

Ufficio di Yangon

AICSY-OVFA 2018-05-9
282-

SERVICE AGREEMENT

Professional support service for the Italian Agency for Development Cooperation in Yangon-AID 11092

Between

The Italian Agency for Development Cooperation (AICS) – AID 11092,
represented by the Director, Mr. Maurizio Di Calisto

And

VSF Company Limited (VSF Co. Ltd.)

Room 103, Kantaryar Condo, Kanar Road, Kyimyintdine Township, Yangon,
represented by the Managing Director, Ms. Thet Hnin Oo

The parties agree as follows:

Art. 1 – Description of the Service

The purpose of the contract is the provision of the technical assistance services for the implementation of the activities within the project: “Italian Contribution to the National Electrification Project: Off Grid component” (NEP-IT) - AID 11092.03.4 of the Italian Agency for Development Cooperation.

VSF Co. Ltd. agrees to guarantee the professional support service at the premises of the Italian Agency for Development Cooperation in Yangon located in 41/7B, Inya Myaing Road, Shwe Taung Gone, Bahan Township, Yangon. The above-mentioned professional support service consists in recruiting one Junior Executive Assistant and one Apprentice in the finance and logistic area to be employed on behalf of AICS.

The VSF Co. Ltd. employees selected cannot be appointed or replaced without previous notification and approval by the Italian Agency for Development Cooperation Office.

The VSF Co. Ltd employees must have the features of decorum, security, confidence, experience and professionalism.

If the quality of the service provided will not be considered satisfactory by the Italian Agency for Development Cooperation Office, the contestation of charge will be notified to VSF Co. Ltd., which will proceed to the replacement of the worker deemed unsuitable. If the termination is requested by one of the employees, VSF Co. Ltd. will notify it to the Italian Agency for Development Cooperation Office.

All the payments – referring to the labor charges and the services described in this contract - related to taxes and income taxes, and everything else owed according to the local rules and regulations, will be paid by VSF Co. Ltd.

The services under this contract are related to the period of 6 (six) months: the effective date of the contract of the apprentice starts on the 2nd of May 2018 and ends on the 31st October 2018; whereas the effective date of the contract of the junior executive assistant starts on the 4th June 2018 and ends on the 31st November 2018.

Therefore, the present contract is not automatically renewable.

The present contract excludes the commencement of any employment relationship correlated to the Italian Agency for Development Cooperation Office for any reason.

The specifications related to the service are described in the Annex 1 (List of staff, tasks, requirements and costs).

The amounts contained in the Annex 1 and Annex 2 are inclusive of, and in accordance with, the statutory provisions of Myanmar Labor Law.

The Italian Agency for Development Cooperation in Yangon, after giving 30 days' notice to VSF Co. Ltd., may also suspend or permanently terminate the contract without incurring in any claim or responsibility toward the Company.

VSF Co. Ltd. is solely responsible for the payment of service, tax, insurance and all other taxes and government dues as may be applicable.

It is explicitly made clear and understood by VSF Co. Ltd. that the persons employed by the contractor for the above services shall be the employees of VSF Co. Ltd. for all intents and purposes and in no case a relationship of employer-employee between the said person and the Italian Agency for Development Cooperation shall accrue implicitly and explicitly.

VSF Co. Ltd. shall also be solely responsible for providing all the statutory benefits (as per Myanmar relevant laws) to eligible Professional employee by it and it shall make payment of compensation (as per Myanmar relevant laws) in case of injury or death of its worker.

Art. 2 – Terms of payment

For the provision of the above-mentioned service, the Italian Agency for Development Cooperation – AID 11092 will pay VSF Co. Ltd. the maximum amount of EURO 8.538,00 (EURO eight thousand five hundred and thirty-eight/00) for a total period of six months. The amount will be disbursed in six monthly installment, as detailed in Annex 2 “Economic Offer”, point 2.

The overmentioned amounts includes the reimbursement for the insurance and the travel expenses, as listed in the Annex 2 “Economic Offer”, point 3.



The Company will be paid on a monthly basis after the submission of the following documents:

- 1) invoice showing the amount paid to the worker, the total amount to be paid by the Italian Agency for Development Cooperation – AID 11092, and reimbursables, if any;
- 2) report listing the salary paid to the worker duly signed by the worker;
- 3) receipt showing the payment of all the taxes related to the salary issued by the local qualified Authority.

The payment, to be paid by and not later than the 28th of each month and inclusive of any charges, taxes and fees in favor of VSF Co. Ltd., will be done in EURO currency through a bank disposal to a EURO account of VSF Co. Ltd. Co. at the CB Bank in Yangon.

Thus, nothing else could be asked and added to the above-mentioned amount as payment of this professional service, as detailed in the Annex 2.

The CB Bank EURO account's details are indicated in the Annex 3, duly signed and stamped by VSF Co. Ltd.

Yangon, 09/05/2018

For AICS AID 11092


The Director, Maurizio Di Calisto

For VSF Co. Ltd.


