

Federal Government of Somalia

Ministry of Finance

Request for Proposal

**for**

Rental Income Tax Collection Services

 **Part 1: Bidding Procedures**

Reference Number: **FGS/MOF/NCB/2025/001**

Preparation of Bids: You are requested to bid for the services by completing, signing and returning:

1. the Bid Submission Sheet in this Part;
2. the documents evidencing your eligibility, as listed below;
3. the technical proposal, as described below; and
4. a confirmation that you have accepted the financial terms of the bid.

You are advised to carefully read the complete this bidding document, including the Model Agreement, before preparing your bid. The standard forms in this bidding document may be retyped for completion but the bidder is responsible for their accurate reproduction. The submission of a bid constitutes the bidder’s agreement with the terms of the Model Agreement. Bidders should therefore ensure they are willing to provide the required services in accordance with its terms. Any questions on the terms of the Model Agreement may be submitted as a part of the clarification process described in this RFP.

Validity of bids: Bids must remain valid for 120 days from the deadline of Submission of the bids.

Bid Securing Declaration: A Bid Securing Declaration shall be required.

Bid submission format: The bids will be submitted using one stage envelope method, in which a bid is submitted in one sealed envelope, which is opened on the specified date and time in a single bid opening.

Sealing and marking of bids: Bids should be clearly marked with the Reference Number above, the Bidder’s name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of bids: Sealed bids should be submitted to the address below, no later than the date and time of the deadline below. Late bids will be rejected. Submissions should include an electronic copy of all bid documents on a USB which should be submitted inside the sealed bid.

Date of deadline: **28 August 2025** (day, month and year).

Time of deadline: **11:00am** (local time).

Address:

**Ministry of Finance**

**Main Office opposite to Central Bank**

**Procurement Department Floor 5**

**Email:** **procurement@mof.gov.so**

 **Cc:** **revenuedirectorate@mof.gov.so**

Opening of Bids: Bids will be opened publicly by the Procuring Entity at the time, place, date and address shown above for submission of bids.

**BIDS EVALUATION METHODOLOGY**

Evaluation of Bids: The evaluation of bids will use the Technical Compliance Selection methodology recommending a bidder who has the highest technical score and who has agreed to the financial terms of the bid (i.e. the revenue share of 30%).

**Stage One**:

Preliminary examination to determine eligibility and administrative compliance (eligibility criteria as defined below*).* Preliminary examinationshall be determined on a pass or fail basis and a bid which is not eligible or substantially compliant shall be rejected and eliminated from further evaluation.

**Stage Two:**

Detailed evaluation to determine whether the bid is commercially responsive to the terms and conditions of the solicitation document and technically responsive to the requirements stated in the scope of services in the Model Agreement attached to this RFP. A firm that does not meet the minimum qualifying mark shall be eliminated from further evaluation.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: Bidders are required to meet the following criteria to be eligible to participate in this procurement:

1. Have the legal capacity to enter into a contract.
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
3. Have fulfilled obligations to pay taxes.
4. Not indebted to the Federal Government of Somalia:
5. Not have a conflict of interest in relation to this tender requirement.
6. Not have had your business activities suspended or any previous contracts terminated for non-performance.
7. Meet minimum financial and technical requirements, as specified below.

Documents Evidencing Eligibility: Bidders shall submit copies of the following documents as evidence of eligibility and sign the declaration in the Bid Submission Sheet A copy of the Bidder’s Trading licence or equivalent;

1. A certified copy of the Bidder’s Registration Certificates/Certificate of Incorporation issued by the Registrar of companies.
2. A copy of the Bidder’s income tax clearance certificate or Tax Compliance Certificate issued by the Tax Regulator
3. A copy of the powers of attorney to the signatory (ies) of the bidding process.
4. A qualification form duly filled and signed by the authorized signatory.
5. Bid submission sheet duly filled and signed by the authorized signatory.
6. Minimum technical requirement: Demonstrated experience with Information System contracts, minimum of one engagement where the bidder has successfully provided Information Systems development services in the role of management contractor, or subcontractor during the last five (5) years, evidenced by:
	1. a description of the assignment, to include the scope of services, the value of the contract and the duration and date of the delivery of the services and
	2. a reference letter from the client to whom the bidder delivered Information Systems.

Additional experience in revenue collections particularly in the public sector or government settings in an additional value.

1. Minimum financial requirement: average annual turnover of at least USD 500,000 per annum, for each of the last five (5) years (2020, 2021, 2022, 2023, 2024), evidenced by audited financial statements.
2. The Proposer must demonstrate access to, or availability of, financial resources such as line of credit a bank, and other financial means to meet the cash flow requirements: Access to USD 1,000,000.

Bids shall be evaluated first to assess compliance to the eligibility requirements. Firms that do not meet the eligibility criteria shall not be evaluated at the technical level.

Technical Proposal: The bidder shall be required to provide a technical proposal laying out its approach as to how it proposes to perform collection of rental income tax to the satisfaction of the procuring entity and in line with the requirements in the Model Agreement. It should include a description of the various process and procedures that the bidder would put in place to operate and maintain the System (as described in Annex 2 of the Model Agreement) and provide the Services (as described in Annex 1 of the Model Agreement), including the

The approach and methodology shall be scored as follows:

|  |  |  |
| --- | --- | --- |
| Item | Description | Maximum Points |
| A | **Demonstration of an understanding of the Terms of Reference:** The technical proposal should demonstrate a clear and comprehensive understanding of the requirements captured in the Model Agreement, including rental income tax system operation, maintenance and enhancement; and tax collection and reporting.  | 5 |
| B | **Approach and Methodology** Points will be allocated for technical proposals that illustrate realistic plans for:* ensuring system availability and maintenance (max 5 points)
* delivering the new features specified in the Model Agreement, Annex 1, Section 1.2 (max 5 points)
* providing the office and staffing infrastructure necessary for collecting rental income tax (max 5 points)

Up to 5 additional points may be awarded for proposals that demonstrate innovative approaches to developing the system or collecting the rental income tax which are likely to support increased collections. | 20 |
| C | **Bidder Experience**Points will be allocated for bidders who demonstrate experience:* additional information systems experience beyond the minimum technical requirement (max 5 points)
* providing services to government agencies, including revenue collection services (max 5 points)
* Providing information systems services that include the delivery of functionality similar to that required in the Model agreement (max 5 points)

