EMPLOYEES' TRUST FUND BOARD

Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo-05.
Telephone No: 011-7747200/ 011- 7747236 Email: tender@etfb.lk

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Date: 08.10.2026

IFB No. ETF/PROC/A/2026/092

The Manager

Dear Sir,

INVITATION TO SUBMIT PROPOSAL FOR TAX CONSULTANCY SERVICES TO THE EMPLOYEES' TRUST FUND BOARD FOR A PERIOD OF THREE (03) YEARS

Please be good enough to quote your prices on the enclosed form.

Your bid should be deposited in the Tender **Box No.07** kept at the **Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo- 05.**

Closing/Opening of tenders will be at **10.30 a.m. on 30.10.2026**

Please note that the Suppliers who send bids have the option to be present at the opening of tenders.

Please indicate the **Subject Matter, Tender No., and the Tender Box No.** on the top left hand corner of the envelope.

Tenders should be addressed to: **The Manager (Procurement), Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo- 05.**

Thank you.

Assistant General Manager (Procurement)
Employees' Trust Fund Board

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

EMPLOYEES' TRUST FUND BOARD (ETFB)

REQUEST FOR PROPOSALS

SELECTION OF TAX CONSULTANCY FIRM FOR THE THREE (03) YEARS PERIOD

UNDER QUALITY AND COST BASED SELECTION (QCBS) PROCEDURE

RFP Reference No.: ETF/PROC/A/2026/92

Chairman
Department Consultancy Procurement Committee
Employee's Trust Fund Board
19-23 Floors,
MehewaraPiyesa,
Colombo 05.

October 2026

SECTION 1

LETTER OF INVITATION

09.10.2026

To:
……..

……..

……

INVITATION TO SUBMIT PROPOSAL FOR TAX CONSULTANCY SERVICES TO THE EMPLOYEES' TRUST FUND BOARD FOR A PERIOD OF THREE (03) YEARS

Dear Sir/Madam,

The Department Consultants Procurement Committee (CPCD) on behalf of the Employees' Trust Fund Board (ETFB) invites proposals to provide the above consulting services. More details on the services are provided in the Terms of Reference attached.

The selection of the Consultant will be carried out under the **Quality and Cost Based Selection (QCBS)** procedure in accordance with the **Guidelines on Selection and Employment of Consultants, August 2007**, and the **Consulting Services Manual, November 2007**, issued by the National Procurement Agency of Sri Lanka.

The purpose of this assignment is to obtain professional and independent tax consultancy services to assist ETFB in complying with applicable tax laws, regulations, circulars, rulings and other requirements of the Government of Sri Lanka and the Inland Revenue Department.

The detailed Terms of Reference (TOR) are given in **Section V** of this Request for Proposals.

Your firm is requested to submit a **Combined Technical and Financial Proposal** in accordance with the requirements specified in this RFP.

The proposal shall be submitted on or before:

Closing Date: 30.10.2026

Closing Time:10.30 a.m.

Place of Submission:
Chairman / CEO,

Attention :

AGM (Procurement)
Procurement Section
Employees' Trust Fund Board,
23rd Floor,
Mehewara Piyesa,
Colombo 05.

The proposal shall remain valid for a period of 29th January 2027 **[91] days** from the closing date.

The ETFB reserves the right to accept or reject any proposal and/or cancel the procurement process in accordance with the applicable procurement rules and regulations.

Department Consultancy Procurement Committee

Employees' Trust Fund Board

19 – 23 Floors,

Mehewara Piyesa

Colombo 05.

Section II

INSTRUCTIONS TO CONSULTANTS

Definitions

a) "Client" means the procuring entity with which the selected Consultant signs the Contract for the Services.

b) "Consultant" means any organization that may provide or provides the Services to the Client under the Contract.

c) "Contract" means the contract signed by the Parties and all the attached documents listed in Clause 1 of the Form of Contract that is the General Conditions (GC), the Special Conditions and the Appendices.

d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.

e) "Day" means calendar day.

f) "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside Sri Lanka;

g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.

h) "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile within Sri Lanka

i) "Party" means either or both the Client or the Consultant, as the context requires.

j) "Personnel" means professionals and support staff provided by the Consultant or by any Sub-consultant and assigned to perform the Services or any part thereof;

k) "Proposal" means the Technical Proposal and the Financial Proposal.

l) "RFP" means the Request for Proposal prepared by the Client for the selection of Consultants.

m) "Services" means the work to be performed by the Consultant pursuant to the Contract.

n) "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.

o) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

1.1 The Employees' Trust Fund Board, hereinafter referred to as the **"Client"** or **"ETFB"**, intends to select a suitably qualified Tax Consultancy Firm to provide professional tax consultancy services for a period of three (03) years.

