



الإمارات العربية المتحدة
وزارة المالية

Request for Proposal

*For Ministry of Finance for Exchange of Information on
Request System*

Date 25 June 2018

–STRICTLY CONFIDENTIAL –

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1 Definitions

#	Abbreviation	Description
1	MoF	Ministry of Finance
2	EOIS	Exchange of Information System
3	Company/You	a company with rights and legal obligations that responds to the RFI.
4	RFP	Request for Proposal - An invitation for providers of a service to bid on the right to supply that service to the entity that issued the RFP
5	Service Provider/You	Company with rights and legal obligations that responds to the RFP
6	DTC	Double Taxation Convention
7	TIEA	Tax Information Exchange Agreements
8	Proposal	a written document describing requested in this RFI information.
9	RFI	Request For Information - An invitation for companies for gathering information from potential suppliers of solutions and services.

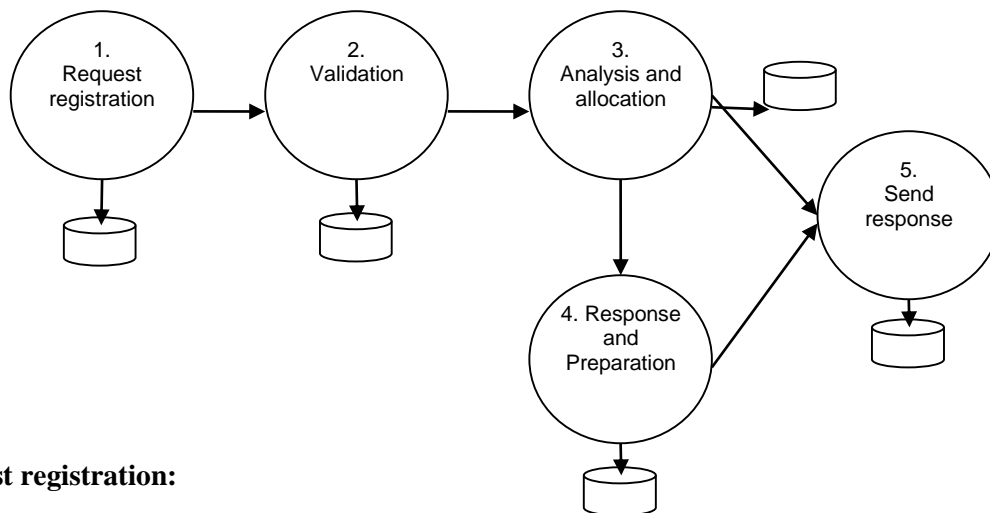


2 Project Description & Summary

2.1 Exchange of Information System (EOIS)

The Exchange of Information (EOI) is the way for Tax Administrations to assess the tax liability of their taxpayers who maintain investments or businesses in other countries. Moreover, EOI are used to detect tax fraud, tax evasion and avoidance and to apply the DTC provisions when a taxpayer claims benefits from a DTC/TIEA and it is needed to verify if such taxpayer is entitled to such benefits. In such cases, countries may ask the treaty partner to provide information through EXCHANGE OF INFORMATION REQUEST (ownership, banking, and accounting (including underlying documents)) about their country resident(s).

- The information are held by third parties like Central Bank, Free Zones, taxpayer itself, employer, Departments of Economic Developments, ID Authority, Land Departments, etc.
- Currently, the procedure is done manually through (Excel Spreadsheet, Shared Folder, Shared E-mail address).
- The procedure to respond to a request for information could be summarized as follows:



1. Request registration:

Involves the registration of the following:

a. Excel: (date of receipt, UAE reference number to the request, requesting country name, legal basis of the request, date that is requests received, foreign reference number, date the request was made by the foreign partner, urgency of the request, name of the under investigation tax payer in the UAE, type of tax, years under investigation, the type of information requested, status: Registered)

b. Shared folder: (Scan the request, Create a file with UAE reference number in the EOI shared folder and save the request)



c. E-mail: Send acknowledgment of receipt via email to requesting country with UAE and foreign country reference number.

2. Validation

3. Analysis and allocation:

a. Identify the concerned UAE stakeholder

b. E-mail: Fill Excel Sheet template of the concerned UAE entity and send the request with the filled template attached to the concerned entity.

c. Excel Sheet: register the UAE entity the request of information sent to, the date the request was sent, change status to "Request sent to third party".