For each additional experience provided beyond the minimum requirement the bidder should provide:* 1. a description of the assignment, to include the scope of services, the value of the contract and the duration and date of the delivery of the services and
	2. a reference letter from the client to whom the bidder delivered Information Systems
 | 15 |
| D | Identification of risks to performing the assignment and corresponding mitigation measures to deal with these risks | 5 |
| E | Provision of Key Personnel to perform the assignmentThe bidder should identify and provide information on the following Key Personnel who will be providing rental income tax collection services:1. Managing Director
2. Operations Director
3. Admin & Finance Director
4. HR Director
5. ICT Director
 | 55 |

Evaluation of Key Personnel shall consider qualifications and experience relevant to the position proposed. The table below lays out the minimum requirements for each position and the weight of the Key Personnel score attributed to that position. For each position, half of the available points shall be based on whether the candidate meets the minimum requirements. The remaining points shall be allocated based on the relevant experience of the candidate, in particular the extent to which they have successfully performed functions similar to those that will be required under the Model Agreement.

|  |  |  |
| --- | --- | --- |
| **Title** | **Minimum Requirements** | **Relative Weight** |
| Managing Director  | The Managing Director should have at-least a Master’s Degree in ICT, Accounting, Business, Finance, Economics or any related field;* A minimum of eight (8) years’ strategic experience either in the public or private sector;
* A minimum of five (5) years’ experience in the implementation of Tax/Revenue Administration and/or Information Systems projects;
* Excellent writing and communication skills in English;
* Knowledge of Somali language or ability to communicate with the team and stakeholders is mandatory; and
* Strong interpersonal skills and the ability to communicate and work well with diverse cultures
 | 30% |
| Operations Director  | * The Managing Director should have at-least a Master’s Degree in ICT, Accounting, Business, Finance, Economics or any related field;
* A minimum of eight (8) years’ strategic experience either in the public or private sector;
* A minimum of five (5) years’ experience in the implementation of Tax/Revenue and/or Information Systems Administration projects;
* Excellent writing and communication skills in English;
* Knowledge of Somali language or ability to communicate with the team and stakeholders is mandatory; and
* Strong interpersonal skills and the ability to communicate and work well with diverse cultures
 | 20% |
| Admin & Finance Director  | * The Admin & Finance director should have at-least a Master’s Degree in Finance, Accounting, Economics or any related field;
* A minimum of six (6) years’ finance experience either in the public or private sector;
* Strong financial management skills
* Ability to oversee revenue collections
* Ability to use advanced financial systems and prepare consolidated financial reports.
 | 20% |
| HR Director  | * should have at-least a Master’s Degree in Finance, Accounting, Economics or any related field;
* A minimum of six (6) years’ experience in Human resource functions both in public and private sectors;
* Ability to prepare job descriptions, post advertisements, screen candidates, organize interviews, and finalize offers
* Maintain up-to-date HR files and personnel records (contracts, timesheets, leave records, etc.)
* Strong interpersonal skills and the ability to communicate and work well with diverse cultures.
 | 10% |
| ICT Expert  | * The ICT expert should have at-least a Bachelor’s Degree in Information technology, ICT or any related field;
* A minimum of six (6) years’ Information & communication, Cyber security experience in public sector organizations;
* A minimum of four (4) years’ experience in IT Systems, preferably in tax administration or at least Public Financial Management Agencies;
* Certification in the IT field is an extra advantage
* Solid experience working in IT systems particularly in the DRM/PFM environments;
* Excellent writing and communication skills in English;
* Knowledge of Somali language is mandatory; and
* Strong interpersonal skills and the ability to communicate and work well with diverse cultures.
 | 20% |

The technical evaluation shall assess the suitability of the approach and methodology described in the bidder’s technical proposal. The minimum qualifying mark for technical evaluation is 70%.

Currency: Bids may be priced in USD (United States Dollars).

Prices: The successful bidder will be compensated though a revenue share, which shall be 30% of the revenue collected. Bidders shall be required to confirm their acceptance of this revenue share arrangement.

Best Evaluated Bid: The best evaluated bid shall be the bid with the highest technical score, which has also agreed to the revenue share arrangement. The Procuring Entity shall issue a Notice of Best Evaluated Bidder after the decision of the awards committee to award a contract, and copy the Notice to all Bidders, prior to proceeding with contract award. The Procuring Entity shall not sign the Revenue Collection contract until a minimum of 14 days after the notice to bidders and following the Procuring Entity obtaining all necessary approvals.

Award of contract: The Award of contract shall be by signing of a Revenue Collection Contract in accordance with Part 3: Contract.

Such a Contract or any other communication in any form conveying acceptance of a bid that binds the Entity to a contract with the provider shall not be issued until;

Right to Reject: The Procuring Entity reserves the right to accept or reject any bid in accordance with this RFP or to cancel the bidding process and reject all bids at any time prior to contract award.

Clarification and Amendment of RFP

The bidder may request a clarification of any part of the RFP, including the Model Agreement, before the Proposals’ submission deadline. Any request for clarification must be sent in writing, to the Client’s address. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all bidders. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

1. At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all bidders and will be binding on them. The bidders shall acknowledge receipt of all amendments in writing.
2. If the amendment is substantial, the Client may extend the proposal submission deadline to give the bidders reasonable time to take an amendment into account in their Proposals.
3. The bidder may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical Proposal shall be accepted after the deadline.
4. Bidders may send requests for clarification up until 10 days prior to the deadline of bid submission. The procuring entity will respond to such requests for clarification within 2 days.

Bid Submission Sheet

*[Complete this form with all the requested details and submit it as the first page of your bid, with the documents requested above attached. Ensure that your bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.]*

|  |  |
| --- | --- |
| Bid Addressed to (PDE): |  |
| Date of Bid: |  |
| Reference Number: |  |
| Subject of the Bid: |  |

We offer to provide the services described in the attached Statement of Requirements, in accordance with the terms and conditions stated in your Invitation to Bid referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures of your Invitation to Bid.