1.2 The Consultant shall provide the services described in the Terms of Reference and shall advise ETFB on all matters relating to taxation and other statutory obligations falling within the scope of the assignment.

1.3 The selection shall be undertaken using the **Quality and Cost Based Selection (**QCBS) method.

1.4 The QCBS method is appropriate where the assignment is of a nature and value for which preparation and evaluation of full competitive proposals is not justified and where the qualifications and relevant experience of the Consultant are the principal considerations.

2. Eligible Consultants

The Consultant shall meet the following minimum eligibility requirements to be considered for the assignment:

2.1 Legal and Professional Eligibility

a. The Consultant shall be a legally established consultancy firm/practice in Sri Lanka and shall be duly registered under the applicable laws of Sri Lanka.

b. The Consultant shall possess the necessary professional competence, qualifications, experience and resources to successfully undertake the assignment. (Minimum 03 years experience as a tax consultant)

c. The Consultant shall be registered with the relevant professional and/or regulatory authorities applicable to the provision of taxation consultancy services.

d. The Consultant shall comply with all applicable laws, regulations, rules and statutory requirements of Sri Lanka.

e. The Consultant shall not be blacklisted, suspended or otherwise debarred by any Government institution, statutory body or other recognized authority from participating in public procurement.

f. The Consultant shall not have any actual or potential conflict of interest that may affect its ability to undertake the assignment independently and objectively.

2.2 Financial Capacity

The Consultant shall have an average annual turnover of not less than Rs. 20 million during the last three (03) completed financial years.

The Consultant shall submit audited financial statements for the last three (03) completed financial years as evidence of its financial capacity.

2.3 Relevant Experience

The Consultant shall have adequate and demonstrable experience in providing taxation consultancy services to public sector institutions, statutory bodies, corporations or other organizations of comparable nature and complexity.

The Consultant shall submit a minimum of five (05) client references, of which at least two (02) shall be public sector institutions/statutory bodies.

The following details shall be provided for each reference:

- Name of the Client;
- Name and brief description of the assignment;
- Contract period;
- Contract value, where applicable; and
- Name, designation and contact details of the relevant contact person.

2.4 Availability of Qualified Personnel

The Consultant shall have suitably qualified and experienced tax professionals capable of undertaking the assignment.

The Consultant shall provide details of the proposed professional staff, including their qualifications, professional memberships/registrations and relevant experience.

2.5 Documents to be Submitted

The Consultant shall submit the following documents as evidence of compliance with the above eligibility requirements:

a. Certificate of Business Registration/Incorporation;

b. VAT Registration Certificate, where applicable;

c. Taxpayer Identification Number (TIN) Certificate;

d. Form 1 and Form 20

e. Audited Financial Statements for the last three (03) completed financial years;

f. Relevant professional membership certificates, including CA Sri Lanka membership certificate(s), where applicable;

g. Tax Practitioner Registration Certificate(s);

h. ACCA/CIMA or other relevant professional registration/membership certificates, where applicable;

i. Declaration confirming that the Consultant has not been blacklisted, suspended or debarred from participating in public procurement;

j. Declaration regarding pending or past litigation;

k. Declaration of absence of conflict of interest;

l. Non-Collusion Declaration;

m. Details of a minimum of five (05) client references, including at least two (02) public sector references, together with the relevant contact persons and contract periods; and

n. Any other documents required to establish the Consultant's eligibility, qualifications, experience and financial capacity as specified in this RFP.

Failure to submit the required documentary evidence may result in the Consultant being considered non-responsive to the eligibility requirements.

3. Conflict of Interest

The Consultant shall provide professional, objective and impartial advice.

The Consultant shall promptly disclose to ETFB any actual or potential conflict of interest arising during the assignment.

