

Goethe-Institut London – Tender for tax advisory services

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with global outreach. We promote knowledge of the German language abroad and foster international cultural co-operation. We convey a comprehensive picture of Germany by providing information on Germany's cultural, social and political life. We are committed to promoting a diverse and inclusive community.

I. Scope of services

The Goethe-Institut UK with its two branches in London and Glasgow is seeking comprehensive tax advisory services to facilitate its registration with HMRC. This requirement applies to both our institutes in London and Glasgow.

The legal advice provided must specifically address the unique aspects of the Goethe-Institut's status as a branch of a foreign association, the Goethe-Institut e.V. with seat in Munich Germany, registered under German private law. The Goethe-Institute e.V. is a body corporate with limited liability. As such it is in principle liable to tax in Germany; however, its activities are considered in the public interest and therefore exempt from tax under German law.

The tax advisory service will focus on the following areas:

1. **Registration with HMRC:** Guidance for the Goethe-Institut London and Glasgow on the registration process and necessary tax compliance, including communication with the local authorities.
2. **Enrolment of seconded workers in the UK National Insurance System:** including existent, as well as new seconded workers in the Goethe-Institut London and Glasgow.
3. **General advice and support for all ongoing tax related duties** and reporting requirements after registration with HMRC on an annual basis. This may include the preparation of annual reports and/or annual accounts, if relevant and required. This includes changes and updates regarding seconded workers to the UK and their status and NIC calculations.

The Goethe-Institut London intends to enter into a framework agreement for these advisory services, with a term of four years. Services will be engaged on an as-needed basis through individual orders, in coordination with the Goethe-Institut. No specific volume of advice is guaranteed.

Compensation will be structured based on time spent at a predetermined hourly rate for all services.

General office expenses, including costs for copies, telephone, etc., cannot be claimed separately. Travel expenses will only be reimbursed if the travel has been explicitly coordinated with the Goethe-Institut.

For advisory services, billable time is limited to associates in their second year or beyond. For specific topics, a maximum compensable time expenditure or a flat fee may be agreed upon.

II. Proposals

Your proposal should include the following:

1. Specification of the hourly rate, categorized by seniority, using the provided "Price Sheet" form (see attachment).
2. Details of the liability arrangement.

3. Introduction of the company, including a presentation of the advising individuals with reference to their expertise in the legal areas mentioned above, as well as the evaluation criteria 2 to 4 listed below.

The documents specified in points 1 to 3 are mandatory attachments to the proposal. Failure to include these documents will result in exclusion from the evaluation process.

Please submit the documents in a single copy via email. Label the email with the subject line "Proposal: Tax Advisory Services"

Send your proposal to: amine.ridene@goethe.de

Deadline for sending the proposals 28.02.2025 at 18:00 (GMT)

III. Eligibility Criteria

Proof of registration with HRMC and AML and at least one proof of registration with one of the following Professional Bodies:

- The Chartered Institute of Taxation (CIOT)
- The Association of Taxation Technicians (ATT)
- The Institute of Chartered Accountants in England and Wales (ICAEW)
- The Association of Chartered Certified Accountants (ACCA)

IV. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

1. Price (40%)

The cost-effectiveness of the proposed services, considering the overall pricing structure and hourly rates.

2. Expertise (30%)

The qualifications and experience of the designated advisor(s), including:

- Professional experience relevant to the service areas specified.
- Specialist qualifications or primary areas of practice.
- Experience with clients similar to the Goethe-Institut London, such as non-profit organizations, public sector entities, or international clients.

3. Knowledge of the German Tax System (20%)

- Demonstrated understanding of the key differences between the German and English tax systems and the interaction between those as well as the international tax issues involved.
- Proficiency in the German language will be considered an advantage.

4. Diversity and Sustainability (10%)

- The proposal's approach to promoting diversity in the management and execution of the mandate.
- The implementation of sustainability practices in the provision of tax services.

Each criterion will be scored individually, and the total score will determine the final selection. The Goethe-Institut London reserves the right to request further information or clarification from applicants during the evaluation process.