4. Response and Preparation:

a. Response is received through email.

b. Excel: Status update (Received from 3rd party, partial response, Closed"

c. Shared Folder: Save the received response in the concerned file, Print the response as attachment and prepare the cover letter (template), scan it and save a copy in the concerned file.

MoF is looking for a solution that will consolidate the procedure and will replace and fully automate current existing system, which will also be linked to major UAE stakeholders. The proposed solution should also include generation of statistics about the EOI requests.

Therefore, MoF requests the following:

- Suggest a platform to create the application that best fits the stated requirements
- Suggest an Out of the Box solution, which can be customized to meet the stated requirements, if applicable.

MoF would like to stress that the Functional Requirements for the EOIS system are already available. However, it might require updates as it was initiated in 2014.

3 Confidentiality

1. This RFP has been distributed to you and a limited number of other qualified parties on a strictly confidential basis.
2. By your acceptance of this RFP and by acting in any way upon it (inclusive of mere initial consideration), you agree to:

- keep all the information contained herein and other information provided to you during the selection process confidential
- take all measures necessary to maintain the confidentiality of the content of this



document

- Not to use the information contained herein for any other purposes than intended in this RFP.
3. The information concerning this RFP shall under no circumstances be disclosed or released by you to any third party (including but not limited to any company, government organization or news agency) without the prior written consent of the MoF.
 4. Any disclosure, release or handling of information deemed improper by the MoF might result in your proposal disqualification.
 5. The Proposal and information submitted by you to the MoF in response to this RFP shall be treated as confidential.



4 Terms & Conditions

4.1 Inducements

Any inducements of any kind in relation to granting this or any Government Department contract will automatically disqualify submitted proposal and may constitute a criminal offence.

4.2 Ownership

The RFP documents shall remain the property of the MoF.

The MoF reserves the right to submit any part of the proposal to its Auditors.

4.3 Proposal Expenses

The MoF is not responsible for indemnifying any Proposer for any costs or expenses resulted from this RFP during the whole RFP process.

4.4 Permits and Licenses

Service Provider needs to submit with the Proposal all relevant licenses and permits to perform requested hereby services in the UAE.

It is a solemn responsibility of a Service Provider to identify and obtain necessary licenses and permits to work in the UAE.

4.5 Validity of a Proposal

The validity of a submitted Proposal must be a minimum of 90 days from a Proposal Submission Deadline.

4.6 Currency of a Proposal

The currency of all the submitted financial information in a Proposal shall be UAE Dirham.



4.7 Format and Language of a Proposal

The technical and commercial documents should be submitted in PDF format. The Proposals language must be English.

4.8 Rights of Acceptance and Rejection

This RFP does not carry any obligation on the MoF to accept the lowest proposal or any specific proposal.

The MoF might decide to re-issue this RFP, postpone or cancel the project any time during this RFP process.

The MoF reserves the right to reject a Proposal for any reason.

4.9 Non-compliant Proposals

The Proposer is required to submit a Proposal that is fully compliant with the described, in this document, instructions.

All non-compliant Proposals will be automatically disqualified.



5 Instructions

5.1 Proposal Submission Closing Timeline and Delivery

All Service Providers invited to submit proposals should submit their proposals by close of business on **5th August 2018 at 2.30 pm UAE time** through **MoF Procurement System**

One (1) original **Commercial Proposal** shall be uploaded via portal only and clearly marked **“COMMERCIAL PROPOSAL” “Exchange of Information System”**.

While uploading the Financial Proposals on the system in case that the attachment is exceeding (5MB per document) you can divide the documents to multiple documents that each document not exceeding the attachment limit.

One (1) original **Technical Proposal** shall be uploaded via portal only. The attached shall be clearly named **“TECHNICAL PROPOSAL”** titled **“Exchange of Information System”**.

The Technical Proposal shall not contain any parts of the commercial proposal.

While uploading the Technical Proposals on the system in case that the attachment is exceeding (5MB per document) you can divide the documents to multiple documents that each document not exceeding the attachment limit.

One (1) PDF file contain copy of (Trading License + NDA + Power of Attorney).

One (1) Word Doc. file of (Supplier Details Table mentioned in page#41).

Note: Hard copy + Softcopy Envelopes not required, what's required is the Original 5% Bid Bond only and to deliver it to MOF Abu Dhabi

Part of the selection process may include the need for a follow up presentation and meeting.



5.2 RFP Timetable

Please find below detailed RFP process timetable:

Details	Deadline
Request For Proposal sent by MoF	7 June 2018
Last date for accepting queries from the vendor	29 June 2018
Last date for submitting response to queries(by MoF)	31 June 2018
Proposal Submission Deadline	5th August 2018

Any change to the timetable will be communicated to the Service Providers by e-mail.

