

## Clarification Questions and Responses

**Project Title: ITT for Property Tax Software System**

**Date 13/08/2019**

| Clarification Question   | Government of Montserrat Response   |
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| <p>1. Under "Guidance Noted for Bidders" there is a reference to a <b>Bid Document Checklist</b>. We cannot locate this Checklist. Can you please direct us to it or provide a copy of the Bid Document Checklist?</p>   | <p>The Procurement Department can provide this</p>  |
| <p>2. Under the "Terms of Reference" background there are indications that "some calculations" are required as a component of the software's functionality. Will we be provided with these calculations?</p>   | <p>The system will be required to calculate:</p> <ul style="list-style-type: none"><li>• Taxable value</li><li>• Annual tax</li><li>• Discount allowed</li><li>• Balance due after considering prepayments</li><li>• Penalty charges</li><li>• Interest charges</li></ul> <p>Specific information on calculations will be provided when tender is awarded</p>                           |
| <p>3. With respect to question 2 above can we also obtain copies of the four (4) pieces of Tax legislation that are referenced under "MCRS Inland Revenue Background" specifically to provide insight into the tax codes and review any calculations that would be</p> | <p>The main Legislation and amendments that relates to the development of the Property Tax System is the property tax Act.</p> <ul style="list-style-type: none"><li>• The main property Tax Act can be located here-<br/><a href="http://agc.gov.ms/wp-content/uploads/2011/10/Property-Tax-Act2.pdf">http://agc.gov.ms/wp-content/uploads/2011/10/Property-Tax-Act2.pdf</a></li></ul> |

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| <p>incorporated into the software?</p>  | <ul style="list-style-type: none"> <li>• Main amendment to the legislation can be located here- <a href="http://agc.gov.ms/wp-content/uploads/2011/10/Act-No.-10-of-2017-Property-Tax-Amendment-Act-2017.pdf">http://agc.gov.ms/wp-content/uploads/2011/10/Act-No.-10-of-2017-Property-Tax-Amendment-Act-2017.pdf</a></li> <li>•</li> </ul> |
| <p>4. Given the that there are five (5) functional areas listed for the Inland Revenue Department, can you provide any more detail on functional hierarchy or how all five functional areas are managed and how the personnel in each functional area interacts with overall management? Who does the Comptroller report too and how many staff members are "direct" reports to the comptroller etc.?</p> | <p>The clarification is not deemed to be relevant to the development of the Property Tax System as per the ITT</p>  |
| <p>5. Within the Taxpayer Services and Administration functional area there is mention of "customer service challenges", what information should be made available to the customer services representatives to overcome these challenges? Can a listing of information or data elements be provided that will enhance customer service capability?</p>  | <p>The clarification is not deemed to be relevant to the development of the Property Tax System as per the ITT</p>  |

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| <p>6. Under Exchange of Information there is references "international tax standards and other instruments", will we be provided with details on these standards, instruments and the information being exchanged?</p> | <p>The clarification is not deemed to be relevant to the development of the Property Tax System as per the ITT</p> |
| <p>7. Will there be any requirement for allowing the public to have <u>limited access</u> to their tax accounts that they may wish to view?</p>  | <p>This is not currently part of the ITT for the development of the Property Tax System</p>                        |
| <p>8. Can you please provide us with an <b>editable copy</b> of the <b>Tender document</b>, preferably in Microsoft Word format, that we can use to complete this tender?</p>  | <p>This can be made available upon request</p>   |
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