A firm shall not be eligible where its participation would result in an actual or potential conflict of interest that could compromise the independence or objectivity of the services.

4. Clarification of RFP

Any Consultant requiring clarification regarding this RFP may submit its queries in writing to:

AGM (Procurement)
Employees' Trust Fund Board
23rd Floor
MehewaraPiyesa
Colombo 05.

Tel: 0112806832
Email: Tenderetfb@gov.lk

All requests for clarification shall be received on or before _____.

5. Preparation of Proposal

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

The Consultant shall prepare a **Technical Proposal and Financial Proposal** covering the complete requirements of the Terms of Reference.

The Technical Proposal shall demonstrate:

- Understanding of the assignment;
- Relevant organizational experience;
- Experience in taxation consultancy;
- Qualifications and experience of proposed personnel;
- Proposed approach and methodology;
- Availability of personnel; and
- Any other information requested by ETFB.

The Financial Proposal shall clearly indicate the professional fees and all other applicable charges for the services.

6. Language

The proposal and all correspondence relating to the proposal shall be submitted in **English**.

7. Validity of Proposal

The proposal shall remain valid for **ninety one (91) days** from the closing date unless otherwise specified by ETFB.

8. Submission of Proposal

The original Proposal (Technical Proposal and, Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the Proposal must initial such corrections.

The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title, and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE the

time and date of the submission deadline indicated in the Data Sheet". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, Any proposal received by the Client after the deadline for submission shall be returned unopened.

The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

Proposal shall be prepared using the attached Standard Forms in accordance with the submission instructions given in this RFP.

The proposal shall be properly signed by an authorized representative of the Consultant.

9. Evaluation and Selection under

The selection will be conducted in accordance with the procedure.From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

ETFB will consider the following in identifying the most suitably qualified Consultant:

1. General experience of the firm;
2. Specific experience in taxation consultancy;
3. Experience with Government institutions/statutory bodies/public sector organizations;
4. Experience in dealing with the Inland Revenue Department and other relevant authorities;
5. Qualifications and experience of key professional staff;
6. Understanding of the requirements of ETFB;
7. Availability and capacity to undertake the assignment; and
8. Overall suitability and relevant experience of the firm.

The Client shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

10. Financial Proposal Open

After the technical evaluation is completed, the Client shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR,

that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores obtained bt each qualified Consultant shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

11. Combined Evaluation of Financial Proposal and Technical Proposal

In case of , the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. The firm achieving the highest combined technical and financial score will be invited for negotiations.

10. Negotiations

Negotiations may cover:

- Scope of services;
- Methodology and work programme;
- Personnel;
- Level of effort;
- Professional fees;
- Reimbursable expenses;
- payment arrangements;
- reporting arrangements; and
- Other contractual matters.

Upon successful completion of negotiations, ETFB will proceed with the award of the contract in accordance with the applicable procurement procedures.

11. Award of Contract

The contract will be awarded to the Consultant whose qualifications and relevant experience are considered most suitable for the assignment and with whom ETFB successfully concludes negotiations.

The contract shall be for a period of **three (03) years**, subject to the terms and conditions of the contract.

SECTION III

DATA SHEET

ITC Clause Reference	
1.1	Name of the Client: Employees' Trust Fund Board Method of selection: Based Selection
1.1	The assignment is: Selection of a Tax Consultancy Firm for three (03) years Period
7	Proposals shall remain valid until: 91 days from the closing date of the proposal The proposal shall remain valid for a period of 29th January 2027 **[91] days** from the closing date.
4	**AGM (Procurement)** Employees' Trust Fund Board 23rd Floor Mehewara Piyesa Colombo 05. Tel: 0112806198 Email: Tender@etfb.lk All requests for clarification shall be received on or before 23rd October 2026
	Breakdown cost of Activities required: Yes
8	Instructions for Submitting Proposals **1. Technical Proposal** Place the original and all copies in a sealed envelope and mentioned the "original" and "Copy". Mentioned the name of the consultancy on the top left corner of the envelope Clearly mark the envelope "TECHNICAL PROPOSAL." **2. Financial Proposal** Place the original in a separate sealed envelope. Mentioned the name of the consultancy on the top left corner of the Envelope

