



CONSULTANCY SERVICES FOR THE PAN-AFRICAN PARLIAMENT

Procurement number: PAP/PROC/003/22

1.0 Background

The **Pan-African Parliament** (PAP) was established in March 2004, by Article 17 of the Constitutive Act of the **African Union** (AU), as one of the nine Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991. The Protocol establishing the PAP was ratified by 49 Member States.

The establishment of the Pan-African Parliament is informed by a vision to provide a common platform for African peoples and their grass-roots organizations to be more involved in discussions and decision-making on the problems and challenges facing the continent.

The seat of the Parliament is in Midrand, South Africa. The Pan-African Parliamentarians represent all the peoples of Africa. The aim of the Pan-African Parliament is to evolve into an institution with full legislative powers, whose members are elected by universal adult suffrage.

The specific objectives of the Pan-African Parliament are to:

- 1) Give a voice to the African peoples and the Diaspora;
- 2) Facilitate the effective implementation of the policies and objectives of the African Union;
- 3) Promote the principle of human rights and democracy in Africa;
- 4) Encourage good governance, transparency and accountability in Member States;
- 5) Familiarize the peoples of Africa with the objectives and policies on the political and socioeconomic integration of the continent;
- 6) Promote peace, security and stability;

- 7) Contribute to a more prosperous future for the peoples of Africa by promoting collective self-reliance and economic recovery;
- 8) Facilitate cooperation and development in Africa;
- 9) Strengthen continental solidarity and build a sense of common destiny among the peoples of Africa;
- 10) Facilitate cooperation among Regional Economic Communities and their Parliamentary fora;
- 11) Encourage National and Regional Parliaments to ratify and integrate treaties adopted by the AU into their legal systems;
- 12) Cooperate with National and Regional Parliaments and similar bodies within and outside Africa as well as civil societies, community-based organizations and grassroots organizations;
- 13) Invite and encourage the full participation of the African Diaspora as an important part of the African peoples in the building of the African Union in accordance with modalities approved by the Assembly.

2.0 Objective of the Assignment

The objective of the assignment is to identify and engage a professional firm to serve as a Tax Representative for the Pan African Parliament (PAP). The Tax Expert will register on the South African Revenue Service (SARS) Electronic Filing System called eFiling. In order to access the eFiling software, an entity must be registered. The selected firm will register as the Tax Representative for the PAP and will form the interface between PAP and SARS.

3.0 Scope of the Assignment

The PAP is exempt from paying Value Added Tax (VAT) in terms of the Host Country Agreement with the Republic of South Africa. The practice is for the PAP to pay the VAT when procuring goods and services and then claim the VAT. Once the Tax Representative is registered the PAP will be able to lodge claims for VAT refunds.

The scope of work for the Tax Representative is to;

- Register on the eFiling software of SARS
- Provide PAP with access to upload the VAT claims through eFiling
- Manage the password for the eFiling on behalf of the PAP.
- Represent the PAP in appeals for disallowed claims.

The PAP will be responsible for preparing the claims and uploading the claims on the eFiling system. The Tax Representative will make available the passport to a designated official of the PAP.

4.0 Deliverables

The firm will be registered on eFiling on behalf of the PAP and share the password with the designated Official at the PAP. The firm would also assist the PAP in appealing where there is genuine reason to appeal when a claim is disallowed.

5.0 Timeframe

Once the contract is issued, the Firm is required to register on the eFiling within two months from the date the contract is signed. The firm will be a Tax Representative of the PAP for a period of two years.

6.0 Location

The Firm must be registered in terms of the laws of the Republic Of South Africa and is required to the assignment in the Republic of South Africa.

7.0 Qualifications and Requirements for the Assignment

The Tax Expert in the Firm must be qualified in the area of Tax Management and Administration and must be a registered Tax Practitioner with the South African Revenue Service with relevant work experience of at least 5 years. The Firm must have an established client base of at least 10 Clients, in the area of tax administration and management

8.0 Pan African Parliament will provide

The Pan African Parliament will provide the Firm with the required information to enable the registration on the eFiling. The PAP will prepare and upload the VAT refund claims and communicate to the Firm any rejected claim for the Firm to lodge an appeal. The PAP will provide the necessary information to support the appeal.

9.0 Evaluation Criteria

The consultant will be recruited using the selection criteria outlined below.

Technical evaluation	
Criteria	Maximum Point
Educational qualification in the field of Taxation	20
Minimum 5 Years work experience in the field of Tax management and administration	20
Experience in similar assignments Minimum of 10 Clients in the area of Tax Management and Administration	20
Understanding the scope of work In-depth understanding the Scope of Work (SoW); comprehensiveness and appropriateness of the methodology/approach, organization & completeness of the proposal	40
Total score	100%

10.0 Eligibility

The responding Firms are expected to provide the following:

- a) Evidence of similar assignments carried out in a reputable organisation.
- b) References from three previous or current clients with contact information.

11.0 Remuneration and Terms of Payment

The fees for registering on the eFiling and providing the PAP with the link and password shall be USD5000 paid on completion of the registration. The annual retainer fee shall be USD6000 due at the beginning of a twelve months cycle starting from the months after registration. Fees for claims appeal shall 10% of amount received from SARS in respect of successful claims.

The Pan-African Parliament reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

In the event of the Firm terminating the contract prior prior to the end of a twelve month cycle, the Firm must refund a prorata portion of the retainer fee for the year.

12.0 Deliverables

For the registration on eFiling system, evidence of registration on the SARS eFiling system including the the username and password. For claims appeal, copies of communication SARS on the issue of the claim.

13.0 Assessment of Proposals

Proposals will be assessed on the parameters as indicated in this TOR. The minimum score to qualify for financial evaluation is 70 points.

14.0 Submission of Proposals

Bidders undertake to maintain confidentiality on all information that is not for the public domain and shall not be involved in another assignment that represents a conflict of interest to this assignment.

Bidders are requested to submit the following documents for PAP's consideration as an attachment to the proposal.

a) Technical Proposal on:

- Understanding and interpretation of the TOR
- Methodology to be used in undertaking the assignment

b) Financial proposal

Short-listed Firms may be invited to participate in a call or physical meeting to further present and clarify their submissions.

Bids should be submitted in a sealed envelope marked or labelled: The **PAN-AFRICAN PARLIAMENT TAX** to the address below, not later than the date and time given below. Bids received after the deadline will be rejected.

Deadline: **Tuesday 19 April 2022** at **16h00** local time.

The Procurement Office
Pan-African Parliament
19 Richards' Drive
Gallagher Estate
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Midrand 1685
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Republic of South Africa