



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
MOSCOW, RUSSIAN FEDERATION

REQUEST FOR QUOTATION

Sir/Madam:

The Philippine Embassy in Moscow, Russian Federation, through its Administrative Section, intends to procure PAYROLL OUTSOURCING SERVICES and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement. The Embassy accepts open quotations submitted directly, through email at the address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Two Hundred Fifty Thousand Roubles (RUR 250,000.00)**.

Submission of quotation and eligibility documents is on or before 11 May 2018 through email to moscowpe@mailfrom.ru/moscowpe@dfa.gov.ph.

Should you require further clarification, please contact the Embassy at telephone no. +7(499)241-05-63.

Very truly yours,


Maria Fe D. Villapando
Administrative Officer



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES MOSCOW, RUSSIAN FEDERATION

PAYROLL OUTSOURCING SERVICES

Terms of Reference

05 March 2018

A. INTRODUCTION

The Philippine Embassy in Moscow intends to enter into a formal contract with a Payroll Outsourcing Service to provide the services defined herein. These Terms of Reference and the approved consultant's proposal will form part of the contract.

Proposals are being requested from Payroll Outsourcing Service Providers to administer the payroll calculation and other related services for locally-hired personnel of the Embassy.

B. PROJECT DESCRIPTION

In compliance with Russian labor laws and pursuant to D.O. No. 10-2014 dated 30 July 2014, "Guidelines on the Employment of Local Hires", this project aims to provide efficient payment of benefits of eight (8) locally-hired personnel of the Embassy.

As part of the implementation of D.O. No. 10-2014, the Embassy is responsible for the payment of social security benefits (*pension, social insurance, mandatory medical insurance and compulsory medical insurance from industrial injuries*) of Embassy's local staff.

C. SCOPE AND PROCESS

The payroll outsourcing service is required to provide a secure, reliable, efficient, economical and technically applicable administration and management for the computation and payment of the social security and other benefits of employed local staff of the Embassy as required by Russian labor laws and D.O. No. 10-2014.

The following services shall be provided:

- Enrollment of locally-hired personnel to the State Pension Funds System;
- Calculation of income taxes and social contributions connected with the Social Funds (*pension, social insurance, mandatory medical insurance and compulsory medical insurance from industrial injuries*) and Tax Authority;
- Reporting relative to the payment of social security benefits and income taxes;

- Processing of payment to the State Pension Funds System; and
- Other services related to the payroll services.

D. PROJECT DURATION

The duration of this project has been set for a period of eight (9) months commencing in April 2018 and ending on the December of 2018. The compilation of the final report is also allocated in those periods.

E. REQUIREMENTS

Documentation and Information:

The Philippine Embassy will make available pertinent and essential documents related to the project. The Payroll Outsourcing Services will directly consult and communicate with the Embassy as necessary.

Ownership of the information and documentation collected by the Payroll Outsourcing Services during the implementation of the projects shall be confidential and remain with the Philippine Embassy.

Reporting:

A comprehensive report in a format determined by the Embassy is expected to be compiled by the Payroll Outsourcing Services. Report should cover the period from April 2018 to December 2018. All reports shall be submitted in soft copies in both English and Russian.

Submissions:

The proposal must contain the following:

- 1) A detailed proposal with a well assessed payroll administration;
- 2) Detailed cost breakdown of the services and payment terms;
- 3) Preparatory work and set up fee; and
- 4) Confidentiality.

F. CONTACT DETAILS

Enquiries must be directed to:


Ms. Maria Fe D. Villapando
moscowpe@mailfrom.ru
moscowpe@dfa.gov.ph

PRICE QUOTATION FORM/TECHNICAL SPECIFICATIONS

Date: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project.

NAME OF PROJECT	DESCRIPTION	AMOUNT
Payroll Outsourcing Services	Attached is the Term of Reference of the project for reference	

(Amount in words)

Very truly yours,

Signature of representative over printed name

Name of Company

Contact Number

Email Address