The Managing Director, Thet Hnin Oo



Ufficio di Yangon

Project AID 11092.03.4

ANNEX 1

LIST OF STAFF, TASKS, REQUIREMENTS AND COSTS

The following staff is required to provide the technical assistance services for the project AID 11092.03.4 "Italian Contribution to the National Electrification Project: Off Grid component (NEP-IT)":

- a) **Junior Executive Assistant;**
- b) **Apprentice - Finance and Logistics Area.**

The required terms of reference and costs are the following:

a) **Junior Executive Assistant**

Education: B.A. in Development, Economics, Political Science, International Relations or another suitable discipline.

Professional experience: at least 2 years in the field of international cooperation, public administration as secretary, HR officer, liaison officer.

Digital skills: good knowledge of MS Office (word and excel).

Languages: fluency in spoken and written English and Myanmar language.

Nationality: Myanmar.

Tasks:

- 1) Supporting AICS Yangon Office during the project activities;
- 2) Answering calls, taking messages and handling correspondence;
- 3) Liaising with relevant organisations and stakeholders;
- 4) Organising meetings and appointments;
- 5) Booking and arranging travel, transport and accommodation;

The junior executive assistant will be contracted for 6 months, with a gross monthly salary of EUR 650.00, excluding the management fee.

b) **Apprentice - Finance and Logistics Area**

Education: High school diploma.

Professional experience: at least 1 year as secretary, logistics/administration intern.

Digital skills: good knowledge of MS Office (word).

Languages: good knowledge of spoken and written English and Myanmar language.

Nationality: Myanmar.

Tasks:

- 1) Supporting the AICS Yangon Office during the project activities;
- 2) Copying and printing administrative documents;

- 3) Maintaining stationery and equipment;
- 4) Assisting the AICS employees in implementing the correct cycle of purchase;
- 5) Assisting the AICS employees in managing relations with the usual suppliers of the AICS Yangon Office;
- 6) Updating the inventory.

The junior national assistant will be contracted for 6 months, with a gross monthly salary of EUR 450.00, excluding the management fee.





Ufficio di Yangon

Project AID 11092.03.4

ANNEX 2
ECONOMIC OFFER

1. The contractor's remuneration is the management fee that cannot exceed the 14.5% on the gross amount for the technical assistance services with reference to each category of experts.
2. The prices given in Euro in the table below cannot be modified during the duration of the contract.

Category of Staff	Gross Monthly amount (EUR) A	Management cost on Gross Monthly amount (EUR) not exceeding 14.5% B	Gross Monthly amount including management cost (EUR) C = A+B	Total price for 6 months (EUR) D= (C*6)
Junior Executive Assistant	650.00	137.	734.5	4,407
Apprentice - Finance and Logistics Area	450.00	137.	508.5	3,051

The total prices constitute the Bidder's final offer in response to this Invitation to Bid.

- The gross monthly amounts depend on the qualifications of the experts following the classification in categories defined in the Terms of Reference.
 - Junior Executive Assistant - the gross monthly salary is fixed in EUR 650.00.
 - Apprentice – Finance and Logistics Area - the gross monthly salary is fixed in EUR 450.00.
- The gross monthly salaries include the social security contributions and taxes. The Organization is responsible for the payment of all taxes and government dues as may be applicable. In no case the AICS-Y will be responsible to pay taxes for the Service Contract.
- No additional remuneration can be paid for extra working hours.
- The management fees over the 14.5% of the gross amount for each category of experts will not be accepted.



Ufficio di Yangon

3. **The Reimbursable items** non-included in the prices are the following:

- Travel costs for the inter-city journeys (inside Myanmar) which are exclusively realised and authorised in the assignment.

The reimbursable items related to the business travel, under the prior approval of the AICS Yangon Office, will be provided by the Organization.

In particular:

- Junior Executive Assistant – travelling expenses within Myanmar will be provided by the Organization, for a maximum cost of EUR 500 in 6 months.
- Apprentice – Finance and Logistics Area - travelling expenses within Myanmar will be provided by the Organization, for a maximum cost of EUR 500 in 6 months.

The reimbursement of the business travel expenses to the Organization will be made upon the submission of the suitable invoice, including the travel costs with the payment receipt. The mentioned service is free of charge.

- Insurance
 - Medical.
 - Against accidents at work.

The insurance will be provided by the Organization for the Junior Executive Assistant and the Apprentice – Finance and Logistics Area, not exceeding EUR 40 per person.

The reimbursement of the insurance cost to the Organization will be made upon the submission of the suitable invoice, including the cost with the payment receipt.

Name	Thet Awin Oo
Firm and Position	VSF Co. Ltd.,
Signature	
Date	04.05.2018



Handwritten signature

ALLEGATO 3 = ANNEX 3

VSF

COMPANY LIMITED

ADDRESS : Room No. 103, Kantaryar Condo, Kyimyintdine Township, Yangon,

Declaration for Bank information

I hereby declare that VSF bank account is:



A handwritten signature in blue ink, appearing to be 'Thet Hnin Oo'.

Your Sincerely;

Thet Hnin Oo

Managing Director

VSF company Ltd.,



Address : Room No 103. Kantaryar Condo, Kanar Road, Kyimyintdine Township, Yangon Myanmar.

Phone : +95 9 5072161, +95 78 000 1978

Email : aprilsnowoo@gmail.com