	Clearly mark the envelope "FINANCIAL PROPOSAL." o Add the name of the assignment. **Include a warning: "DO NOT OPEN WITH THE TECHNICAL** **PROPOSAL."** **3. Outer Envelope** Place both the sealed Technical and Financial envelopes inside oneouter sealed envelope. Clearly mark the outer envelope with: ▪ The submission address. ▪ The reference number and title." Selection of a Consultancy Firm to Review and Update the Commission's Financial Manual." ▪ The warning: "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 10.30 a.m.on 30th October 2026.
	The Proposal submission address is: Employees' Trust Fund Board, Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05. Proposals must be submitted no later than the following date and time: Date: 30th October 2026 Time: 10.30 a.m.
	The opening of the Technical Proposal shall take place at:

	Employees' Trust Fund Board, Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05. Date: 30th October 2026 Time: 10.30 a.m.

SECTION IV

TERMS OF REFERENCE

1. Assignment Title

Appointment of Individual Tax Consultant to the Employees' Trust Fund Board for Three (03) Years

2. Procuring Entity

Employees' Trust Fund Board.

3. Duration

Three (03) years from the commencement date specified in the contract.

.4. Background

The Board of the Employees' Trust Fund Board, at its meeting held on **06.06.2026**, approved the procurement of the services of a qualified **Tax Consultant** to provide professional tax consultancy and tax compliance services to the Board.

Accordingly, the Finance Division requests the Procurement Division to initiate the procurement process for the selection of a suitably qualified **Tax Consultant** in accordance with the applicable Government Procurement Guidelines.

5. Objective

To engage a professionally qualified **Tax Consultant** to provide tax consultancy, tax compliance, tax representation and other related professional services to ensure the Board's compliance with all applicable tax laws and statutory requirements.

6. Scope of Services

The selected **Tax Consultant** shall be responsible for the following:

1. Advise on the preparation and filing of the Statement of Estimated Tax Payable (SET), including the preparation of estimated tax computations and submission of the Statement of Estimated Tax Payable.
2. Advise the Board on quarterly self-assessment tax payments and other statutory tax payment obligations.
3. Compile the required financial information, prepare annual income tax computations and submit income tax returns within the statutory deadlines.
4. Advise the Board on its tax structure and tax implications, and obtain directions, rulings or clarifications from the Department of Inland Revenue whenever required.
5. Advise the Board on all applicable taxes and assist in the preparation and filing of all relevant tax returns and statutory documents.
6. Keep the Board informed of amendments to tax legislation, regulations and Inland Revenue practices and advice on the impact of such changes on the Board.
7. Attend to all tax-related queries, notices, audits and correspondence issued by the Department of Inland Revenue and coordinate with the Board in responding thereto.
8. Represent the Board in appeals against assessments issued by the Commissioner General of Inland Revenue, including the preparation of appeals, written submissions and attendance at hearings.
9. Represent the Board before the Tax Appeals Commission in appeals against determinations of the Commissioner General of Inland Revenue, including the preparation of written submissions and attendance at hearings.
10. Provide professional tax opinions and recommendations on taxation matters referred by the Board during the contract period.
11. Attend meetings with management, Board representatives, external auditors and regulatory authorities whenever required in relation to tax matters.

7. Deliverables

The **Tax Consultant** shall ensure the timely delivery of the following

- Statement of Estimated Tax Payable and related computations.
- Quarterly tax payment advice.
- Annual income tax computations.
- Preparation and submission of statutory tax returns.
- Written responses to tax queries raised by the Department of Inland Revenue.
- Representation before the Department of Inland Revenue and the Tax Appeals Commission, where required.
- Written tax opinions and advisory reports as requested by the Board.
- Periodic updates on amendments to tax legislation and their implications.

8. Minimum Qualifications

The **Tax Consultant** shall

- Be a professionally qualified tax consultant or consulting firm registered in Sri Lanka.
- Possess extensive knowledge of the Inland Revenue Act and other applicable tax legislation.
- Have proven experience in providing tax consultancy and tax compliance services to large organizations or public sector institutions.
- Demonstrate experience in handling tax assessments, tax audits, appeals and tax litigation before the Department of Inland Revenue and the Tax Appeals Commission.
- Have at least five (05) years of experience in providing tax consultancy and compliance services.

9. Contract Period

The contract shall be for a period of **Three (03) years**, commencing from the date of award, unless otherwise decided by the Board.