5.3 Inquiries and Communication Procedures

All the inquiries / questions related to this RFP should be submitted during the Inquiries Period in writing by e-mail to:

Ms. Asma AlZarooni

amalzarooni@mof.gov.ae

Ms. Alya Alzarouni

aalzarouni@mof.gov.ae

No further inquiries / questions can be submitted after expiration of Inquiries Period deadline.

All relevant inquiries and answers will be distributed by e-mail to all Service Providers.

We are not assuming any responsibility for lost / not received e-mails.

Please note that no communication will be carried out by Fax.

5.4 Validity of a Proposal

The validity of a submitted Proposal must be a minimum of 90 days from the proposal submission date.

Proposers determined by the MoF who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to all Proposers via e-mail notifying them of their success or otherwise at each step of the process.



5.5 Criteria for Selection

Proposals submitted may be reviewed and evaluated by any person at the discretion of the MoF's internal evaluation team, including non-allied and independent consultants retained by the MoF now or in the future for the sole purpose of obtaining evaluations to proposals. Service Providers may be asked to further explain or clarify areas of their proposal in writing during the evaluation process.

Service Providers are expected to submit their best bid in response to the RFP.

The only information regarding status of the evaluation of proposals that the team will give to any inquiring Service Provider shall be whether that Service Provider has been awarded a Contract. The MoF may, at its sole discretion, inform any inquiring Service Provider of the reason(s) why it was not awarded the Contract. The MoF reserves the right to conduct a reverse e- auction after the completion of the RFP process, the schedule of which will be intimated later to all the pre-qualified Service Providers.



6 Evaluation Criteria

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements in an efficient, cost-effective manner, taking into account quality of service with minimal tolerance for error. Specific criteria include:

- 1 Fulfilling all the requirements set forth in the RFP
- 2 Bidder qualifications & accreditation
- 3 Quality of responses to this RFP
- 4 Technical knowledge/solution
- 5 Quality of references
- 6 Experience and track record
- 7 Overall cost of Vendor's proposal.
- 8 An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP
- 9 Quality of finalist presentation, if called for

Bidders should note that these criteria are not listed in any particular order of importance



7 Scope of Work

The scope of work is to implement a system that fulfills the requirements for MoF's exchange of information, as described in section 2.1 (Exchange of Information System (EOIS)).

The proposed system must be safe, secure and allow adequate privacy and protection of data and correspondence. Furthermore, the solution must allow effective management and documentation of tasks and correspondence, with the necessary reminders and alerts for action for all parties.

The system must allow effective collaboration, whilst maintaining integrity of information. The system must be easy to use and provide a rich user experience.

8 Company Background

This section should contain following information:

8.1 Give a brief history of your Company and credentials globally, regionally, and locally. Also, pls. fill up the following questionnaire as part of your response

S.No	Questions
1	No. of years of business in UAE
2	Do you have a UAE registration status? If no, how will you operate in UAE?
3	Other questions
4	
5	
6	

8.2 Provide three relevant references for such projects including Name of the Customer, Contact Name, Email, and Telephone Number. One of the references has to be a Government Entity. Further, clearly specify the scope of work for these projects as well as the location where these were implemented

9 Team and Support

- A. Team structure
- B. Team members' CVs including relevant certifications
- C. Experience in Business management and system development implementation and QA
- D. Bilingual capabilities: how many employees speak English, and how many speak Arabic?
Please indicate the same in the CV

Vendors are requested to use to capture the following team details:

S. No.	Resource Name	Educational Qualifications	Employment History in brief	No.of years with current organization	Relevant experience	Suggested Role in Project	Man-days of effort proposed	% onsite involvement proposed	Brief summary of Projects	Role in Project worked on
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							for Project		Worked on	



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10 Commercial Proposal

Commercial Proposal should include detailed fees by milestones, per staff level, number of hours, all out-of-expenses, and any additional charges. MoF will not reimburse any charges not included in the proposal.

Vendors should link the deliverables to the milestones. Billing should be linked to milestones (upon MoF's approval of each deliverable for the milestone).



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11 Additional Terms and Conditions

11.1 Non-Disclosure Agreement

The MoF requires any Service Provider responding to this RFP to enter into MoF Non-Disclosure Agreement (Appendix 1).

