of Quality-Based Selection, Selection Based on Service Provider’s Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract based on the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet. |
| **Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)** | 5.5 After the evaluation of technical quality is completed, the Client shall notify thoseservice providers whose proposals did not meet the minimum qualifying score or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the Service Providers that have secured the minimum qualifying score, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, facsimile, or electronic mail.  5.6 The Financial Proposals shall be opened publicly in the presence of the Service Providers’ representatives who choose to attend. The name of the Service Provider, the technical scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened. The Client shall prepare minutes of the public opening.  5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident Service Providers (and to be paid under the contract, unless the Service Provider is exempted), and estimated as per paragraph 3.7.  5.8 In case of QCBS*,* the lowest priced Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet.Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (T = the weighting for the Technical Proposal; P = the weighting for the Financial Proposal as indicated in the Data Sheet. T + P = 1); The firm achieving the highest combined technical and financial score using the formula:    will be invited for negotiations.  5.9. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the indicated budget price. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest priced proposal (“evaluated” price) among those that passed the minimum technical score. The selected firm will be invited for negotiations. |
| **6. Negotiations** | 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.  6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.  6.3 Financial negotiations will reflect agreed technical modifications in the cost of the services, and will include a clarification of the firm’s tax liability (if any) in the Republic of Sierra Leone, and the manner in which it will be reflected in the contract. The financial negotiations will not normally involve either the remuneration rates for staff (no breakdown of fees), or other proposed unit rates under QCBS, Fixed-Budget Selection, or the Least-Cost Selection methods. For other methods of selection, an Appendix will be provided for the firm to explain the required information on remuneration rates.  6.4 Having selected the firm on the basis including an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.  6.5 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract. |
| **7. Award of Contract** | 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Service Providers on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those Service Providers who did not pass the technical evaluation (paragraph 5.3).  7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet. |
| **8. Confidentiality** | 8.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Providers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract. |

Appendix: Financial Negotiations; Breakdown of Staff Rates

**Appendix**

**to**

**Information to Service Providers**

**Financial Negotiations**

**Breakdown of Remuneration Rates**

**1. Review of Remuneration Rates**

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Client is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Client is therefore concerned with the reasonableness of the firm’s Financial Proposal, and, during negotiations, expects to be able to review audited financial statements backing up the firm’s remuneration rates. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that the proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

**(i) Salary**

This is the gross regular cash salary paid to the individual in the firm’s home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

**(ii) Bonus**

Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Service Provider’s accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months’ pay be given for 12 months’ work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

**(iii) Social Costs**

Social costs are the costs to the firm of staff’s non-monetary benefits. These items include, *inter-alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm’s leave policy is acceptable as a social cost.

**(iv) Cost of Leave**

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

Leave cost as percentage of salary = 

Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

It is important to note that leave can be considered a social cost only if the Client is not directly charged for the leave taken.

**(v) Overheads**

Overhead expenses are the firm’s business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner’s time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years’ overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client will not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fees on the monthly payments charged for subcontracted staff.

**(vi) Fee or Profit**

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of equipment has to be procured. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

**(vii) Away from Headquarters Allowance or Premium**

Some Service Providers pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. This allowance, where paid, shall cover home education, etc. and similar items shall not be considered as reimbursable costs.

**(viii) Subsistence Allowances**

Subsistence allowances are not included in the fee rates, but are paid separately and in Leones where practical. No additional subsistence is payable for dependents - the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the Republic of Sierra Leone may be used as reference to determine subsistence allowances.

