

ZESA HOLDINGS (PVT) LTD



EVALUATION REPORT FOR PROVISION OF PAYROLL BUREAU SERVICES – REQUEST FOR PROPOSAL

REF NUMBER: ZH/RFP/56/2025

ZH/RFP/56/2025- Request for Proposal for the Provision of Payroll Bureau Services

1. Introduction

ZESA Holdings invited suitably qualified and experienced companies registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) through the Government Gazette on 11 July 2025, Sunday Mail on 13 July 2025 and Electronic Government Procurement (EGP) with a closing date of 19 August 2025 for the Expression of Interest – Provision of Payroll Bureau Services. Two (2) Bids were received namely Tapitana SmartPay T/A Corepay Zim P/L and BDO Tax & Advisory Services P/L. The submitted Bids were evaluated and recommended for the Request for Proposal stage after complying with all the requirements of the Tender. Moreover the Tender was submitted to the Procurement Regulatory Authority of Zimbabwe for Special Procurement Oversight Committee (SPOC) review. Accordingly, the SPOC through SPOC RESOLUTION 1037 of 25 September 2025 having reviewed the Tender recommended to proceed to the Request for Proposal stage. Bidders were shortlisted on the EGP System and a Request for Proposal was sent on the 22 October 2025 with a closing date of 06 November 2025.

The shortlisted Bidders submitted their proposals by the closing date and time of Tender 06 November 2025 at 1000hrs as follows:

- ✓ Bid No. 1 Tapitana SmartPay T/A Corepay Zim P/L
- ✓ Bid No. 2 BDO Tax & Advisory Services P/L

2. Scope of Work

Request for Proposal: Provision of Payroll Bureau Services

3. Technical Specification Requirements Evaluation

EVALUATION AREA	EVALUATION CRITERIA	MAX POINTS	Tapitana SmartPay T/A Corepay Zim P/L	BDO Tax & Advisory Services P/L
Methodology / proposal of how bidders intend to do the following:	Provide details of the approach to deliver the service based on the requirements contained in this document.	20	20	17
Project Implementation and Commissioning	Project Implementation: <ul style="list-style-type: none"> • No effort required – already providing services (20) • Detailed project implementation/ management plan provided (20) • No /insufficient details supplied (0) 	20	20	17
Functionality Supported	a) Application for capturing of payroll data <ul style="list-style-type: none"> • Application for capturing payroll data on client sites (10) • No application (0) 	10	10	10

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EVALUATION AREA		EVALUATION CRITERIA		
Methodology / proposal of how bidders intend to do the following:		MAX POINTS	Tapitana SmartPay T/A Corepay Zim P/L Bid No. 1	BDO Tax & Advisory Services P/L Bid No. 2
b)	<ul style="list-style-type: none"> Running of periodic payrolls Can run periodic payrolls (10) Cannot run periodic payrolls (0) 	10	10	10
c)	<ul style="list-style-type: none"> Running of Supplementary and ad-hoc payrolls Can run supplementary payrolls (10) Cannot run supplementary payrolls (0) 	10	10	8
d)	<ul style="list-style-type: none"> Provision of statutory payroll Reports All Statutory reports available (10) Some statutory are not Available (0) 	10	10	8
e)	<ul style="list-style-type: none"> Provision of standard payroll reports Minimum number of reports available (10) Available reports less than minimum (0) 	10	10	10
f)	<ul style="list-style-type: none"> Provision of ad-hoc reports to suit business needs Capacity to develop reports available (10) Capacity to develop reports not available (0) 	10	10	10
g)	<ul style="list-style-type: none"> Capacity to meet statutory requirements (i.e. system enhancements and upgrades) Capacity to develop enhancements available (10) Capacity to develop enhancements not available (0) 	10	10	10
h)	<ul style="list-style-type: none"> Interface with Banks (Active Data Interchange facilities) Active data exchange arrangements in place (10) No active data exchange arrangements in place(0) 	10	10	10
i)	<ul style="list-style-type: none"> Interface with ZESA's Financial System Has an Active data exchange arrangements in place (10) No active data exchange arrangements in place(0) 	10	10	5
j)	<ul style="list-style-type: none"> End User Training (Training Strategy & Training Materials) Training Strategy & Materials available (10) Training Strategy & Materials not available (0) 	10	10	10

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EVALUATION AREA	EVALUATION CRITERIA	MAX POINTS	Tapitana SmartPay T/A Corepay Zim P/L Bid No. 1	BDO Tax & Advisory Services P/L Bid No. 2
Methodology / proposal of how bidders intend to do the following:				
Printing capacity	Capacity to timely print all required reports inclusive of payslips (10) Capacity not available(0)	10	8	10
Data archiving	<ul style="list-style-type: none"> Data Archiving Policy active (10) Data Archiving Policy not Active (0) 	10	10	8
Disaster Recovery	Backup & Recovery Disaster Recovery Strategy (10) Evidence test of Disaster recovery(10) Auditors Report on Disaster Recovery Preparedness (10) No Disaster Recovery Strategy and No evidence of tests(0)	30	20	30
Security	System Security (10) Bureau Physical Security (10) Data Transmission Security(10) Less than three security areas addressed (0)	30	30	30
Data Migration	Have conducted a successful migration for organisations of similar size to ZESA Holdings (10) - more than 6,000 employees Have conducted a successful migration for organisation/s of whose number of employees is in range 3000 to 6000 employees (5) Have not conducted a successful migration (0)	10	10	0
Audit Of Company	Positive Reports on last Audits available (10) No report or negative report on last audit (0)	10	5	10
	TOTAL	220	203	196

3.1 Rejected Bid

No bid was rejected for not complying with the Technical requirements.

3.2 Accepted Bid

The following Bids were accepted for complying with the Technical requirements:

- ✓ Bid No. 1 Tapitana SmartPay T/A Corepay Zim P/L
- ✓ Bid No. 2 BDO Tax & Advisory Services P/L

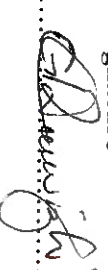






4. Recommendation

The Evaluation Committee recommends the following companies which have scored above the minimum required score 160 points (73%) to be considered for the Financial Evaluation stage for the Provision of Payroll Bureau Services as follows:

BID NUMBER	BIDDER	Total Points	% SCORE
1	Tapitana SmartPay T/A Corepay Zim P/L	203	92.27%
2	BDO Tax & Advisory Services P/L	196	89.09%

10. Signatures

The Evaluation was carried out by the following committee members:

- | | Signature | Date | |
|--------------------------------|---|------------|--|
| 1. G. Ruwizhi
(Chairperson) |  | 14/11/2025 | |
| 2. T. Samushonga |  | 14/11/2025 | |
| 3. F. Masawi |  | 14/11/2025 | |
| 4. V. Makotore |  | 14-11-2025 | |
| 5. C. Mano |  | 14.11.2025 | |
| 6. T. Mureriwa |  | 14/11/2025 | |
| N. Mariga
PMU Member |  | 14/11/2025 | |