10. Reporting

The **Tax Consultant** shall report to the Finance Division of the Employees' Trust Fund Board and work closely with the designated officers on all tax-related matters.

11. Confidentiality

The Tax Consultant shall maintain strict confidentiality with regard to all financial, tax and other information obtained during the engagement and shall not disclose such information to any third party without the prior written consent of the Board, except where required by law.

12. Performance Evaluation

The performance of the Tax Consultant shall be reviewed periodically by the Board based on the quality of services, timeliness of submissions and compliance with contractual obligations.

13. Termination

The Board reserves the right to terminate the contract in accordance with the provisions of the agreement in the event of unsatisfactory performance, breach of contractual obligations or any other valid reason.

The Board reserves the right to terminate the Contract in accordance with the terms and conditions of the Contract Agreement in the event of unsatisfactory performance, failure to comply with the Consultant's contractual obligations, material breach of the Contract, or any other valid ground specified in the Contract Agreement.

Termination of the Contract shall be carried out in accordance with the applicable provisions of the Contract Agreement and the relevant laws and regulations of Sri Lanka.

14. SERVICE LEVEL REQUIREMENTS (SLA)

The Consultant shall provide the required taxation consultancy services within the response times specified below. The Consultant shall ensure that all queries, notices, assessments and other tax-related matters referred by the Board are attended to promptly and professionally.

Service / Matter	**Required Response Time**
a) Routine Tax Query	Within two (02) working days of receipt of the query
b) Urgent Tax Query	Within twenty-four (24) hours of receipt of the query
c) Notice received from the Inland Revenue Department (IRD)	Within forty-eight (48) hours of receipt of the notice
d) Tax Assessment / Assessment Notice	Immediate acknowledgement upon receipt, with a proposed action plan within three (03) working days

14.1 General SLA Requirements

a. The Consultant shall acknowledge receipt of all tax-related communications requiring action by the Board within the applicable response period.

b. Where immediate action is required due to statutory deadlines or other circumstances, the Consultant shall promptly advise the Board of the required action and the applicable deadline.

c. The Consultant shall monitor relevant tax matters and keep the Board informed of significant developments, pending actions and statutory deadlines.

d. Where the Consultant is unable to provide a substantive response within the specified response time due to the complexity of the matter or the requirement for additional information, the Consultant shall notify the Board of the reason for the delay and provide a revised timeline for resolution.

e. The Consultant shall maintain appropriate records of queries, notices, assessments and other matters referred by the Board, including the date of receipt, action taken, response provided and status of the matter.

f. Repeated failure to comply with the specified SLA requirements may be considered as unsatisfactory performance and may result in corrective action or other remedies in accordance with the Contract Agreement.

SECTION V

TECHNICAL PROPOSAL

INFORMATION TO BE SUBMITTED BY THE CONSULTANT

The Consultant shall submit the following information.

Form 1 - COMPANY/FIRM PROFILE

1. Name of the firm
2. Registered address
3. Telephone and email
4. Year of establishment
5. Legal status
6. Registration details
7. Ownership/partners/directors
8. Professional registrations
9. Number of professional staff
10. Relevant areas of specialization

Form 2 - GENERAL EXPERIENCE

The Consultant shall provide details of its previous experience in consultancy services, including:

No. Client Nature of Assignment Period Contract Value Contact Details

Form 3 - SPECIFIC TAX CONSULTANCY EXPERIENCE

Particular emphasis shall be given to experience in:

- Corporate income tax;
- PAYE/APIT and employee-related taxation;
- VAT;
- SSCL;
- Withholding tax/AIT;
- Stamp duty;
- Tax audits;
- Tax assessments;
- Appeals and objections;
- Tax rulings;
- Tax refunds;
- Tax clearance matters;
- Tax compliance reviews;
- Preparation/review of tax returns;
- Representation before the Inland Revenue Department; and
- Other applicable taxes and statutory levies.

Form 4 - EXPERIENCE WITH PUBLIC SECTOR INSTITUTIONS

The Consultant shall provide details of assignments carried out for:

- Government institutions;
- Statutory boards;
- Government-owned companies;
- Public corporations;
- Pension/provident/trust funds; and
- Other organizations with similar financial and regulatory requirements.