We are not participating, as Bidders, in more than one bid in this bidding process;

Our Bid shall be valid until *[insert validity date required in Part 1]* and it shall remain binding upon us, subject to modifications agreed during any contract negotiations;

We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

We understand that you are not bound to accept the highest evaluated bid or any other bid that you may receive

We confirm that we agree to the revenue share of 30% of the revenue that shall be collected in a particular month.

**Bid Authorised By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: |  | *(DD/MM/YY)* |
| The Bidder. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Bid Securing Declaration**

*[The Bidder shall fill in this Form in accordance with the instructions indicated]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Reference No.: *[insert reference number of selection process]*

To: *[insert complete name of Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/we may be suspended for three years from being eligible for bidding in any contract with the Federal Government of Somalia*,* if we are in breach of our obligation(s) under the bidding conditions, because we:
	1. have withdrawn our bid during the period of bid validity specified by us in the Technical Bid Submission Sheet; or
	2. having been notified of the acceptance of our bid by the Procuring Entity, during the period of bid validity, fail or refuse to sign the Contract;
3. I/We understand this Bid Securing Declaration shall expire on [*Insert date]*.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of

*[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the Bid for and on behalf of: *[insert complete name of bidder]*

Dated on day of , *[insert date of signing]*

**Part 2: Project Summary**

1. **Introduction**

The Ministry of Finance (hereinafter referred to as "the Ministry"), is seeking proposals from qualified and experienced Contractors for a contract to manage, improve, maintain, and oversee the electronic collection of Rental Income Tax in Mogadishu. This initiative aims to enhance tax compliance, maximize revenue collection, and improve the efficiency of the tax collection process, in alignment with the Ministry’s Medium-Term Revenue Strategy (2024-2027).

The scope of services includes two key components, which are further described in the Model Agreement.

1. Operational Services: Services to support the assessment and physical collection of rental income tax; and,
2. IT Services: Services to maintain and further develop the IT System that enables the collection of rental income tax.

The winning bidder is expected to provide these, and other, services as required by the Model Agreement. The submission of a bid constitutes the bidder’s agreement with the terms of the Model Agreement.

1. **Legal Basis**

The rental income tax is established under Law No. 5, issued on November 5, 1961 (and will be superseded by the new Income Tax Law once ratified). The law mandates the collection of income tax on accommodation benefits provided by an employer for residential occupation. The rental income tax applies a flat rate of 5% on all incomes earned by property renters, with payments required every quarter.

1. **Historical Data**

The Ministry of Finance collected a total revenue of $6,6.65M in the FY2024, whereas it collected $1.79M in the first three months of 2025. Below is the breakdown of all revenues collected from each district:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| 3,436 | 469,024 | 465,503 | 156,910 | 1,190,032 | 495,277 | 1,007,865 | 662,436 | 399,530 | 912,886 | 617,818 | 284,720 |

RIT collection in FY2024 (total=6,665,436)

Revenue Collection in the first Quarter FY2025 (total= $1,794,777)

|  |  |  |
| --- | --- | --- |
| **Jan** | **Feb** | **Mar** |
| 555,823 | 382,161 | 856,792 |

1. Current Taxpayers per district

Total registered properties are 286,352. The Client is also in possession of an additional 2,000 property records to be added to the rental income tax collection system by the winning bidder. The Contractor is also responsible for continually adding new property records as details become available.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Waberi** | **Hamarweyne** | **Wadajir** | **Howlwadag** | **Hamar jajab** | **Dharkenley** |
| 10,506 | 4,761 | 28,258 | 10,912 | 8762 | 26,638 |
| **Hodan** | **Howlwadag** | **Yaqshid** | **Hurwaa** | **Deynile** | **Shibis** |
| 18,470 | 12,605 | 18,367 | 28,057 | 21,,142 | 4,811 |
| **Shangani** | **Bondhere** | **Madaxtoyo** | **Garasbaaley** | **Wardhigley** | **Darsalam** |
| 577 | **3805** | 135 | 7,283 | 18,630 | 14,392 |
| **Airport Area** | **Kaxda** | **Kaaraan** | **Abdiaziz** |  |  |
| 296 | 21,277 | 21,985 | 4,683 |  |  |

Qualification Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |

1. Experience of the Firm relevant to the assignment. *[the bidder to insert all completed and ongoing assignments]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Assignment** | **Client Name, Location and Contact for reference (email & Tel)** | **Period of Performance of Contract** | **Description of Services Performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. The qualifications and experience of key personnel proposed for operations, administration and execution of the Contract are: *[Attach signed CVs and academic documentation.]*

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Years of Experience in proposed position** |
| Managing Director  |  |  |
| Operations Director  |  |  |
| Admin & Finance Director |  |  |
| HR Director  |  |  |
| ICT Specialist  |  |  |

1. The following financial reports (e.g. balance sheets, profit and loss statements, auditors’ reports etc) for the last 5 years (2024, 2023, 2022, 2021 and 2020) are attached: *[List and attach]*
2. The Bidders shall provide details of their bankers *[State name, address and telephone, telex and facsimile numbers]*

We, the undersigned, declare that

(a) the information contained in and attached to this form is true and accurate as of the date of bid submission:

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Qualification Form]*

In the capacity of *[insert legal capacity of person signing the Qualification Form]*

Duly authorised to sign the Qualification Form for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

**Model Agreement**



**The Federal Republic of Somalia**

**Ministry of Finance**

**Agreement for Rental Income Tax Collection Services**

**between**

**Ministry of Finance, Federal Government of Somalia**

**Mogadishu, Somalia**

**and**

**XXXXX**

**Ref. No:** XXXXXXXX

Date: XXXXX

**Agreement for Rental Income Tax Collection Services**

This AGREEMENT (hereinafter called the “Contract”) is made the day of the month of **XXXX** , between, on the one hand, **Ministry of Finance of the Federal Republic of Somalia** (hereinafter called the “Client”) and, on the other hand XXXX (hereinafter called the “Contractor”).

WHEREAS

1. The Client issued a Request for Proposals to prospective tenderers inviting proposals for the provision of a Rental Income Tax Collection Services.
2. The Contractor was one of the prospective tenderers who responded to the Request for Proposals and on the basis of the Contractor's response the Client selected the Contractor as its preferred tenderer, and the Client and the Contractor entered into negotiations regarding the provision of goods and services to meet the Client’s service requirements for the Collection of Rental Income Tax.
3. The Client desires to engage the Contractor for the provision of the Rental Income Tax services.
4. The Contractor has represented to the Client that it has the requisite skills, experience, personnel, licenses, manufacturing facilities, systems and data protection security, equipment and authorization to meet the Client’s service requirements.

