



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # HR07/05/25/92.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision of Payroll Tax Consultancy services for the year 04 as per the attached scope of works.

Payroll Tax Consultancy services for the year 2024 to determine the level of tax compliance for the year and recommend resolutions where necessary.

The Evaluation Criteria and Rating guide for tax consultants are on the annexure on page 3 and 4 of this document.

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in USD and payment will be processed in local ZWG currency using the willing buyer willing seller mid-rate prevailing on the date of payment processing.**
- Payment terms should be clearly stated and to be after delivery. POSB shall not consider demands for cash upfront unless an advance payment guarantee has been provided by the supplier.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state delivery period from receipt of official order.
- Bidders must note that if they put more than one option only their main offer will be evaluated.
- Bidders who have failed to fulfill their previous orders in the past year will not be considered.

- Bidders with outstanding orders past agreed delivery time frames will not be considered.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
 2. Bidders must attach proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) in the form of a PRAZ certificate for the relevant category.
 3. Bidders must attach a copy of their Value Added Tax Certificate
 4. Bidders must attach their valid ITF263 Tax clearance certificate.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

1. The bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number on the email subject and be sent **ONLY** to the email address rfqs@posb.co.zw.
- **NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.**

Posted date	07/0/2025
Closing date	09/05/2025
Closing Time	1000 hours

Evaluation Criteria and Rating Guide for Tax Consultants

Criteria	Description	Rating Scale
Qualifications and Experience	Educational background, certifications, and years of experience in tax consulting.	1-5
Technical Expertise	Knowledge of tax laws, compliance review experience, and software proficiency.	1-5
Analytical Skills	Ability to identify issues, solve problems, and analyze financial data.	1-5
Communication Skills	Report writing ability and effectiveness in client interactions.	1-5
Professionalism and Ethics	Integrity, confidentiality, and professional conduct.	1-5
References and Reputation	Positive client references and industry reputation.	1-5
Cost and Value	Competitive fee structure and value-added services.	1-5
Availability and Responsiveness	Timeliness in meeting deadlines and accessibility for ongoing support.	1-5

Rating Guide

- **1 - Poor:** Does not meet the criteria or has significant deficiencies.
- **2 - Fair:** Partially meets the criteria but has notable gaps.
- **3 - Good:** Meets the criteria adequately with minor gaps.
- **4 - Very Good:** Exceeds the criteria with strong performance.
- **5 - Excellent:** Far exceeds the criteria with outstanding performance.

Example Evaluation

Criteria	Description	Rating
Qualifications and Experience	Bachelor's degree in accounting, CPA certification, 7 years of experience.	4
Technical Expertise	Extensive knowledge of tax laws, proficient in compliance software.	5

Criteria	Description	Rating
Analytical Skills	Strong problem-solving skills, excellent data analysis.	5
Communication Skills	Clear and detailed report writing, effective client communication.	4
Professionalism and Ethics	High integrity, maintains confidentiality, professional conduct.	5
References and Reputation	Positive references from banking sector clients, good industry reputation.	4
Cost and Value	Competitive fees, offers additional advisory services.	4
Availability and Responsiveness	Meets deadlines consistently, available for ongoing support.	5

Feel free to adjust the criteria and rating guide as needed. Would you like to discuss any specific criteria in more detail?