



**BROADCASTING AUTHORITY OF ZIMBABWE  
REQUEST FOR EXPRESSIONS OF INTEREST  
BAZ/EOI/DOM/02/2021  
FOR THE**

**SELECTION OF CONSULTANCY SERVICES-  
PROVISION OF PAYROLL SERVICES**

**PUBLICATION DATE: 29 OCTOBER 2021**

**CLOSING DATE: FRIDAY, 03 DECEMBER 2021, AT 10:00 AM**

**VENUE: BROADCASTING AUTHORITY OF ZIMBABWE  
27 BOSCOBEL WEST DRIVE, HIGHLANDS, HARARE**

**OCTOBER 2021**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF CONSULTING SERVICES  
(Firms Selection)**

REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY, SERVICES FOR PROVISION OF PAYROLL SERVICES

**Proposal Reference number; BAZ/EOI/DOM/02/2021**

Required for expression of interest for provision of consultancy services for Provision of Payroll services for Broadcasting Authority of Zimbabwe.

The Broadcasting Authority of Zimbabwe wishes to engage a consulting firm for the **Provision of consulting services**

The focus of the Authority is to provide payroll management system suitable to Broadcasting Authority of Zimbabwe.

Broadcasting Authority of Zimbabwe invites eligible/qualified and interested service providers of payroll management system to express their interest in providing the Authority with an efficient, cost effective and reliable payroll management system that is compliant with internationally acceptable best practices, standards, and regulatory requirements.

The Agency invites eligible contractors/ consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the capacity, required qualifications, relevant skills and experience to provide the services. The Consultant must show appreciation of the Public Procurement and Disposal of Public Assets Act (PPDPA Act).

**The Proposed system must:**

- 1.The system should be capable of handling the multicurrency system
- 2 The system should have an online leave and overtime module
- 3 The system should be capable of calculating NSSA as per the new regulations
- 4 The system should be capable of producing the New NSSA P4 forms as prescribed by NSSA among may other reports we offer
- 5.The system should be able to calculate PAYE ( Pay as you earn)

The following **MANDATORY** documents should be submitted together with the EOI.

1. Company profile and proof of company registration showing CR14, CR6 & Certificate of Incorporation.
2. Valid Tax Clearance
3. Valid NSSA registration or receipt
4. Current PRAZ registration in the category of **software development, installation and consultants services—(Service Category S/S/002) or equivalent.**
5. Attach letter from original dealer or principal or software provider if you are an agent or attach letter is you are the original supplier of the required software
6. Signed joint venture agreement if there is any partnership with international or local vendors.

## EVALUATION/ SHORTLISTING CRITERIA

<b>PRE-QUALIFICATION CRITERIA</b>	<b>Document Proof</b>	<b>Weighting</b>
1. Payroll Solution System Functionality	The solution should cover at all BAZ HR and Payroll management Operations	<b>50 MARKS</b> <b>Type of HR &amp; Modules</b> <ul style="list-style-type: none"> <li>• Capable of handling the multicurrency system (5 marks)</li> <li>• The system should have an online leave and overtime module(5 marks)</li> <li>• The system should be capable of calculating NSSA as per the new regulations(5 marks)</li> <li>• The system should be capable of producing the New NSSA P4 forms as prescribed by NSSA among may other reports we offer(5 marks)</li> <li>• The system should be able to calculate PAYE ( Pay as you earn(5 marks)</li> <li>• Time attendance system which integrates with payroll(5 marks)</li> <li>• Performance management module which integrates with payroll(5 marks)</li> <li>• Ability to upload employee documentation on master file(5 marks)</li> <li>• Salary advance payment application module(5 marks)</li> <li>• Loan application module(5 marks)</li> </ul>
2. Availability of appropriate skills among staff.	CVs of personnel showing such experience. Experience as software management Consultant, in at least five (5) years contracts within the last five (5) years, that have been successfully and substantially completed and that are similar to the proposed system. Related software management Certifications for individuals.	<b>30 MARKS</b> <ul style="list-style-type: none"> <li>• 2 Qualified Consultants (5 marks)</li> <li>• 3 Qualified Consultants (10 Marks)</li> <li>• 4 Qualified Consultants (15 Marks)</li> <li>• 5 Qualified Consultants (20 Marks)</li> <li>• 6 and above Qualified Consultants and above (30 marks)</li> </ul> <b>Only with 5 years and above.</b>
3. Current reference sites.	Singed trade reference letters from customers where you have successfully completed the works/services	<b>10 MARKS FOR ALL REFERENCES</b> <ul style="list-style-type: none"> <li>• At least three international references (05 marks)</li> <li>• At least three and above Local references (05 marks)</li> </ul>
4. <b>Authorised dealership /principal letter</b>	Signed dealership letter from principal dealer eg SAP,Microsoft, Pastel	<b>10 marks for each letter</b> Authorised Dealership/Principal letter ( 10 Marks)
<b>TOTAL</b>		<b>100 marks</b>

## EVALUATION/ SHORTLISTING CRITERIA

The minimum technical qualifying score required to pass the selection /evaluation is **70 points and Only three to six service providers** will be selected according to ranking of marks.

Short-listed Consultants will be invited to submit their proposals on a separate document based on the standard Request for Proposals for the selection of Consultancy services. Participation is open to Zimbabwean bidders only.

The method of selection will be Quality and Cost Based Selection.

The expression of Interest should be presented and clearly marked as follows:

CHECKLIST	SUBMISSION
i. Company profile and proof of company registration showing CR14/CR2, CR6 & Certificate of Incorporation.	
ii. Valid Tax Clearance	
iii. Valid NSSA	
iv. Current PRAZ registration	
v. Payroll management system Certifications signed by the Payroll management system service providers to indicate approval of implementation and distribution of the offered Payroll management Solution. For example, Certification Letter from SAP, Zoho, Microsoft Dynamics, Sage etc.	
vi. Signed joint venture agreement <b><u>if there is any partnership with international or local vendors.</u></b>	
vii. Payroll management Solution System Functionality	
viii. Availability of appropriate skills among staff	
ix. Current reference sites.	

### Clarification

Clarification of the bidding document may be requested in writing by any Bidder before Thursday 18 November 2021, and should be sent to The Accounting Officer , Broadcasting Authority of Zimbabwe in writing or email to [procurement@baz.co.zw](mailto:procurement@baz.co.zw)/[matthias@baz.co.zw](mailto:matthias@baz.co.zw)

### Submission

**Bids should be hand delivered at the Broadcasting Authority of Zimbabwe reception in sealed envelopes, endorsed on the outside with the ADVERTISED TENDER NUMBER, description, closing date and time as indicated. All submissions must be addressed to: Accounting Officer, Broadcasting Authority of Zimbabwe, 27 Boscobel Drive West, Highlands, Harare, Zimbabwe.”**

**STRICTLY No Online or email submissions.**

**Letter for submission of expression of interest**

To: *{Insert name of Procuring Entity}*

With reference to your invitation for expressions of interest for *{insert subject and proposal reference number}*, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing criteria: *{Insert relevant information}*.

We submit the following documents in support of this information *{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph }*.

*{Delete whichever of the following statements do not apply:}*

1. This firm will be the sole provider of the requested consultancy services. **or**
2. We propose to provide the requested consultancy services as part of a joint venture with *{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}*. **Or**
3. We propose to engage as sub-contractors *{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}*.

*{In the case of 2 or 3 above}* We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

*{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}*