



Ambasciata d'Italia
Tel Aviv

NOTICE

CALL FOR PROPOSALS FOR THE ADJUDICATION OF CPA SERVICES FOR THE EMBASSY OF ITALY.

Duration

The contract will start on January 1, 2020, and will end on December 31, 2021. The possibility of tacit renewal is to be considered excluded.

Recipients

This call for proposals is intended to CPA firms that meet the requirements described above, and that have the technical expertise and the financial and human resources to enter such agreement.

Activities

1. Payroll services (monthly calculations according to the Embassy's needs and instructions);
2. Tax services: filing reports to tax and social security authorities on monthly and yearly basis, according to Italian and Israeli labor laws;
3. Monthly and yearly social security payments to be made by the Embassy, according to Israeli labor laws;
4. Monthly pension funds reports for each employee;
5. Coordinating with Insurance Agents for each employee;
6. Assisting the Embassy with Pension funds for each employee;
7. Transferring Pension reports to the Insurance Agency for each employee;
8. Issuing Annual Declarations (101, 106 and 126 forms).

CPA services are intended for local employees only. In 2020 their number may vary from 12 (minimum) to 15 (maximum).

Purpose

This call for proposals is aimed to start a constructive dialogue with all interested firms. At this stage, statements of interest shall not be considered as binding. Those submitting statements of interests will not gain preferred placement position in the selection procedure.

Requirements

As a proof of sound business practices in the field of CPA services, firms must include in the statement of interest the following information:

- business license;
- sound business practice in the CPA field in Israel;
- financial statement.

How to Submit a Statement of Interest

The statement of interest with the attached "A form", must be received by email, no later than 11 am on November 17th, 2019, at the address amm.telaviv@esteri.it.

In the "Subject" field, please write: *"CALL FOR PROPOSALS FOR CPA SERVICES"*.

Tel Aviv, 16.10.2019

The Ambassador of Italy
Gianluigi BENEDETTI