

Our Ref: RFQ # DRI-LK-2016-09

29<sup>th</sup> August 2016

Dear Sir/Madam,

**Request for Quotation – Legal and Administrative Services for Registration of DRI in Sri Lanka as a Liaison Office of Democracy Reporting International gGmbH in Germany**

Democracy Reporting International gGmbH (DRI) is pleased to invite your company/firm to take part in the competitive tendering process for providing legal and administrative services according to the enclosed Terms of Reference at Annex I.

DRI is a nonpartisan, independent, not-for-profit international organization registered in Berlin, Germany, which promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide.

The deadline for submission of proposal with price quotation is **Friday 9<sup>th</sup> September 2016 by 16:00 Hrs.** Please submit your proposal including the completed proper form in Annex III as per the submission guidelines as given in the attachment.

For any further information or clarification, please contact the undersigned.

Thank you and best regards.

Sincerely,



Paul Knipe  
Country Representative  
Democracy Reporting International  
Sri Lanka Country Office

**Enclosed:**

Annex I: Request for Quotation  
Annex II: Terms of Reference  
Annex III: Proposer Information Form

## Annex I: Request for Quotation for Legal and Administrative Services in Relation to Business Registration and Processing Visas for Expatriate

### Overall Objective

DRI is establishing a branch office in Colombo, Sri Lanka, with a capacity of five to six permanent staff, including an international staff member. The overall objective of the required services is to ensure that DRI has established its presence in Sri Lanka through legal means that would give an identity and recognition in order to carry out its mandate effectively and efficiently, as well as in compliance with country statutory requirements. Being a company registered in Berlin, Germany, DRI is obliged to register its liaison office under the Sri Lankan Companies Act of 2007.

### Contract Duration

DRI will sign a service contract with the selected bidder for two distinguished services as detailed by the terms of reference below. The service contract will start from the date of award of contract until the period agreed required to accomplish both services. Additionally, DRI may require occasional ad-hoc legal advice in the course of its project, and bidders are requested to quote their hourly and daily rates for such consulting services. The decision to extend the service contract could only be made with mutual agreement of both parties.

### Submission Guideline

The deadline for submission of price quotation is **Friday 9<sup>th</sup> September 2016 by 16:00 Hrs.** Please submit your price quotation (*excluding the statutory fees payable to state institutions*) for the accomplishment of both services detailed in the terms of reference, as well as hourly and daily rates for any ad-hoc advice required, on firm/company letter head with the name, signature and stamp of the concerned official and company Tax Identification Number. The company / firm may submit a signed and scanned quotation via email with mandatory submission of an original via courier or in person at the given address, repeated below:

Country Representative  
Democracy Reporting International  
Sri Lanka Country Office  
Level 3, 58 Dharmapala Mawatha  
Colombo 03000  
Email: [p.knipe@democracy-reporting.org](mailto:p.knipe@democracy-reporting.org)

### Disclaimer:

*The submission for this tender document does not entail any commitment on the part of DRI, either financial or otherwise. DRI may cancel the tender, at any time, without assigning any reason.*

### Other Terms and Conditions:

1. Submitted Offers/ Price Quotations shall be in English language.
2. All amounts shall be in Sri Lankan Rupees (LKR). Payments will only be made in LKR. DRI Sri Lanka will deduct with-holding tax deducted at source according to Sri Lanka Taxation Law as applicable.
3. The contract will be awarded on best value for money basis.
4. The entire evaluation procedure is confidential.
5. The successful tenderer will be informed in writing that its tender has been accepted.

## Annex II: Terms of Reference

### Section A: Registration of Democracy Reporting International gGmbH as a Liaison Office in Sri Lanka

- I. Advise DRI on the income taxation and banking facilities following the registration of DRI Liaison Office in Sri Lanka
- II. Advise the need for periodic compliance of registration as a Liaison Office including the reporting methods, timeline as well as the statutory fees
- III. Develop and agree on a time-based activity plan in order to register a Liaison Office in Colombo, Sri Lanka
- IV. Provide the list of activities that needs to be undertaken by DRI headquarters in Berlin
- V. Act as the DRI representative in Sri Lanka, authorized with power of attorney, until the process of registration is completed
- VI. Liaise with the Department of Companies Registrar in all registration matters from the point of obtaining name approval to obtaining the certificate of incorporation and the necessary forms certified in order to meet other business needs soon after the registration

### B. Section B: Processing the Resident Visa for the International Staff in the DRI Sri Lanka office

- I. Advise DRI on the best way of applying for a resident visa for its international staff to be based in Colombo
- II. Liaise and process the visa applications at the Department of Immigration and Emigration on behalf of DRI
- III. Update DRI with each development in relation to Sri Lanka's immigration laws that might have an impact on the stay and working of DRI international staff

## Annex III: Proposer Information Form

*Please complete this section in full*

Organizational Profile	
Company/ Firm's Registered Name:	
Trading Name:	
Business Registration Number:	
Licence Number to operate as a firm to deal with the Department of Companies Registrar (if any):	
Tax File Number (TIN) (attach certificate):	
Registered Address:	
Business Address:	

Contact Numbers:	
Email:	
Web address:	
Proposer's Authorized Representative: (Name/Designation/ Tel/Mobile, Fax/ Email)	
Branch Offices/address (if any):	
Total years of experience in registering branch and liaison offices in Sri Lanka:	
<b>Details of Specialized Services (Category Wise):</b>	
1.	
2.	
3. <i>Please add more if needed.</i>	