Form 5 - KEY PROFESSIONAL STAFF

The Consultant shall provide CVs of proposed key personnel.

Name Designation Professional Qualification Years of Experience Relevant Tax Experience

Minimum recommended key personnel

1. Engagement Partner / Lead Tax Consultant

- Fully qualified professional accountant and/or tax professional;
- Minimum [10] years' relevant professional experience;
- Significant experience in Sri Lankan taxation;
- Experience dealing with Inland Revenue Department matters.

2. Senior Tax Consultant

- Relevant professional qualification;
- Minimum [7] years' relevant experience;
- Strong experience in corporate taxation and tax compliance.

3. Tax Consultant / Associate

- Relevant professional qualification or part qualification;
- Minimum [3] years' relevant experience.

Form 6 –APPROACH AND METHODOLOGY

The Consultant shall describe the proposed approach for providing the required services, including:

1. Understanding of the Board's requirements;

2. Proposed tax compliance review mechanism;

3. Approach to tax advisory services;

4. Approach to tax risk identification;

5. Approach to handling tax authority correspondence;

6. Approach to legislative updates;

7. Proposed communication mechanism; and

8. Proposed reporting arrangements.

Form 7 – AVAILABILITY

The Consultant shall indicate:

- availability to undertake the assignment;
- expected response time for routine tax matters;

Form 8 -CONSULTANT'S LETTER OF SUBMISSION

Date: ……

To:

Chairman
Employees' Trust Fund Board
19 - 23 Floors,
MehewaraPiyesa,
Colombo 05.

Subject: Proposal for Appointment of Tax Consultant to the Employees' Trust Fund Board

I/We, the undersigned, hereby submit my/our proposal for providing tax consultancy services to the Employees' Trust Fund Board for a period of three (03) years.

I confirm that:

1. I have examined the Request for Proposals and the Terms of Reference;
2. the information provided in my proposal is true and accurate;
3. I possess the qualifications and experience required for the assignment;
4. I have disclosed all actual or potential conflicts of interest;
5. I agree to comply with the applicable laws and procurement requirements; and
6. I undertake to provide the services in accordance with the requirements of the RFP if selected.

Name of Consultant: ……

Signature: ……

Date: ……

SECTION VI

FINANCIAL PROPOSAL

Part A

The Consultant shall submit its proposed fees for the three-year assignment.

Description	Year 1 (Rs.)	Year 2 (Rs.)	Year 3 (Rs.)	Total (Rs.)
Annual Professional/Retainer Fee				
Other Charges				
Sub-total				
Applicable Taxes				
Grand Total				

Part B

Additional Services Not consider evaluation purpose

Personnel Category	Hourly Rate (Rs.)	Daily Rate (Rs.)
Engagement Partner		
Senior Tax Specialist		
Manager		
Tax Consultant		
Associate		

Total Contract Value for Three Years

Rs. _____

In words: _____

The Consultant shall clearly identify whether the quoted fees are inclusive or exclusive of applicable taxes.

Name of Consultant: ……

Signature: ……

Date: ……

SECTION VII

Evaluation Method

The evaluation shall be carried out in accordance with the applicable procedures for Selection of Individual Consultants.

The evaluation shall principally consider:

1. Academic and professional qualifications;
2. Relevant professional experience;
3. Experience in taxation consultancy;
4. Experience with Government/statutory/public-sector institutions;
5. Experience in dealing with the Inland Revenue Department;
6. Experience in tax audits, assessments, objections and appeals;
7. Understanding of the assignment;
8. Proposed approach and methodology;
9. Availability and commitment; and
10. Professional integrity and absence of conflicts of interest.

The evaluation shall be undertaken by the duly appointed evaluation committee in accordance with the approved evaluation criteria.