Now, therefore, the Client and the Contractor (collectively, the “Parties”) agree as follows:

**Article 1. Definitions and Interpretation**

* 1. In this Contract, unless the subject or the context otherwise requires, the following definitions shall apply:

**Applicable Law** means the laws of Somalia;

1. **Client’s Data** means all information, in any form, provided to, or collected or generated by, the Contractor or to which the Contractor has been given access by or on behalf of the Customer;
2. **Designated Account means the rental income tax sub-account of the Treasury Single Account at the Central Bank of Somalia where the Contractor must ensure all rental income tax revenue is deposited, as well as any late fees or other charges associated with the payment of rental income tax, received from taxpayers. This specific account number will vary depending on the commercial bank through which payment is being processed.**
	1. **Force Majeure** is an event which is beyond the reasonable control of a party, and which makes a party’s performance of its obligations hereunder impossible in the circumstances, and includes, but is not limited to, war, acts of a public enemy, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, pandemics, lockouts or other industrial action (except where such strike, lockouts or other industrial action are within the power of the party invoking *Force Majeure* to prevent) confiscation or any other action by government agencies.
3. **IPRs** means:
	* 1. copyright, patents, database rights and rights in trademarks, designs, know-how and Confidential Information (whether registered or unregistered);
		2. applications for registration, and the right to apply for registration, for any of the rights referred to in paragraph (a); and
		3. all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;
4. **Personnel** means the Contractor's directors, officers, employees, agents, subcontractors (including the directors, officers, employees, agents and assigns of such subcontractors), and personnel provided by Customer to the Contractor, who provide or shall provide the Services;
5. **Services** means the services to be delivered by the Contractor under this Agreement, as more fully described in Annex 1;
6. **System** means the data, equipment, vehicles, facilities, software and hardware required for the collection of rental income tax and which are to be used, and further developed, by the Contractor in the performance of the Services and which are set out in Annex 2;
7. **Term** means the period this Agreement as set out in Clause 2.1;
	1. The Annexes form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the Annexes.
	2. Days in this Agreementmeans a calendar day, unless specifically referenced as being a business day;

 **Article 2. Term**

* 1. This Agreement shall take effect upon its signature by both Parties and shall be valid for a period of one year following its signature, unless terminated in accordance with this Agreement.
	2. The Client, at its discretion may opt to renew this Agreement for additional one-year periods, to allow for up to a 5 year term. .
	3. No later than 60 days prior to the expiration of this Agreement, the Contractor shall provide the following documents:
		1. A report on the costs incurred by the Contractor for the performance of the Services under this Agreement, capturing only those costs directly related to the performance of the Services, broken down in appropriate categories;
		2. An estimate of the rental income tax revenue expected to be collected during the next 12 months, including an explanation of any expected increases or decreases in projected revenue;
		3. An updated description of the System, capturing the elements included in Annex 2 and any modifications to the System made during the term of this Agreement; and,
		4. Any other information the Client may reasonably request.
	4. If the Client wishes to renew, it shall send a service continuation notification letter to the Contractor no later than 45 days prior to the expiration of this Agreement. In agreeing the Contractor’s fee that would be applicable during any renewal of this Agreement, the Parties agree that:
		1. The Contractor’s fee shall not increase beyond the percentage fee agreed between the Parties on the signature date;
		2. The Contractor’s fee shall be reduced if rental income tax revenue has been materially higher than anticipated or if the Contractor’s profits are otherwise excessive. The specific reduction shall be agreed by the Parties based on the level of rental income tax revenue and Contractor costs.

**Article 3. The Services**

* 1. During the Term, the Contractor is obligated to perform rental income tax collection services. The Services, as defined more fully in Annex 1, include:
		1. services to support the assessment of rental income tax;
		2. services to support the collection of rental income tax;
		3. services to maintain the IT System;
		4. services to further develop the IT System; and
		5. training services.

3.2 Collection of rental income tax shall be done electronically; no funds are to be collected in cash. In addition, the Contractor shall ensure that the collection process creates an electronic payment trail to facilitate audits of the rental income tax collection process. This should include the usage of unique taxpayer identifiers consistent with the requirements of the Client.

3.3 Deposit of all rental income tax revenue into the Designated Account, opened by the Client.

3.4 The Contractor shall provide the following reporting throughout the duration of the Agreement:

3.4.1 Monthly Revenue Reports: On or before the tenth (10th) day of each month, the Contractor shall deliver to the client a written report, signed by an authorized representative of the Contractor showing the amount of any revenue collected by the contractor during that month, broken down as requested by the Client, but at a minimum including breakdowns by district and taxpayer category.

3.4.2 Annual Revenue Reports: the Contractor shall deliver to the client a consolidated written report, at the end of 12 months, capturing at a minimum, the information that is included in the Monthly Revenue Reports, as well as any other detail required by the Client.

3.4.3 Other Operational Reporting: Additional reporting as required in Annex 1, Article 4.

3.5. The System, including, data, hardware and equipment supplied, software source code and licenses for applications, and any IPRs shall remain the property of the MoF throughout the duration of the Agreement. Any new hardware, equipment or software provided or developed or IPRs created in accordance with the requirements of this Agreement (the System Enhancements) will remain the property of the Contractor until the termination of this Agreement. Upon the termination of this Agreement, the ownership of the System Enhancements is to be transferred to the Client, whether terminated through efflux of time or pursuant to Article 9.

3.6., The Contractor shall be required to submit a Handover Plan 8 months following the signature of this Agreement. If the agreement is renewed, the Handover Plan shall be updated each year on the date falling 8 months after the renewal of the agreement. The Handover Plan should explain in detail how the Contractor proposes to transfer the System, including any System Enhancements, to the Client. For avoidance of doubt, upon handover of the System, the MoF will posses all IPRs, hardware, software, data and equipment required for it to be able to implement the collection of rental income tax.

3.6.1 The Client shall have the right to review the Handover Plan and request changes. Once a Handover Plan is accepted by the Client, it shall become binding on the Contractor.

