

To Whom It May Concern

From

German Kenyan Cooperative Development
Hardy Post Mall
Ushirika Road

P.O. Box 15658
00509 Nairobi - Karen

November 11th, 2024

Call for Quotations for support with the acquisition of a tax exemption certificate for PBO organization registered in Kenya

Introduction

German Kenyan Cooperative Development (GKCD) invites qualified and experienced service providers (either an individual or a firm) to support with the acquisition of a Tax Exemption Certificate from Kenya Revenue Authority as per The Income Tax (Charitable Organizations and Donations Exemption) Rules, 2024 (Legal Notice 105 of 2024) for German Kenyan Cooperative Development and the requirements under the PBO Act as per the Public Benefits Organization Act, 2013 apply. The successful bidder will assist in navigating the application process, ensuring compliance with all legal requirements.

GKCD is an international NGO registered under section 10 of the Non-Governmental Organization Coordination's Act in Kenya in April 2018 which now falls under the PBO Act. We are seeking Tax Exemption Certificate for compliance purposes.

The Public Benefits Organizations Act 2013 (the PBO Act) came into force on 14 May 2024 and the operationalization of the PBO Act brings a myriad of changes to regulation of non-governmental organizations and public benefit organizations. GKCD falls under the requirements of the PBO Act.

Terms of Reference for this assignment:

The detailed ToRs of this assignment are as follows:

- Acquisition of a tax exemption certificate for GKCD valid for a period of five years and issued within sixty days of the lodging of the comprehensive application as per the requirements of the PBO Act, the Charitable

Organizations and Donations Exemption Rules, 2024 and the requirements for tax exemptions

- Advising GKCD on the required application documents for tax exemption certificates in an organized and well managed manner
- Handling all related process steps and correspondence with related Kenyan Authorities, keep the Project Director and Project Accountant informed about progress and possible challenges which might lead to a delay in acquiring the desired certificate within 60 days after lodging the complete application
- Making all payments of related official fees to the Kenya Revenue Authority or other official stakeholders in the process on behalf of GKCD and against original Government receipts. GKCD will reimburse the service provider on presentation of the official receipts.
- Handing over the original tax exemption certificate and relevant related official documentation to GKCD after acquisition.
- Documentation of the assignment in a management report / consultancy report to mark the successful completion of the assignment. The report shall document important points for GKCD when approaching similar statutory requirements in the future. Relevant learnings and compliance advisory to GKCD shall be included

Expected Outputs

- Exemption certificate for GKCD from Kenya Revenue Authority valid for 5 years
- Management report to summarize the consultancy assignment and document important learnings relevant for similar statutory requirements for GKCD

Qualifications

- The bidder must be a registered accountant or accountancy firm in Kenya with proven ICPAK registered professionals, ideally with access to international professional networks and an understanding of donor dependent organizations.
- The bidder must have several years of relevant experience in the field of tax exemption certification for international, non-profit organizations in Kenya and must provide proof of successful acquisition of tax exemption certification for organizations of a similar nature
- The bidder must be able to advise GKCD on possible legal interventions if there are unforeseen obstacles arising from the tax exemption certification application and link us to a legal department or firm if need arises
- The bidder must be well conversant with the relevant acts, rules and laws related to the expected outputs of this assignment and must be able to interpret them for GKCD to achieve the desired output

Bid submission requirements

Each application should include the following:

- A two-page application letter
- Company profile
- Detailed technical proposal with clearly outlined approach, anticipated timeframe and contact details of references.
- Financial proposal in Kenya Shilling currency covering all deliverables which clearly marked Government expenses which are to be reimbursed by GKCD on presentation of original receipts
- The financial proposal must be net of local taxes
- Practicing certificate or license.

Please submit your written quotations (Tariffs and Terms and Conditions) not later than November 29th 2024, COB, via email to (procurement_kenya@dgrv.coop).
Thank you.