



# Request for Proposal for Accounting/Payroll Services in Honduras

**Submission of Proposal Deadline: Wednesday, October 4, 2023, 5:00 pm EST.**

<b>Project:</b>	Honduras MESCLA
<b>Funder:</b>	Social Impact
<b>RFP Release Date:</b>	September 19, 2023
<b>Deadline for Questions:</b>	September 25, 2023
<b>Answers to Questions:</b>	September 27, 2023
<b>Deadline for Proposals:</b>	<b>October 4, 2023</b>

**Please submit inquiries and proposals in English. All inquiries and proposals should be directed to:**

**Name/Email:** Mrs. Laura Raymond, Project Director, [lraymond@socialimpact.com](mailto:lraymond@socialimpact.com)  
Ms. Nalini Ramlogan, Project Manager, [nramlogan@socialimpact.com](mailto:nramlogan@socialimpact.com)  
Ms. Daisye Rainer, Project Assistant, [drainer@socialimpact.com](mailto:drainer@socialimpact.com)

**Address:** Social Impact, Inc.  
2300 Clarendon Boulevard, Suite 1000,  
Arlington, VA 22201, USA

# Accounting Services in Honduras Specifications

## Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs in order to improve people's lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cross-cut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI's official home page is: <http://www.socialimpact.com/>

## 1. General Information

- 1.1 **Purpose:** This Request for Proposal (RFP) is to contract for accounting and tax services to be provided to SI's field office in Tegucigalpa, Honduras. The project will be active until September 2027.
- 1.2 **Staff and Office:** SI expects operations in Honduras to consist of a staff of 5, working from the prime contractor's field office. Staff hired include five local nationals. The periodicity of payroll payment will be monthly and we will issue local contracts providing the benefits.
- 1.3 **Activities:** SI's activities in Honduras will exclusively center on providing support to the USAID Honduras mission.
- 1.4 **Funding:** Funding for the operations will come from SI's headquarters in the United States. We do not anticipate any fundraising or profit-making activities in the country.

## 2. Scope of Service Required

The Supplier with the lowest priced, technically acceptable proposal will be selected. The Supplier shall submit its best price as per the following requirements:

- Supplier shall submit quotes in US Dollars (USD).
- Quotes must be in English.

- The quoted costs shall be for complete services inclusive of all charges for service associated with the work. All costs should be fully transparent.
- Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. SI has the right to increase or decrease the requirement for services mentioned in this RFQ.
- Payment term: net 30 days.

**The accounting firm will provide SI with tax, accounting, and payroll services, such as the following, in regards to its operations in Honduras under the Honduras MESCLA 2.0 Activity.**

1. Monthly data management, including accounting entries, reports, and working papers
2. Preparation of the SI staff payroll, including tax and social security contributions determination including electronic invoice file issuance
3. Calculation and obtaining documentation necessary for the payment of the Payroll Tax for the remunerations paid to employees in the localities where the projects operate
4. Monthly e-accounting report and delivery to the Honduran Tax Authorities
5. Preparation of any declarations derived from withholdings made to third parties.
6. Prepare quarterly financial statements, ensuring proper record-keeping and delivery to SI
7. Presentation of monthly statements of taxes withheld from third parties (ISR and VAT) and necessary information for SI to pay taxes as appropriate.
8. Regularly schedule quarterly meetings, if needed, to review financials, tax compliance and relating matters to the above purposes and scope
9. Furthermore, if appropriate, reviewing tax accruals and suggesting tax and/or financial management adjustments to ensure tax compliance
10. Sending affiliation movements to the Régimen de Aportaciones Privadas (RAP) and other government entities as necessary (registrations, cancellations and salary modifications).
11. Provide the necessary software for the accounting record of accounting operations and the preparation of payroll.

***Expected deliverables:***

1. Monthly financial statements
2. Monthly payroll calculations and payment of bonus and vacation bonus
3. Annual information and tax returns, as required by Honduran fiscal law
4. Integration of accounting accounts
5. List of monthly taxes payable or in favor, as well as fees payable in accordance with the tax scheme
6. As the client requires, will provide written tax accounting advice
7. Determination at the client's request of estimates of tax withholdings or fees for employees or consultants

The information generated and databases will be the property of Social Impact, so the service provider will not reserve any property rights over the information provided and processed for the client.

### 3. Proposal Contents

In addressing this request, we would like your firm to focus on providing the following information in the proposal:

- 3.0 Accounting Firm Background:** SI is a for-profit entity working in a predominantly non-profit industry. Does your firm have previous experience with for-profit companies in the international development field? Does your firm have previous experience with this Client?
- 3.1 Service Provided:** Do you have in-house expertise and provide services as listed above? If not, which do you not provide? Can you recommend a firm that provides that particular service?
- 3.2 Service Time:** Please give us an estimate of the time involved in providing the services for each of the areas.
- 3.3 Service Costs:** Please give us an estimate of the cost involved in providing each of services for provision of monthly payroll and benefits for 5 staff members as well as any additional fees to be compliant with local law (ie., bank, tax, onboarding, etc.), or a total price if your firm can offer service in all categories as a package. " Please kindly provide a detailed breakdown of the rate by different category of services.
- 3.4 Firm Profile:** Please include business information about your firm, namely, firm size, structure, areas of practice, and office location(s).
- 3.5 Qualifications:** Please provide the qualifications of accountants and personnel that would be involved in providing the above services.
- 3.6 Experience and Business References:** Please list at least 2 other organizations for whom you have provided any of the above services who can serve as a reference. Please include both U.S. based organizations with operations in Honduras and local organizations.

### 4. Proposal Submission

#### 4.1 Submission of Questions

If your firm has any questions regarding the RFP, please send your questions to e-mail address listed below in 4.2. All questions and proposals should be submitted in English.

**Question submission deadline:** Monday, September 25; 5:00pm EST.

**Answers to Questions:** Wednesday, September 27; 5:00pm EST.

#### 4.2 Submission of Proposal – Wednesday, October 4; 5:00 pm EST

If your firm is interested in representing SI in one or all of these areas, please send your information and proposal (including the cost matrix excel) via email:

**Contacts:** Mrs. Laura Raymond, [lraymond@socialimpact.com](mailto:lraymond@socialimpact.com);  
Ms. Nalini Ramlogan, [nramlogan@socialimpact.com](mailto:nramlogan@socialimpact.com); and  
Ms. Daisye Rainer, [drainer@socialimpact.com](mailto:drainer@socialimpact.com)