3.6.2 The Handover Plan shall capture how all staff in charge of rental income tax collection, equipment, supplies, spare parts and software, will be transferred to the Client in order to enable the continuity of the provision of the Services and to ensure the security of Client Data. It shall include, but is not limited to, the following:

3.6.2.1 A complete inventory of all components of the System, and detail on how ownership of each is to be transferred, including all software licenses.

3.6.2.2 An updated set of user manuals for all software, reflecting the current functionality as upgraded during the course of this Agreement. These should include a schema or map of the databases and a comprehensive list and description of user groups.

3.6.2.3 A plan for the transfer of the source code for all software developed by the Contractor. Such transfer shall occur no later than 1 month prior to the expiration of this Agreement, unless the term is otherwise extended as provided in Article 2. For all software necessary for the operation of the System, but not owned by the Contractor, the plan should include the transfer of licenses, executable code and any other related materials to enable the Client to continue to operate the System in perpetuity.

3.6.2.4 A plan for the transfer of all software, including the handover of passwords for master/super/administrative users and training of Revenue staff on the use of functions available to these user groups.

3.6.2.5 A plan for the training of Revenue staff. This plan should include separate training programs for the following groups:

* + - * 1. Revenue General Users – training of this group should focus on ensuring full familiarity with system functionality, including basic system functions, as well as generation of custom reports and obtaining other information through the Graphic User Interface (GUI);
				2. Revenue Technical Team – training of this group should focus on ensuring the team can continue to manage and maintain the system at the expiration of the contract. This should include training on the performance of technical support functions, including troubleshooting, and routine and emergency maintenance activities. During the final month of this Agreement, Revenue staff shall be responsible for carrying out these functions under the supervision of the Contractor. For avoidance of doubt, the performance of these functions by Revenue staff shall in no way impact the fees payable to the Contractor during this period.

**Article 4. Client Obligations**

* 1. The Client undertakes to grant the Contractor the exclusive right to perform the Services and commits to refrain from granting such right to any other party, during the term of the Agreement.
	2. The Client grants the Contractor a license to use any IPRs owned by the Client associated with the IT System, as described in Annex 2, Article 1.
	3. In accordance with the Agreement, the Client shall open a Designated Account, which shall be a sub-account at the Central Bank of Somalia, where the Contractor shall deposit all tax revenue, and any other fees, that are collected.
	4. The revenue directorate of the MoF shall supervise the day-to-day operations to enable the performance of the services.
	5. The Client will support the Contractor in its performance of the Services through:
		1. the provision of MoF staff who will act as cashiers stationed at collection points (20 officers), where they will receive and process all payments, ensuring that all funds are channelled directly into the Designated Account; and
		2. giving instruction to the fiscal police division (tributary) to support the Contractor’s efforts to enforce the payment of rental income tax.
	6. For avoidance of doubt the staff listed in Article 4.6 are paid for by the Client.

**Article 5. Fees**

* 1. The Contractor is entitled to charge fees to the Client for its provision of the Services. These fees represent the entirety of the Contractor’s remuneration under the Agreement.
	2. The fees to be charged by the Contractor shall be calculated as a percentage of the income tax revenue collected by the Contractor. The percentage of revenue the contractor is entitled to charge as fees to the client is 30%.
	3. The currency used for payment for Rental Income Tax, as well as the payment of the fees specified in this Article, is the US Dollar.

**Article 6. Payment method**

* 1. Upon the collection of any Rental Income Tax, the Contractor shall transfer the funds collected to the Designated Account opened by the Client.
	2. The Contractor shall submit an invoice within ten days following the end of each calendar month. This invoice should provide details of the rental income tax activity for the month, including the number of properties and payors, both commercial and residential, for which rental income tax was collected, as well as the total tax collected over the period. The invoice shall also include a calculation of the fees due to the Contractor, based on this activity in accordance with the fees specified in Article 5, and the remaining funds which are available to the Client.
	3. Following the submission of the invoice, as specified in Article 6.2, and the Monthly Revenue Report, as specified in Article 3.4.1, the Client shall be entitled to conduct a reconciliation of the collected revenue total to confirm its accuracy.
	4. Following that reconciliation, and no more than 10 days following the submission of the invoice and Monthly Revenue Report, the Client shall deduct, from the Designated Account, the relevant fee of the Contractor, and transfer it to the Contractor’s account. Once the Contractor’s fee has been transferred, the Client is entitled to transfer its funds to the Single Treasury Account.

**Article 7. Governing Law and Dispute Resolution**

* 1. This Agreement shall be governed by and construed in accordance with the laws of Somalia.
	2. The Parties shall use reasonable endeavours to negotiate in good faith and settle amicably any dispute.
	3. Any dispute arising out of or in connection with the Agreement, where not resolved amicably, shall be subject to the exclusive jurisdiction of the Courts of Somalia.

**Article 8. Confidentiality**

* 1. Each party shall hold in confidence all documents, electronic data, materials and other information, whether technical or commercial, supplied by or on behalf of the other party of the Agreement and shall not, except with that other party’s written authority, publish or otherwise disclose the same except as expressly provided for in the Agreement unless or until the recipient party can reasonably demonstrate that any such document, material or information is in the public domain through no fault of its own and through no breach of this Agreement, whereupon this obligation shall cease in respect of such document, material or information to the aforesaid extent only.
	2. Notwithstanding the provisions of Article 8.1 above, the Client shall be entitled to disclose or publish in such form and at such times as it sees fit or required by Law or pursuant to an order of any government authority, the following:
		1. statistics related to the volume of revenue (approved online or in person), tax stickers issued in any given period;
		2. the aggregate amount of the fees paid under the Agreement over any given period; and,
		3. subject to the recipients providing suitable confidentiality undertakings, such information as may reasonably be required in connection with the tendering of Rental Income Tax collection services, provided that such information may only be published during the period of, or during the period leading up to, such tendering.

* 1. Nothing in this Article 8 shall be deemed to prohibit, prevent or hinder, or render the Client or the Contractor liable for the disclosure of any information to any other government authority provided that such information shall be disclosed only subject to the classification of such information as confidential.