**2. Reimbursables**

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

**3. Bank Guarantee**

3.1 Payments to the firm, including payment of any advance payment covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

**[Title of Services Services]**

**[Procurement Number]**

**INFORMATION TO SERVICE PROVIDERS**

**BREAKDOWN OF AGREED FIXED RATES[[1]](#footnote-1)**

**[Currency:**\_\_\_\_\_\_\_\_\_[[2]](#footnote-2)]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Service Providers | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Name | Position | Basic Rate[[3]](#footnote-3) | Social Charge (\_\_% of 1) | Overhead (\_\_% of 1) | Subtotal | Fee (\_\_% of 4) | Away from Headquarters Allowance (\_\_ % of 1) | Total Agreed Fixed Rate | Agreed Fixed Rate (\_\_ % of 1) |
| Project Staff in Sierra Leone | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Staff in Home Office | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Signature of Service Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Authorized Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |

**Section 3 - Data Sheet**

|  |  |
| --- | --- |
| **ITC Clause Reference** |  |
| ITC Clause 1.1 | The name of the Client is: FREETOWN CITY COUNCIL  The method of selection is: QBS |
| ITC Clause 1.2 | Technical and Financial Proposals are requested.  The name, and Procurement Number of the assignment are: Municipal Property Tax Collection Services - **FCC/ADMIN/RFP/008/2019** |
| ITC Clause 1.5 | | The Client will provide the following inputs: Database of properties and demand notices. |
| ITC Clause 1.11 | | The clauses on fraud and corruption in the Contract are:   * 1. The Government requires that Purchasers, as well as Service Providers, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy the Government:   2. defines, for the purposes of this provision, the terms set forth below as follows:  1. “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; 2. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract; 3. (ii) “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels; 4. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.    1. FCC will reject a recommendation for award of contract if it determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract;    2. FCC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract; and    3. Service Providers shall not be under a declaration of ineligibility for corrupt, fraudulent. Collusive and coercive practices issued by the Government in accordance with the above sub-paragraph    4. Service Providers shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.    5. Service Providers shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet. |
| ITC Clause 2.1 | | Clarifications may be requested up to 7 days before the submission date.  The address for requesting clarifications is:  *FREETOWN CITY COUNCIL*  *17 WALLACE-JOHNSON STREET.*  Email: ibrahimmansaray@fcc.gov.sl  Telephone: +23277477861 |
| ITC Clause 3.1 | | Proposals should be submitted in the English language. |
| ITC Clause 3.3(ii) | | The estimated number of professional staff-months required for the assignment is: N/A  **or**:  The Financial Proposal shall not exceed the available budget of: N/A |
| ITC Clause 3.3(iv) | | The minimum required experience of proposed professional staff is:  N/A |
| ITC Clause 3.3(vi) | | Reports that are required under the assignment shall be submitted in the English language. |
| ITC Clause 3.4(viii) | | Additional information required in the Technical Proposal: None |
|  | |  |
| ITC Clause 3.10 | | Proposals must remain valid for 90 days after the submission date. |
| ITC Clause 4.3 | | Service Providers must submit an original and three (3) copies of each proposal. |
| ITC Clause 4.4 | | The address for submission of proposals is:  *FREETOWN CITY COUNCIL*  *17 WALLACE-JOHNSON STREET.*  Email: ibrahimmansaray@fcc.gov.sl  Telephone: +23277477861 |
| ITC Clause 4.5 | | Proposals must be submitted no later than 4:00pm hours on 15th June 2019. |
| ITC Clause 5.1 | | The address for communications to the Client is: *FREETOWN CITY COUNCIL 17 WALLACE JOHNSON STREET.* |
| ITC Clause 5.3 | | The number of points to be given under each of the technical evaluation criteria are: |
|  | | Points  (i) Specific experience of the Service Providers related to the assignment 20      (ii) Adequacy of the proposed work plan and methodology  in responding to the Terms of Reference *25*      (iii) Qualifications and competence of the key staff for the Assignment 36    (iv) Suitability of the transfer of knowledge program (training) 10  [  (v) Local participation (as reflected by nationals among key staff *9*  presented by foreign and local firms; maximum not to exceed 10 points)    Total Points: 100  The number of points to be given under each evaluation sub-criteria for qualifications of staff under (iii) above are:  Points  (i) General qualifications *25*  (ii) Adequacy for the assignment *58*  (iii) Experience in region 17  Total Points: 100  The minimum technical score required to pass is 58 points. |
| ITC Clause 5.7 | | The single currency for price conversions is: Leones.  The source of official selling rates is: Bank of Sierra Leone (mid-rate). |
| ITC Clause 5.8 | | The formula for determining the financial QBS scores is: *N/A*  The weights given to the technical and Financial Proposals are: N/A |
| ITC Clause 6.1  ITC Clause 7.2 | | Negotiations will be held at:  Freetown City Council Conference Room 17 Wallace Johnson Street Freetown.  The assignment is expected to commence on the **15 June 2019** at: within a designated tax collection area in the municipality of Freetown. |