Proposed Evaluation Criteria

The following criteria may be adopted, subject to approval of the relevant Procurement Committee:

No.	Evaluation Criterion	Marks
1	Professional and academic qualifications	25
2	Relevant professional experience	25
3	Experience in taxation consultancy	20
4	Experience with Government/statutory/public sector institutions	10
5	Experience with Inland Revenue Department/tax audits/assessments/appeals	10
6	Understanding of the assignment and proposed approach	5
7	Availability and commitment	5
Total		**100**

Minimum Technical Score: 80 marks

Proposed Key Evaluation Criteria

The Committee agreed that the following aspects should be examined under the respective evaluation criteria:

1. Professional and Academic Qualifications – 25 Marks

- Professional qualifications in taxation, accounting, finance, law, or other relevant disciplines.
- Membership in recognized professional bodies such as CA Sri Lanka, ACCA, CIMA, or equivalent recognized institutions.
- Academic qualifications relevant to taxation and consultancy services.
- Additional qualifications, certifications, or specialized training in taxation and related fields.
- Qualifications and professional standing of the proposed Team Leader and key professional staff.

2. Relevant Professional Experience – 25 Marks

- Overall professional experience of the firm in providing tax, accounting, financial, audit, or related professional consultancy services.
- Number of years of relevant professional experience.
- Experience and track record of the proposed Team Leader and key professional personnel.
- Demonstrated capacity to provide continuous and timely professional advisory services throughout the contract period.

3. Experience in Taxation Consultancy – 20 Marks

- Experience in providing taxation consultancy and advisory services to organizations of comparable size and complexity.
- Experience in corporate income tax, VAT and other applicable taxes.
- Experience in preparation/review of tax computations, returns and related submissions.

- Experience in providing advice on tax compliance, tax planning and interpretation/application of tax legislation.
- Number, nature and relevance of successfully completed or ongoing taxation consultancy assignments.

4. Experience with Government/Statutory/Public Sector Institutions – 10 Marks

- Previous experience in providing taxation consultancy services to Government institutions, statutory bodies, public sector organizations or similar entities.
- Familiarity with the financial, administrative and regulatory environment applicable to public sector institutions.
- Relevance, scope and duration of assignments undertaken for such institutions.

5. Experience with Inland Revenue Department/Tax Audits/Assessments/Appeals – 10 Marks

- Experience in dealing with the Inland Revenue Department and other relevant tax authorities.
- Experience in responding to tax audits, assessments, inquiries and related correspondence.
- Experience in handling tax objections, appeals and representations before the relevant authorities, where applicable.
- Demonstrated knowledge of tax audit and assessment procedures and practical experience in resolving taxation matters.

6. Understanding of the Assignment and Proposed Approach – 5 Marks

- Demonstrated understanding of ETFB's requirements and the scope of services specified in the Terms of Reference.
- Adequacy and practicality of the proposed methodology and approach.
- Proposed arrangements for providing timely advice, monitoring tax compliance and keeping ETFB informed of changes in tax legislation and requirements.

7. Availability and Commitment – 5 Marks

- Availability of the proposed Team Leader and key professional staff for the duration of the assignment.
- Commitment to provide timely and responsive tax advisory services.
- Adequacy of the proposed level of professional involvement and accessibility to ETFB.
- Ability to provide continuity of services throughout the three-year contract period.

Total – 100 Marks

Only consultancy firms that obtain a minimum score of 80 marks for the Technical Proposal will qualify for the opening and evaluation of their Financial Proposals.

The weights given to the Technical and Financial Proposals are: T = 0.8, and P = 0.2

Note: The final evaluation criteria and weightings shall be approved by the appropriate Procurement Committee before issue of the RFP.

Financial Proposal

The Committee noted that the invited firms are required to submit Technical and Financial Proposal separately in accordance with the RFP.

The Financial Proposal shall clearly indicate the professional fees and all other applicable charges for providing the services for the proposed three-year period, including applicable taxes, where relevant.

The financial proposal shall be considered and dealt with in accordance with the applicable provisions governing the selection method, including any required negotiations with the selected/most suitably qualified Consultant.

No financial consideration shall be used to compromise the minimum technical/qualification requirements specified in the RFP.