**Article 9. Termination**

* 1. Termination by the Client

Notwithstanding anything to the contrary contained in the Agreement, and without prejudice to any other remedy for breach of the Agreement, the Agreement shall terminate at the option of the Client with a minimum of thirty (30) days written notice by the Client to the Contractor specifying any of the events herein below and requiring the Contractor to rectify the same within the thirty day notice period, that is to say, if the Contractor:

* + 1. Becomes insolvent or bankrupt or makes any arrangements with its creditors for relief of debts or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
		2. Breaches, such breach being capable of remedy, any of the terms, covenants, provisions and conditions contained in the Agreement or the applicable law and such breach is not rectified at the lapse of the notice period specified herein;
		3. Fails to transfer rental income tax collected to the Designated Account immediately upon collection; or,
		4. Is unable to perform a material portion of the Services for a period of not less than sixty (60) days as a result of force majeure.

* 1. Termination by the Contractor

Notwithstanding anything to the contrary contained in the Agreement, and without prejudice to any other remedy for breach of the Agreement by the Client, the Agreement shall at the option of the Contractor terminate by the Contractor giving ninety (90) days written notice to the Client:

* + 1. if the Client is in material breach of its obligations pursuant to the Agreement and has not remedied the same after notice has been given to the Client by the Contractor; or,
		2. if, as a result of force majeure, the Contractor is unable to perform a material portion of the services for a period of not less than sixty (60) days.

* 1. In the event of the termination of the Agreement before its expiry, the Contractor, upon request by the Client or with the Contractor’s notice of termination, shall immediately (i) update the Handover Plan, as described in Article 3.6, if necessary, and (ii) begin the implementation of the Handover Plan and take all actions necessary to ensure the smooth handover of the system prior to the Agreement’s termination.

**Article 10. General Provisions**

* 1. The Parties agree that the obligations of the Client and the Contractor captured in this Agreement and its Annexes reflect all obligations of the Parties related to performance of the Services.
	2. The Contractor shall not assign the Agreement, or subcontract the provision of the Services or any obligation of the Contractor under the Agreement, without the prior written consent of the Client.
	3. Any notice, notification or other communication under or in connection with the Agreement shall be in writing and shall be delivered by hand or recorded delivery at the address for service set out below. Any such notice or other communication shall be deemed to have been given to the party to whom it is addressed when so delivered.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