**Section 4. Technical Proposal - Standard Forms**

4A. Technical Proposal submission form.

4B. Firm’s references.

4C. Comments and suggestions of Service Providers on the Terms of Reference and on data, services, and facilities to be provided by the Client.

4D. Description of the methodology and work plan for performing the assignment.

4E. Team composition and task assignments.

4F. Format of curriculum vitae (CV) for proposed professional staff.

4G. Time schedule for professional personnel.

4H. Activity (work) schedule.

4**A. Technical Proposal Submission Form**

[*Location, Date*]

To: [*Name and address of Client*]

Gentlemen:

We, the undersigned, offer to provide the services services for [*Title of services services and Procurement Number*] in accordance with your Request for Proposals dated [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial[[4]](#footnote-4) Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

4**B. Firm’s References**

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |  |  |
| --- | --- | --- |
| Assignment Name: | | Country: |
| Location within Country: | | Professional Staff Provided by Your Firm/Entity(profiles): |
| Name of Client: | | No. of Staff: |
| Address: | | No. of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Services (in Current US$): |
| Name of Associated Service Providers, If Any: | | No. of Months of Professional Staff Provided by associated Service Providers: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | | |
| Narrative Description of Project: | | |
| Description of Actual Services Provided by Your Staff: | | |

Firm’s Name:

**4C. COMMENTS and Suggestions of POTENTIAL SERVICE PROVIDER on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Client**

On the Terms of Reference on the data, services, and facilities to be provided by the Client:

**4D. Description of the Methodology and Work Plan for Performing the Assignment**

**4E.** Team Composition and Task Assignments

|  |  |  |
| --- | --- | --- |
| **1. Technical/Managerial Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Support Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4F. FORMAT of Curriculum Vitae (CV) for Proposed Professional Staff**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

[*Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

**Education:**

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

**Languages:**

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4G. Time Schedule for Professional Personnel**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Months (in the Form of a Bar Chart) | | | | | | | | | | | | |
| Name | Position | Reports Due/Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of Months |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (1) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (2) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (3) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (4) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Full-time: [key] Part-time: [key]

Reports Due: [key]

Activities Duration: [key]

Signature:

(Authorized representative)

Full Name:

Title:

Address**:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Field Investigation and Study Items** | | | | | | | | | | | | | |
|  | ***[1st, 2nd, etc. are months from the start of assignment.]*** | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |  |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**4H. ACTIVITY (Work) Schedule**

|  |  |
| --- | --- |
| **B. Completion and Submission of Reports** | |
| Reports | Date |
| 1. Inception Report |  |
| 2. Interim Progress Report  (a) First Status Report  (b) Second Status Report |  |
| 3. Draft Final Report |  |
| 4. Final Report |  |

**Section 5. Financial Proposal - Standard Forms**

5A. Financial Proposal submission form.

5B. Summary of costs.

5C. Breakdown of price per activity.

5D. Breakdown of remuneration per activity.

5E. Reimbursables per activity.

5F. Miscellaneous expenses.

