

November 5, 2021

LUKOIL Pan Americas LLC Tender no. 23-2021

Description: Fringe Benefits Tax Services

Announcement date: November 5, 2021

Closing date: December 05, 2021

Purpose

A request for a proposal (hereunder RFP) for fringe benefits tax services in the area of corporate taxation for LUKOIL Pan Americas, LLC (hereunder LPA).

The choice of vendor will be based on the hereunder mentioned criteria that shall be addressed by the applicants.

Key objectives and requirements

- Review 2018 – 2021 fringe benefits data (including but not limited to: meals, gym, relocation fees professional fees, gift cards, etc) prepared by LPA team and provide computation of unpaid taxes
- Draft submission of proposed settlement (voluntary disclosure) and facilitate ongoing discussions with taxing authorities to try and gain acceptance of proposal
- Initiate discussions with taxing authorities obtaining permission to pay federal/state taxes on behalf of employees
- If approved, prepare corrected forms and amended tax filings
- Where necessary, prepare quarterly state employment tax returns
- If approved, request penalty abatement

Proposals must include at least the following:

- Draft of the statement of work including but not limited to: review of LPA data, discussions with taxing authorities, draft submission and proposed settlement, amended tax filings, penalty abatement request
- Breakdown of fees for: computations of tax liability, fees for each jurisdiction, hourly rate for any additional charges, preparation of amended returns, additionally for penalty abatement request if voluntary disclosure agreement is approved
- General terms and conditions
- Proposed team
- Short description of proposed team's prior experiences with Lukoil Pan Americas, LLC, LITASCO or Lukoil groups.

Price quoted in the tender offer will not be the sole and determining aspect for awarding the contract.



LUKOIL Pan Americas, LLC
A MEMBER OF THE LITASCO GROUP

LUKOIL Pan Americas LLC Tender Application Procedure

The proposal(s) must be submitted no later than December 05, 2021 on the LITASCO Web Site at the address: <http://litasco.com/en/About/Tenders/Application>

Proposals received later than the stated deadline will not be considered.

The name of the vendor, which has been selected, will be decided on or about December 15th, 2021. All other candidates will be notified on or about December 25th, 2021.

This timeline is provided as an indicator for the vendors and can be modified at any time by LUKOIL Pan Americas LLC.

Inquiries, questions and requests for clarifications/specifications are to be directed to the following contact person via email:

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