For and on behalf of Ministry of Finance

**Bihi Iman Egeh – The Minister**

**For and on behalf of [insert Contractor name]**

**Contractor**

**[Insert Authorized Signatory Name and Title]**

**Annex 1 – The Services**

1. **Operational Services**
	1. **Services to support the assessment of rental income tax**
		1. Provide all staff, and provide and maintain in good repair all vehicles and facilities, necessary to support the visitation/inspection of properties on which rental income tax is to be assessed. This includes properties/taxpayers currently registered within the system as well as visitation/inspection of properties to be added to the System
			1. Visitation/inspection of all properties in the System is required a minimum of once every quarter.
			2. There are an estimated 264,000 additional properties/taxpayers which the MoF expects to register over the coming 3 years. Specific targets for new property/taxpayer registration are not defined; however, progress towards the registration of additional properties/taxpayers will be considered in any contract renewal.
		2. Confirm rental value of the property, on which basis rental income tax is levied. Where possible obtain physical copies of rental agreements. Where such agreements cannot be obtained, obtain knowledge of occupancies/vacancies and rental agreement terms through interviewing property occupants where possible.
		3. Update the System to reflect information obtained through site visits, document collection and interviews to ensure individual property records in the System are as up to date as possible.
		4. Update the System to reflect data on rental properties already in the possession of the Ministry of Finance which has not yet been entered into the System. This involves the digitization of approximately 2,000 hand-written property records, which includes the cleaning and formatting of data to ensure quality and usability prior to uploading data into the System.
		5. Identify potential discrepancies between the rental income tax calculated by the System and the rental income tax according to the tax payer in question. When a potential discrepancy is identified, submit a request for correction to the Directorate of Revenue, specifying the property in question and all evidence collected from the taxpayer related to the discrepancy.
		6. Maintain records of property visitation/inspection and of all new properties/taxpayers registered in the system.
	2. **Services to support the collection of rental income tax**
		1. Operate payment offices to enable the payment of rental income tax.
			1. The Contractor is required to operate and maintain in good repair, a minimum of 21 offices, a headquarters office, plus at least one office in each of the 20 revenue collection districts, as further defined in Annex 3, to facilitate the payment of rental income tax into the Designated Account. The Contractor may also open additional facilities if desired.
			2. The headquarters office, currently located in Waberi district but to be established at the Contractor’s discretion, should be the base for the Contractor’s Key Personnel, along with other staff as deemed necessary by the Contractor for the administration of the Contractor’s operation and the broader performance of the Services.
			3. Each office, apart from headquarters, shall
				1. Facilitate taxpayer payments
				2. Offer associated printing services, including ensuring the availability of the necessary equipment and supplies
				3. Offer internet connectivity for all workstations
			4. Offer remote payment options once implemented, as further described in Article 2.2.
		2. Conduct collection operations, including physically visiting the properties of delinquent taxpayers, to remind taxpayers of their tax obligations and encourage/facilitate the payment of the same. All delinquent taxpayers should receive a minimum of one visit per quarter.
		3. Undertake any other activities allowable by law that may support the collection of rental income taxes due.
		4. Maintain records of activities undertaken to collect, or otherwise facilitate the payment, of rental income tax. Such records shall specifically include detail of: the dates of any physical visitation of property or the visitation of a taxpayer to the payment offices and the identity of the taxpayer spoken to during such visit.
2. **IT System Maintenance and Development Services:**
	1. **Services to maintain the IT System** as necessary to support the Contractor’s obligations and the Client’s access to all necessary data. In particular, ensure the continued availability of necessary facilities, equipment and software to enable the operation of the IT System and its accessibility to tax collectors and the Ministry of Finance. Specifically, the Contractor shall:
		1. System Availability: The contractor is expected to maintain the rental income tax at the highest performance during the working hours of 8AM until 6PM Saturday through Thursday. The Contractor should ensure that are not more than 120 minutes, continuous or otherwise, of unscheduled IT System outages.
		2. System Back-Up: The Contractor shall ensure that the system continuously replicates data by updating the cloud-based Disaster Recovery site in real time. Ensuring the continued functionality of the Disaster Recovery site is an obligation of the Contractor.
		3. System Security: The contractor must implement a multi-layered security approach, regularly enhancing the security resources within Microsoft Azure in full alignment with the Ministry of Finance (MoF) security policies, currently MoF-ICT-033 – Security of Cloud Services Policy V1.0.
		4. Ensure that qualified IT professionals are available to support the continued availability of the System, as well as the additional Development Services described in this Annex, Article 2.2.
		5. Provide any training necessary to ensure Contractor staff can use the IT System as required to perform the Services
		6. Replace any IT System equipment that is no longer functional
		7. Ensure the IT System is expanded as required to handle increases in records and external user associated with increased registration of properties/taxpayers. Increases in records and external users are expected to be approximately 35% of associated system access requests
	2. **Services to further develop the IT System** as necessary to enhance the existing rental income system to improve the functions of collecting rental income from tenants. The Contractor is expected to work closely with the Client to identify and define improvements over the Term of the Agreement. Specific enhancements which are required include:
		1. Develop Payment Module:
			1. Develop an innovative and modern payment module integrated with payment processors, including Banking systems, Mobile Money through USSD format and wallet payment integrations, to enable remote electronic payment of the rental income tax through the IT System.
			2. Incorporate budgeting and forecasting functionality to accommodate a supplementary budget or forecast inlign with the annual budget for the Rental Income Tax.
		2. Develop a Mobile Application allowing tenants to make payments using their mobile phones (apps in Android and iOS)
		3. Develop an Audit Trail Module: This will involve, but is not limited to the following system adjustments:
			1. Logs Modification: Improve the existing logging system to capture detailed user activity and system changes.
			2. Security Management Logging: Ensure all modifications to security settings (e.g., user roles, access rights) are recorded with user ID, timestamp, and action details.
			3. Change Traceability: Maintain a full audit trail for tracking critical changes across the system for accountability and compliance.
		4. Incorporate a Pagination Function to improve data navigation and performance. This should include the following functionality:
			1. Displaying a limited number of records per page (e.g. 10, 25, 50)
			2. Allowing for navigation between pages with Next, previous and page number buttons
			3. Showing total record count and current viewing range.
		5. Incorporate a Download Feature: allow for the download of records in multiple formats, including PDF, Excel, CSV, and the export of full datasets, filtered results, or current page views, with appropriate security controls applied.
		6. Incorporate enhanced Security functionality: including
			1. Reset Function: Add the ability to securely reset security settings or user configurations to system-defined defaults.
			2. Encryption Function: Ensure sensitive data and exports are encrypted using secure protocols and industry standards (e.g., AES encryption)
		7. Implement the following reporting enhancements:
			1. Enable the generation of customized reports by MoF users, such as actual revenues against projections report, daily general ledger reports, and payment statistics against districts.
			2. Develop a dashboard indicating all the revenue collections for each districts and villages.
			3. Develop a taxpayer debt report showcasing the outstanding debt for each tenant.
3. **Reporting Requirements**
	1. Monthly Enhancement Progress reports: The Contractor is responsible for the submission of the following information on a monthly basis, including:
		1. A description of the status of the Contractor’s progress in the delivery of the IT System enhancements defined in section 2.2;
		2. Updated targets for the completion of each IT System enhancement listed in section 2.2; and,
		3. Any other information that the Ministry of Finance, Department of Revenue may reasonably require.
	2. Quarterly Operational reports: The Contractor is responsible for the submission of the following information on a quarterly basis, including:
		1. A summary of property visitation/inspection activity, including the number of properties visited;
		2. A summary of all new properties/taxpayers registered, broken down by district and type (commercial, residential, etc.);
		3. A summary of any incidents associated with property inspections/registrations;
		4. A summary of any changes to the staff/administration of the Contractor;
		5. A summary of any changes to vehicles or facilities used to perform the Services;
		6. A breakdown of all Contractor costs incurred during the period; and,
		7. Any other information the Ministry of Finance, Department of Revenue may reasonably require.

**Annex 2 – The System**

The System is comprised of the IT System, vehicles and facilities as described below.

1. The IT System
	1. Hardware
		1. Headquarters
		2. Disaster Recovery site
		3. District offices
	2. Data
		1. The data format of the system supports an accurate customer profile including the taxpayer name, contact information, district, branch zone and other primary information and this information is provided in the database of the system.
		2. The total number of registered properties at the commencement of this Agreement are 286,352, as further detailed in Annex 3. They are also split by type as follows:
			1. Residential: 228,121
			2. Commercial: 58,231
	3. Software
		1. The IT System is completely based on Microsoft cloud architecture, Microsoft Azure. The Contractor is required to take over the management of the licenses for the IT System and to expand its capacity and solutions i.e, Storage, CPU and etc. as required to accommodate increased registered properties/taxpayers and other users as necessary to continue to improve the collection of the rental income tax.
		2. The application consists of three layers:
			1. Web layer- includes the user interface. This layer parses user interactions and passes the actions to the next layer for processing.
			2. Business Layer—Processes user interactions with the rental income tax database and makes logical decisions. This layer connects the web layer and the data layer. It is where the rental income tax application resides.
			3. Data layer—Stores the application data. A database, object storage, or file storage is typically used; in this case, MS-SQL database servers.
		3. The technology used to build this system is Nodejs backend, NagularJS frontend & MySQL sever for the database whereas the mobile application is built using Flutter SDK.
		4. the online system is built on Nodejs which is a highly secured features that can protect the data stored into the system. Meanwhile, the system will have database management which allows the Contractor’s staff to register taxpayer profile, manage bills and reporting section which allows the users to generate the reports from the system.
		5. Additionally, mobile application will give the access the contractor officers (inspectors) to ensure that the taxpayer meets their tax obligations.
		6. User Requirements and Access: Revenue Directorate of the Ministry of Finance will have full access to the data of the system including the registered houses, Payments, admin, reports and other functionalities that gives them the authority to supervise the overall functions of the system. At the same time, the tax collectors at the district revenue offices particularly the district cashiers will be given access to the payment section to support the contractor collectors to achieve the revenue targets in the district.
2. Vehicles
	1. Thirteen vehicles are available for use by the Contractor to perform the Services. Their specifications are as follows:

|  |  |
| --- | --- |
| **Vehicle Name** | **Chasis No.**  |
| Noah | Sr50- 0055865 |
| Noah | Sr50-0103705 |
| Noah | Sr50- 0089919 |
| Casi | KDH205-0028108 |
| Propox | NCP55-0043524 |
| Propox | NCP55-0120517 |
| Propox | NCP55-0113379 |
| Propox | NCP55-0175798 |
| Propox  | NCP55-0107831 |
| Propox | NCP55-0053544 |
| Propox | NCP55-0119714 |
| Propox  | NCP59-0019898 |
| Propox | NCP55-0106645 |

