

1 December 2023

REQUEST FOR QUOTATION

The Philippines Department of Tourism – Sydney (PDOT), ABN 68 017 144 671 and with office address at Suite 11.01/92 Pitt St., Sydney NSW 2000, requires the services of a Sydney-based MYOB Consultant and registered Business Activity Statement (BAS) Agent for the period January 1, 2024 to December 31, 2024. Attached is the Terms of Reference.

Interested parties are invited to send their quotes by 15 December 2023 to:

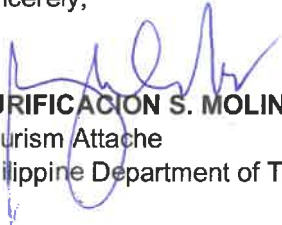
pura@tourismphilippines.com.au

cc: ely@tourismphilippines.com.au

PDOT reserves the right to accept the quote that it finds the most beneficial to the office. Requests for clarifications may also be sent by email to the same addresses mentioned above.

Thank you.

Sincerely,



PURIFICACION S. MOLINTAS
Tourism Attache
Philippine Department of Tourism - Sydney

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF A MYOB CONSULTANT AND BUSINESS ACTIVITY STATEMENT (BAS) AGENT

I. OBJECTIVE

Engagement of a MYOB Consultant and BAS Agent is required to ensure that the Philippine Department of Tourism Sydney Office complies with requirements of the Australian Taxation Office on matters pertaining to Business Activity Statement, PAYG (Pay As You Go) withholding taxes, and superannuation guarantee contributions.

II. DUTIES OF MYOB CONSULTANT AND BAS AGENT

1. Ensure compliance with requirements of the Australian Taxation Office on all matters pertaining to Business Activity Statement, PAYG Withholding taxes and superannuation guarantee contributions;
2. Check tax invoices presented to the Philippine Department of Tourism as to the suppliers' compliance with the Goods and Services Tax regulation;
3. Lodge the Department's Business Activity Statement with the Australian Taxation Office based on the Department's Cash Disbursement Register in order to claim refund of all goods and services taxes paid by the Department;
4. Reconcile wages and PAYG withheld amounts and report to the Australian Taxation Office twice monthly;
5. Prepare the monthly Superannuation report for each employee to be uploaded to the Superannuation fund and report to the Department the amount of monthly superannuation to be paid by the Department for each employee;
6. Prepare the annual reconciliation of wages and PAYG and the annual PAYG summaries;
7. Co-manage the Department's MYOB Accounting System and advise the Department of any new regulations from the Australian Taxation Office.

III. QUALIFICATIONS OF MYOB CONSULTANT AND BAS AGENT

Must have at least 5 years experience as a certified MYOB Consultant and as an ATO-registered BAS Agent

IV. DURATION OF ENGAGEMENT

Twelve (12) months, from 1 January 2024 to 31 December 2024

V. BUDGET

The Department is allocating AUD1,200 per month plus GST

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