11.2 Intellectual Property

The Service Provider should not use any intellectual property of the MoF including, but not limited to, all logos, registered trademarks, or trade names of the MoF, any information provided by the MoF at any time without the prior written approval of the MoF, as appropriate.

11.3 MoF Contract

Service Provider is required to sign MoF standard contract if awarded the bid (Appendix 4).

Appendix 1: MoF Standard NDA

Please find the copy in the attachment



NDA.pdf



ملاحظات هامة جداً الرجاء قراءتها جيداً والتعاون بتنفيذها وتوفيرها:

- برجاء عدم ذكر قيمة عطاءكم المالي في العرض الفني وأيضاً عدم وضع صورة عن الكفالة البنكية الابتدائية في العرض الفني، **كما يحظر على جميع الموردين إعطاء سعر العطاء عبر الهاتف أو البريد الإلكتروني لأي كان.**
- هام جداً:** ترفع عروض أسعاركم المالية والفنية على الموقع الإلكتروني حصراً وبالترتيب والأعداد التالية:
- (عدد 1) **عرض فني** يرفع على النظام فقط.
- (عدد 1) **عرض مالي** يرفع على النظام فقط.
- (عدد 1) **ملف PDF** صورة عن (NDA + الرخصة التجارية + كتاب المخول بالتوقيع المعتمد من محاكم الدولة) ترفع على النظام فقط.
- (عدد 1) **ملف Word Doc.** لجدول بيانات الشركة معبأ بالكامل **(المذكور بالصفحة الأخيرة)** ويرفع على النظام فقط.
- (عدد 1) **الكفالة الابتدائية** ترفع النظام وتسلم الكفالة الأصلية باليد لموظف المشتريات بالوزارة.
- ملاحظة هامة جداً:** عند رفع المورد لعرضه الفني والمالي على النظام برجاء التأكد من أنه رفع كل حسب تصنيفه العرض الفني فقط باختبار تصنيف Technical Proposal والعرض المالي باختبار تصنيف Commercial Proposal أما جميع المرفقات الأخرى فترفع باختبار تصنيف Commercial Proposal.

هام جداً: هذه الممارسة تتطلب كفالة ابتدائية 5% **5% Bid Bond are required**

- متطلبات العرض المالي: (ضرورة ذكر وتوضيح ما يلي):**
- مهام العمل (Scope of Work) - الصيانة والضمان (إن وجد) - مدة التوريد والتركيب والتسليم (إن وجد).
 - مدة تنفيذ المشروع. - عدد الـ Men on Site لهذا المشروع.
 - **شروط الدفع بدون الدفعة المقدمة** ((Payment Conditions without the Advance Payments))
 - إذا رغب المورد بدفعة مقدمة يتوجب عليه إحضار كفالة بنكية بقيمة الدفعة المقدمة وبنفس شروط ومدة كفالة حسن التنفيذ وبنسبة لا تزيد عن 25% بحد أقصى من إجمالي قيمة العقد.
 - تقديم العروض الفنية والمالية باللغتين العربية والإنجليزية **(إن أمكن)** فقط، وعلى الموقع الإلكتروني حصراً.
 - يرجى العلم بأنه غير مطلوب تسليم أي نسخ ورقة، **المطلوب** فقط إحضار الكفالة الابتدائية 5%، وتسلم باليد لأحد موظفي قسم المشتريات في مبنى وزارة المالية بأبوظبي حصراً.

- الثبوتيات المطلوبة (الزامية) Mandatory:**
- **إقرار عدم إفشاء المعلومات NDA** (مؤرخ ومختوم وموقع من الشركة).
 - صورة عن **الرخصة التجارية** (سارية المفعول).
 - صورة عن **كتاب المخول بالتوقيع** Power of Attorney صادر ومصدق من إحدى محاكم الدولة.

-----> يتبع

..... بالتوفيق للجميع.



الرجاء تعبئة النموذج أدناه باللغتين العربية والإنجليزية:

نموذج جدول البيانات المطلوبة للتعاقد مع المورد		
1	اسم المورد Supplier Name	
2	عنوان المورد Supplier address	
3	اسم المشروع/الدراسة Project/study name	
4	اسم المخول بالتوقيع ومسماه الوظيفي Name of the Authorized Person + His Job Title	
5	مدة تنفيذ المشروع Project Accomplished Period	
6	قيمة عرض السعر (بالدرهم الإماراتي) Proposal Cost (AED Currency)	
7	آلية الدفع Payment Terms	
8	اسم مدير المشروع / رقم الموبايل (للمورد) Project Manager Name / Mobile Number (For Supplier)	