* 1. Additional vehicles that are necessary to perform the services should be provided by the Contractor. At the end of the contract, the vehicles shall be handed over to the Client.
1. Facilities
	1. Office space provided by the MoF, and co-located with officers for other tax collection services, is available in 15 districts. These offices are:

|  |
| --- |
| **Dharkenley** |
| **Description**  | **Category** |
| All-in-one Desktop core i5 | Electronic |
| Printer HP laser 107A | Electronic |
| CCTV camera | Electronic |
| Air condition (AC) | Electronic |
| Office Table  | Electronic |
| Office Chair  | Electronic |
| **Wadajir** |
| All-in-one Desktop core i5 | Electronic |
| UBS | Electronic |
| CCTV camera | Electronic |
| Air condition (AC) | Electronic  |
| Finger Printer | Electronic |
| **Hodan** |
| All-in-one Desktop | Electronic |
| UBS | Electronic |
| Printer HP laser 107A | Electronic |
| CCTV Camera | Electronic  |
| Air condition  | Electronic |
| Office Table  | Electronic |
| Office Chair | Electronic |
| **Hawlwadag** |
| All-in-one Desktop (2) | Electronic  |
| UBS (2) | Electronic |
| CCTV Camera | Electronic |
| Finger Printer | Electronic |
| Air Condition (AC) | Electronic |
| Printer epson L3211 | Electronic  |
| Printer hp laser 107A | Electronic |
| Office Table | Electronic |
| Cashier Table | Electronic |
| Office Chair | Electronic |
| **Warta Nabadda** |
| All-in-one Desktop | Electronic |
| Printer hp laser 107A | Electronic |
| Air Condition (AC) | Electronic |
| Finger Printer | Electronic |
| CCTV Camera | Electronic  |
| Plastic Chairs (20) | Electronic |
| **Kaaraan** |
| All-in-one Desktop | Electronic |
| Printer laserjet 1102 | Electronic |
| Finger Printer | Electronic |
| CCTV Camera | Electronic  |
| UBS | Electronic |
| **Shibis** |
| All-in-one Desktop | Electronic |
| Printer laserjet 1102 | Electronic |
| Finger Printer | Electronic |
| CCTV Camera | Electronic  |
| UBS | Electronic |
| **Boondheere** |
| All-in-one Disktop | Electronic |
| UBS | Electronic |
| Priner hp laser 107A | Electronic |
| CCTV Camera | Electronic  |
| Air Condition (AC) | Electronic |
| Finger Printer | Electronic |
|  | Electronic |
| **Shangaani** |
| All-in-one Desktop | Electronic |
| Printer hp laser 107A | Electronic |
| CCTV Camera | Electronic |
| UBS | Electronic |
| Office Table | Electronic |
| Office Chair | Electronic |
| Air Condition (AC) | Electronic |
| Finger Printer | Electronic |
| **Waaberi** |
| All-in-one Desktop | Electronic  |
| UBS | Electronic |
| Printer hp laser 107A | Electronic |
| CCTV Camera | Electronic |
| Finger Printer | Electronic |
| Office Chair | Electronic |
| **Garasbaaley** |
| All-in-one Desktop | Electronic |
| UBS | Electronic |
| Indoor CCTV Camera | Electronic |
| Printer hp laser 107A | Electronic |
| Finger Printer | Electronic |
| **Kaxda** |
| All-in-one Desktop | Electronic |
| UBS | Electronic |
| Printer hp laser 107A | Electronic |
| CCTV Camera | Electronic |
| Finger Printer | Electronic  |
| Office Chair | Electronic  |
| **Abdiaziz** |
| All-in-one Desktop | Electronic |
| UBS | Electronic  |
| CCTV Camera | Electronic |
| Finger Printer | Electronic |
| **Daarusalaam** |
|  |  |
| All-in-one Desktop | Electronic |
| UBS | Electronic |
| Printer hp laser 107A | Electronic |
| **Deynille** |
| All-in-one desktop | Electronic |
| UBS | Electronic |
| Finger Printer | Electronic |
| Air Condition (AC) | Electronic |
| Printer hp laser 107A | Electronic |
| CCTV Camera | Electronic |
| Office Chair | Electronic |
| **Heliwaa** |
|  |
| All-in-one Desktop | Electronic |
| Printer hp laser 107A | Electronic |
| UBS | Electronic |
| Finger Printer | Electronic |
| Office Table | Electronic |

* 1. The provision of at least one physical office is required in the following districts: Darsalam, Dharkenley, Garasbaley, Kaxda, and Deynile.
	2. The Contractor is responsible to ensure sufficient offices are available as necessary for the proper performance of the Services.

**Annex 3 – Rental Income Districts and Registered Tax Payers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Waberi** | **Hamarweyne** | **Wadajir** | **Howlwadag** | **Hamar jajab** | **Dharkenley** |
| 10,506 | 4,761 | 28,258 | 10,912 | 8762 | 26,638 |
| **Hodan** | **Howlwadag** | **Yaqshid** | **Hurwaa** | **Deynile** | **Shibis** |
| 18,470 | 12,605 | 18,367 | 28,057 | 21,,142 | 4,811 |
| **Shangani** | **Bondhere** | **Madaxtoyo** | **Garasbaaley** | **Wardhigley** | **Darsalam** |
| 577 | **3805** | 135 | 7,283 | 18,630 | 14,392 |
| **Airport Area** | **Kaxda** | **Kaaraan** | **Abdiaziz** |  |  |
| 296 | 21,277 | 21,985 | **4,683** |  |  |