

ANNEX 2: EVALUATION CRITERIA

1. Essential Criteria: Exclusion if not met

No.	Essential Criteria
1	The bidder must have legitimate business/official premises or is registered for trading and tax as appropriate. (Suppliers who submitted these documents within 01 year are not required for re-submission). <i>Evidence: Supplier submits 01 scan/copy of Business Registration Certificate.</i>
2	Adhere to all mandatory Save the Children policies. <i>Evidence: Supplier commits in the Appendix 1- RFQ</i>
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. <i>Evidence: Supplier commits in the Appendix 1- RFQ</i>
4	The bidder commits to having full legal status and capacity in accordance with Vietnamese Laws to provide services related to tax procedures. (The bidders who submitted these documents within 01 year are not required for re-submission). <i>Evidence: Supplier submits:</i> <i>(1) 01 scan/ copy of Certificate of eligibility to provide tax procedure services granted by the Department of Taxation (where the Bidder is located);</i> <i>And</i> <i>(2) Scan/copy of 02 Tax procedure service practice Certificates granted by the General Department of Taxation</i>

2. Capability Criteria: 50%

	Capability Criteria	% Weight
1	Technical proposal to implement the ToR, which included: <ul style="list-style-type: none"> a. Implementation plan with clear methodology and timeline meet TOR's requirements: 10% b. Proven track record of handling tax code closure, PIT and other taxes reconciliation with Ho Chi Minh City Tax Office within the past 5 years: 20% <ul style="list-style-type: none"> • Submission of at least 01 Tax closure service agreement/contract that has been executed in Vietnam within the last 05 years, together with Invoice/completion note or other supporting documents evidencing service completion (sensitive information can be deleted/covered in the submission): 10% • Submission of at least 01 Tax closure service agreement/contract that has been executed in Vietnam within the last 05 years, together with Invoice/completion note or other supporting documents evidencing service completion — demonstrating experience working with the Ho Chi Minh City Tax Office (sensitive information can be deleted/covered in the submission): 5% 	30%

	Capability Criteria	% Weight
	<ul style="list-style-type: none"> Submission of at least 01 Tax closure service agreement/contract signed with NGO, together with Invoice/completion note or other supporting documents evidencing service completion (sensitive information can be deleted/covered in the submission): 5% <i>Evidence: Technical Proposal</i>	
2	Experience of Advisory lead <ul style="list-style-type: none"> a. Years of experience as Advisory lead (minimum 5 years): 10% <ul style="list-style-type: none"> More than 5 years: 10% 2-5 years: 8% Under 2 years: 0% b. Experience working with NGOs: 2% <ul style="list-style-type: none"> Minimum quantity of projects with NGOs within recent 5 years as Advisory lead: 1 project within 5 recent years The Bidder who provided Advisory lead participated in the most projects will get the max score. Other prorated. c. Possesses a Tax procedure service practice Certificate: 3% <i>Evidence: based on CV of Advisory lead/supplier proposal</i>	15%
3	Experience of other team members: <ul style="list-style-type: none"> a. Tax advisory experience (min 2 year): 4% <ul style="list-style-type: none"> If yes: 4% If no: 0% b. Bachelor's degree in Accounting, Auditing, Finance or relevant field: 1% <ul style="list-style-type: none"> If yes: 1% If no: 0% <i>Evidence: based on CV of other team members.</i>	5%

3. Commercial Criteria: 40%

	Commercial Criteria	% Weight
1	The bidder with the most competitive price will get 38%, other bidders' points to calculate follow pro-rata. <i>Evidence: Appendix 1 - RFQ</i>	38%
2	The bidder accepts SCI's proposed payment term: - If yes: 2% - If no: 0% ** SCI's proposed payment term: + 30% upon approval of the inception note/plan + 70% upon receipt of official tax code closure confirmation from the Tax Office <i>Evidence: Appendix 1 - RFQ</i>	2%

4. Sustainability Criteria: 10%

	Sustainability Criteria	% Weight
1	<p>The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability (Suppliers who submitted these documents within 01 year are not required for re-submission): 10%, if not: 0%</p> <p><i>Evidence: Supplier submit evidence for paperless offices, green technology in offices, training programmes, community outreach programmes etc</i></p>	10%