

On page 10 item 4.4 please clarify the statement "The information specified in sections 4.3 and 4.4 shall be provided no later than Thursday following the pay day", is it Following or preceding

For Embassy and AID employees – Once the embassy provides the details by employees earnings for pay period x (in spreadsheet format), the embassy expects the calculations to be done, by employee, within 3 business days. This would be the maximum amount of time given for calculations. If the vendor could provide the calculations in shorter time frame, that would be preferred.

Since there are 3 groups of employees mentioned do we need to provide separate reports for each group? Please clarify, we mean (LES, Namru-3 and AECWA).

The vendor will be expected to provide tax calculations in an excel report format to the Embassy on a bi-weekly basis.

1. One report will be for the Embassy and USAID employees.
2. Second Report will be for the NAMRU-3 organization. NAMRU-3 will submit information to the vendor to calculate the tax amounts from its employees on a monthly basis. NAMRU-3 will provide this documentation directly to the vendor, not through FMC. The vendor will reply directly to NAMRU-3 for the tax calculations. NAMRU-3 will provide a check to the US Embassy for the tax liabilities of its employees.
3. Third Report will be for the AECWA. AECWA will submit information to the vendor to calculate the tax amounts from its employees on a bi-weekly basis. AECWA will provide this documentation directly to the vendor, not through FMC. The vendor will reply directly to AECWA for the tax calculations. AECWA will provide a check to the US Embassy for the tax liabilities of its employees.

What is our involvement in the payment of the employees, will we prepare bank transfer files, or other means, if this is not part of our scope please clarify.

The US Embassy will process one global check for the amount due to the Egyptian Tax Authorities on a monthly basis. The check will be given to the vendor who will present it to the Egyptian Tax Authorities. Annually, the vendor will receive assurances from the Egyptian Tax Authorities that any taxes remitted to the GOE on behalf of our employees, for any given tax year, that are tax liabilities have been calculated, settled, and pay accordingly.

In section 3- Solicitation Provisions item number 4 in page 23, can you please specify what kind of evidence is expected?

The vendor needs to provide documentation they provide tax services to other embassies/other multi-national companies. The vendor should provide documentation on the number of clients they provide this service for, the number of staff they have dedicated to providing these services, and their ability to provide this service for another 1,500 staff.

Will there be a test run with the awarded contractor, if yes when is it expected?

The contractor will be selected based on the criteria laid out in the RFQ. There will be no test run before the contract is award. The embassy will review the tax calculations provided by the vendor on a pay period basis and provide feedback about whether some or all calculations needs to be adjusted before passing those results to CGFS Bangkok for processing. The Embassy will heavily scrutinized the first couple tax submissions to ensure the new vendor is performing well.

Will the vendor be required to give support in tax inspection?

The Embassy expects the tax authorities the check payment and any calculation spreadsheet/ support documents to support the amount of the tax payment.

With reference to line item 005 appreciate informing us of the average turnover rate.

This number varies by year. The vendor can anticipate 10 staff leaving every month. Approximately 120 staff in one year.

Here is the requested data for the number of separations, presented by calendar year back to 2008. I have added some notes to help explain the fluctuations.

Year	Count	Note
2013 YTD	93	wage freeze; exceptional wage increase; political instability
2012	99	wage freeze
2011	119	wage freeze; political instability
2010	103	last regular wage increase April 2010
2009	79	
2008	82	

With reference to third paragraph in page number 9, the embassy will issue on quarterly basis checks to be delivered to the tax authorities. While in page 11 item 6.2 it states that the embassy will issue checks on monthly basis, please clarify.

This has been corrected in the amendment.

Appreciate clarifying what will be included in the comprehensive payroll sheet that the embassy will send to the vendor.

The bi-weekly file to the vendor has the following fields:

Employee payroll number

Name of employee

Base pay amount

Premium Pay (Overtime)

Gross Total

Bonus Transportation Allowance

Cash awards

CSR Deductions(for older staff covered under a different retirement system) -

CSR Contributions (for older staff covered under a different retirement system) –

Tax adjustments from Prior Pay Period.

We need an explanation for block 12 & 17 in standard form 1449.

Block 12 doesn't apply to this contract. Block 17 will be filled with the name and the address of your firm.

Do we need to have a contractor identification number as per clause 52.204-6 in page 24? Do we need to register ourselves as vendor in order to bid?

You don't need to register in order to bid. If you are awarded the contract, then you will need to register.

Is there a standard form for standard certification in section (e) in page 30?

This applies only on the American firms.

Can we receive a soft copy of the forms we need to fill in MS Word format rather than PDF to be able to use it faster?

We will upload the standard form 1449 as a Word document on the web site.

In schedule 11 page 2 , the schedule for pricing is for Jan - Dec 2014 , July 2014-June 2015 , and July 2015 – June 2016 , which is different from section 1 that is for a base year of Jan - Dec 2014 followed by two optional years Jan - Dec 2015 , and Jan - Dec 2016,

We will issue and post an amendment to change the typo.

When will the Embassy provide the monthly check?

The Embassy will deliver the check to the contractor in a timely manner in order to meet the dead line of the 15th of each month.

Will the contractor be responsible for calculating the social insurance figures?

No, the Embassy will calculate it in-house and provided it to the contractor.