



Request for Proposal (Offer)
Legal Services to Open and Activate Tax Files
See attached Annex A for SOW

Title: Legal Services to Open and Activate Tax Files

Submission Starting Date: Nov 4, 2024

Deadline: Nov 10, 2024

To apply:

- All offers, should be in English language only, completed offer document Sealed and enclosed envelop) must either sent by e-mail to HAI Tender (hairagtender@hainternational.org) or hand delivered to HAI office, Baghdad, Al Karkh, Al Yarmook., Street No. 918, House No.8/925, no later than, Nov 10, 2024 at 5:00 PM. Late offers will be rejected.
- Offer price shall remain valid and open for acceptance for 30 days after the closing date for submission of offers without changes.

Requirement to be attached with this RFP:

- CV and A cover letter outlining relevant experience and qualifications.
- Proof of academic and professional credentials.
- References from similar work, particularly for INGOs.

Annex A

Statement of work

Introduction:

Heartland Alliance International is seeking to hire a qualified lawyer or legal firm to assist in opening and activating a tax file for HAI as an international organization at the General Directorate of Taxes in Baghdad. This engagement includes handling all necessary steps from start to completion, including any associated processes with other government departments.

Scope of Work

The appointed lawyer will be responsible for:

- Opening a tax file with the General Directorate of Taxes in Baghdad.
- Opening a file specific to international organizations in Baghdad.
- Managing the entire process from initiation to activation.
- Handling all related requirements, including any coordination with other government departments, to ensure the tax file is properly activated and maintained.

Qualifications

- Hold a bachelor's degree in law and be an active member of the Iraqi Bar Association or a qualified Chartered Accountant.
- Have a proven record in negotiating and obtaining penalty waivers for International Non-Governmental Organizations.
- Demonstrate the ability to work professionally and ethically, ensuring no false practices in tax advice or representation.

Skills and Knowledge

- Established strong relationships with local authorities.
- Solid understanding of relevant tax and regulatory requirements for international organizations operating in Iraq.

Required Experience

- At least 5 years of demonstrated experience in handling employee income tax and tax-related matters for organizations, especially INGOs.

Language Requirements

- Proficiency in both written and spoken Arabic.
- Fluency in English is preferred.

Payment terms:

- Payment will be made in bank transfer between 01 To 15 days after completing the service.
- There is No advance payment.

Timeline for this Service:**Fill out below table (Date 2,3, and 4)**

Estimate Start Date	Collecting Documents and Requirements	Submitting and request for registration	Completion
Date 1	Date 2	Date 3	Date 4
Nov 20, 2024			

Total Cost for the above offer:

Total amount :	USD <input type="checkbox"/>
In Writing	IQD <input type="checkbox"/>

please sign all the pages and fill out below information.**Name of Provider:****Email:****Mobile No.:****Address:****Date:**