



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

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REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A QUALIFIED TAX PRACTITIONER FOR SUBMISSION OF EMP 501 RECONCILIATIONS AND IRP 5'S.

1. BACKGROUND

NEDLAC is a statutory body which is governed and mandated by The National Economic Development and Labour Council (NEDLAC) Act, Act 35 of 1994. The Office buildings are situated at 14A Jellicoe Avenue in Rosebank.

2. OBJECTIVE

To procure the services of a qualified Tax practitioner to provide services at Nedlac.

3. SCOPE OF WORK

The tax practitioner is required to provide the following services:

1. Submission of EMP 501 reconciliation for 2022/23 financial year (+/- 40 employees and former employees).
2. Preparation and submitting of IRP 5's for 2022/23 financial year.

4. REQUIREMENTS

The successful service provider must meet the following requirements:

- 4.1. Provide up to date confirmation of professional accreditation of either SAICA SAIPA, SAIBA, SAIT or another tax practitioner related accreditation.
- 4.2. Have experience of providing EMP 501 reconciliation services.
- 4.3. Provide written and contactable references of EMP 501 reconciliation services provided to other entities.
- 4.4. Be registered with the National Treasury Central Supplier Database.
- 4.5. Must be tax compliant and provide proof of compliance.

5. SUBMISSION OF DOCUMENTS

Service providers must submit the following documents:

- 5.1. A Quotation which fully and clearly sets out the breakdown of costs in respect of all items to be charged.
- 5.2. Detailed CV's and Qualifications of person(s) to be involved in the provision of the service.
- 5.3. Valid BBBEE certificate or sworn affidavit.
- 5.4. Company registration documents.
- 5.5. SARS Tax PIN
- 5.6. Contactable reference letters in client's letterhead.

6. BID SUBMISSION AND ENQUIRIES

- 6.1. Service providers should send completed quotations and accompanying relevant documentations to SCM unit at joyce@nedlac.org.za by 26 August 2022.
- 6.2. Any procurement questions regarding the Request for Quotation (RFQ) should be email to joyce@nedlac.org.za.
- 6.3. Any technical questions should be emailed to thomas@nedlac.org.za.
- 6.4. Note that no late submissions will be considered.
- 6.5. Nedlac reserves the right to cancel this request for quotation should such be deemed necessary.
- 6.6. The successful applicant must be ready and available to commence work immediately after appointment.

7. SELECTION AND EVALUATION CRITERIA

7.1 The evaluation principle of **80/20** will be applied on this RFQ.

7.2 The RFQ will be evaluated in two phases as follows:

Phase 1 – Functionality Evaluation

Functionality	100
Threshold	70

Phase 2 – Pricing and BBBEE Evaluation

Price	80
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Preference/ B-BBEE	20
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7.3 Functionality Evaluation criteria

The following evaluation criteria will apply:

	Requirements	Scoring Criteria	Score
1.	<p>Relevant Qualifications and Skills: Sufficient availability of qualifications and appropriate skills and resources to manage the contract.</p> <p>Sufficient availability of CV's of personnel to be assigned to demonstrate skills and capability.</p> <p>Relevant Qualifications and Accreditation to strictly include:</p> <ul style="list-style-type: none"> - Qualification - Proof of professional membership body - Proof of Registration as a tax practitioner 	<p>Service provider must prove competency and expertise as follows:</p> <p>5. Post-graduate Degree 5. Honours / Masters/PHD: NQF 8 & 9 & 10 = 50 points</p> <p>4. Bachelor's Degree/BTech NQF/similar 7 = 40 points</p> <p>3. Diploma or Advanced Certificate NQF 6 = 30 points</p> <p>2. Higher Certificate NQF 5 = 20 points.</p> <p>1. National Certificate & below NQF 4 & 3 & 2 & 1 = 10 points</p>	50
	<p>Relevant Experience and Similar Projects Completed.</p> <p>Relevant Experience: by showing current and previous work done as well</p>	<p>Service providers experience in EMP 501 reconciliations</p>	50

	<p>as number of years in the fields set out above.</p> <p>Similar Projects: provide at least five similar projects completed in previous years.</p>	<p>5 or more years of relevant experience = 50 points</p> <p>4 years of relevant experience = 40 points</p> <p>3 years of relevant experience = 30 points</p> <p>2 years of relevant experience = 20 points</p> <p>1 year of relevant experience = 10 points</p>	
Total Points		100	