**5A. Financial Proposal Submission Form**

[*Date*]

To: [*Name and address of Client*]

Gentlemen:

We, the undersigned, offer to provide the services services for [*Title of services services and Procurement Number*] in accordance with your Request for Proposals dated [*Date*] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address  of Agents | Amount and  Currency | Purpose of Commission  or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**5B. Summary of Costs**

|  |  |  |
| --- | --- | --- |
| Costs | Currency(ies)[[5]](#footnote-5) | Amount(s) |
| Total Amount of Financial Proposal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5C. Breakdown of Price per Activity**

Activity No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Price Component | Currency(ies) | Amount(s) |
| Remuneration  Reimbursables  Miscellaneous Expenses  Subtotal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5D**. **Breakdown of Remuneration per Activity**

Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names | Position | Input[[6]](#footnote-6) | Remuneration  Currency(ies) Rate | Amount |
| Regular staff  Local staff  Service Providers  Grand Total |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5E. Reimbursables per Activity**

Activity No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Description | Unit | Quantity | Currency | Unit Price | Total Amount |
| 1.  2.  3.  4.  5. | International flights  Miscellaneous travel expenses  Subsistence allowance  Local transportation costs[[7]](#footnote-7)  Office rent/accommodation/  clerical assistance | Trip  Trip  Day |  |  |  |  |
|  | Grand Total |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5F. Miscellaneous Expenses**

Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Description | Unit | Quantity | Currency | Unit Price | Total Amount |
| 1.  2.  3.  4. | Communication costs between \_\_\_\_\_\_\_\_\_\_  and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Drafting, reproduction of reports  Equipment: vehicles, computers, etc.  Software  Grand Total |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 6.** **SCOPE OF WORK**

The successful bidder will be involved in the collection of domestic and commercial municipal property taxes across one or more tax collection zones defined by the FCC of Freetown for both delinquent and current accounts. The current collection process for domestic and commercial tax collection in Freetown is conducted internally and will be outsourced to one or more Contractors for City-wide collection based on the below eight (8) tax collection areas (6 Wards per Block):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Lots** | **Description of Services** | **Wards** | **location** |
| 1 | One (1) | Collection of Property Tax | 399, 400, 401, 402, 403, 404 |  |
| 2 | Two (2) | Collection of Property Tax | 405,406, 407, 408, 409, 410 |  |
| 3 | Three (3) | Collection of Property Tax | 411, 412,413, 414, 415, 416 |  |
| 4 | Four (4) | Collection of Property Tax | 417, 418, 419, 420, 421, 422 |  |
| 5 | Five (5) | Collection of Property Tax | 423,424, 425, 426,427, 428 |  |
| 6 | Six (6) | Collection of Property Tax | 429, 430, 431, 432, 433, 434 |  |
| 7 | Seven (7) | Collection of Property Tax | 435,436,434,438, 439, 440 |  |
| 8 | Eight (8) | Collection of Property Tax | 441,442,443, 444, 445, 446 |  |



The collection agency will collect on the agreed accounts and monthly will issue payment to the FCC along with a detailed report of the account payments that were able to be collected. The monthly collections report will state the fee that is to be paid to the agency and the FCC will make payment by check for those services. Bidders shall submit a detailed operational plan which demonstrates understanding of, and capability to assume responsibility for, collecting both delinquent and current tax revenue for the FCC in the prescribed tax collection areas(s). The plan shall provide all details of the methods to be used to maximize successful collections, including initiating and continuing collection attempts within the guidelines set forth by the FCC.

**Section 7. Standard Form of Contract**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ between *[name of Purchaser]* of the Republic of Sierra Leone (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the Bidder;

(b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract; and

(f) the Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Purchaser)

Signed, sealed, delivered by the (for the Supplier)

1. This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial). [↑](#footnote-ref-1)
2. If different currencies, a different table for each currency should be used. [↑](#footnote-ref-2)
3. Per month, day, or hour as appropriate. [↑](#footnote-ref-3)
4. In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete “and a Financial Proposal sealed under a separate envelope.” [↑](#footnote-ref-4)
5. Maximum of three currencies in addition to Leones. [↑](#footnote-ref-5)
6. Staff months, days, or hours as appropriate. [↑](#footnote-ref-6)
7. Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client. [↑](#footnote-ref-7)