Technical Proposal

1 Technical Proposal Submission Form

2 Consultant's Firm and Experience

A . Consultant's Firm

B . Consultant's Experience

3 Comments or Suggestions on the Terms of Reference

4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

5 Team Composition and Task Assignments

6 Curriculum Vitae (CV) for Proposed Professional Staff

7 Staffing Schedule

8 Work Schedule

TECHNICAL PRO POSAL SUBMISSION FORM

(Address of the Firm)

……..2026

Chairman / CEO
Employees' Trust Fund Board
19-23 Floors
Mehewara Piyesa
Colombo 05

We, the undersigned, offer to provide the consulting services for [Insert title of

assignment] in accordance with your Request for Proposal dated [Insert Date] and our

Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal,

and a Financial Proposal sealed under a separate envelope. We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.8 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.3 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Authorized Signature [In full and initials]: ----------

Name and Title of Signatory: ----------

Name of Consultancy Organisation: ----------

Address: ----------

Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions Bid data sheet

1 Financial Proposal Submission Form

2 Summary of Costs

3 Breakdown of Remuneration

4 Reimbursable expenses

5 Breakdown of Costs by Activity

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FINANCIAL PROPOSAL SUBMISSION FORM

(Address of the Firm)

……..2026

Chairman / CEO
Employees' Trust Fund Board
19-23 Floors
Mehewara Piyesa
Colombo 05

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. . Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]: ----------

Name and Title of Signatory:----------

Name of Firm: ----------

Address: ----------

Summary of costs

	Cost **Rs**
Remuneration	
Other Expenses	
Total cost exclusive Taxes	
Add:- VAT & Other Taxes	
Total Cost inclusive Taxes	

SPECIAL CONDITIONS OF CONTRACT

The following conditions shall apply:

1. The Consultant shall not subcontract the core tax consultancy services without prior written approval of ETFB.
2. ETFB shall have the right to request replacement of key personnel where their performance is considered unsatisfactory.
3. Any replacement personnel shall possess qualifications and experience equivalent to or better than those originally proposed.
4. The Consultant shall maintain professional indemnity/professional liability arrangements where applicable.
5. The Consultant shall comply with all applicable tax, professional, statutory and regulatory requirements.
6. All advice provided shall be based on the laws and regulations prevailing at the relevant time.
7. The Consultant shall immediately inform ETFB of any material change in tax legislation affecting the Board.
8. All documents prepared specifically for ETFB under the assignment shall be made available to ETFB.

SECTION XI

FORM OF AGREEMENT

CONTRACT FOR TAX CONSULTANCY SERVICES

This Agreement is made on this _____ day of _____ 2026 between:

Employees' Trust Fund Board

hereinafter referred to as the **"Client"**

and

[Name of Tax Consultancy Firm]

hereinafter referred to as the **"Consultant"**.

WHEREAS the Client requires professional tax consultancy services for a period of three (03) years;

AND WHEREAS the Consultant has represented that it possesses the necessary qualifications, experience and professional competence to provide such services;

NOW THEREFORE, the parties agree as follows:

1. Services

The Consultant shall provide the Tax Consultancy Services specified in the Terms of Reference.

2. Contract Period

The contract shall remain valid for three (03) years from the effective date.

3. Contract Price

The agreed contract price shall be:

Rs. _____

subject to the payment provisions contained herein.

4. Payment

Payment shall be made in accordance with the agreed payment schedule against satisfactory provision of services.

5. Confidentiality

The Consultant shall maintain confidentiality of all information obtained in connection with the assignment.

6. Professional Responsibility

The Consultant shall provide independent and professional advice and shall comply with all applicable laws and professional standards.

7. Termination

The contract may be terminated in accordance with the termination provisions agreed between the parties.

8. Applicable Law

The contract shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka.

ANNEX 1

CONSULTANT'S EXPERIENCE

No. Client Assignment Description of Services Contract Period Contract Value Contact Person

ANNEX 2

CURRICULUM VITAE OF KEY PERSONNEL

Name:

Proposed Position:

Professional Qualification:

Membership:

Years of Experience:

Tax Consultancy Experience:

Experience with Government/Public Sector:

Relevant Assignments:

Current Employment:

Availability:

Signature of Consultant: _____

ANNEX 3

CONSULTANT'S DECLARATION

We, the undersigned, hereby certify that:

1. The information provided in this proposal is true and accurate.
2. The firm possesses the qualifications and experience stated in the proposal.
3. The firm has no conflict of interest that would prevent it from undertaking the assignment.

4. The firm agrees to comply with the requirements of this RFP.
5. The firm agrees to maintain confidentiality of ETFB information.
6. The firm will comply with applicable laws and professional requirements.

Name of Authorized Representative: _____

Designation: _____

Signature: _____

Date: _____

Official Seal: _____