

# ZESA HOLDINGS PRIVATE LIMITED



## PMU REPORT ON EVALUATION FOR COMPETITIVE TENDER

ZH/RFP/56/2025

## REQUEST FOR PROPOSAL FOR THE PROVISION OF PAYROLL BUREAU SERVICES

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p.m

## 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.

## 2. Invitation to Bid Process

Bidders were shortlisted on the EGP System and a Request for Proposal was published on the 22<sup>nd</sup> of October 2025 with a closing date of 06 November 2025.

## 3. Scope of Work

Request for Proposal: Provision of Payroll Bureau Services.

## 4. Review of The Evaluation Process

The PMU observed the evaluation process of the Bids through a member who participated in the meetings as an advisor. The evaluation committee was properly appointed and legally well constituted. A total of two (2) Bidders submitted their proposals for the Provision of Payroll Bureau Services. The two (2) Bidders are;

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

## 5. Technical Evaluation

### 5.1 Rejected Bids

No Bids were rejected for not complying with Technical specification requirements.

### 5.2 Accepted Bids

The following Bids were recommended for Financial Evaluation after 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

The process, observations, conclusions and final recommendations were all in line with the legal requirements. Below are some of the documents that were reviewed to complete the procurement process:

SUBMISSION OF INFORMATION		
#	DESCRIPTION	COMMENTS/REMARKS
1	PMU Report and approval by Accounting Officer	Submitted
2	Tender Evaluation proceedings report (Commercial and Technical Evaluation)	Submitted
3	Non Conflict of Interest Declaration	Submitted
4	Appointment of the Evaluation Committee Members	Submitted
6	Bid Opening Register	Submitted
7	Final Bids Proposals for the tender documents	Submitted
8	Tender document (Request for Proposal)	Submitted
9	Specifications	Submitted

**6. Recommendation**

Based on the information contained in this form and the attached documents and in accordance with the Public Procurement and Disposal of Public Asset Act [Chapter 22:23], its Regulations (SI 5 of 2018):

The Procurement Management Unit (PMU) recommends to the Accounting Officer that the 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 No.	Name of Bidder	% SCORE
1	Tapitana SmartPay T/A Corepay Zim P/L	92.27
2	BDO Tax & Advisory Services P/L	89.09

Prepared by: Phainga ..... Date: 19/11/2025  
Procurement Officer

Certified by: [Signature] ..... Date: 19/11/25  
Procurement Manager

Approved /Not Approved by

Name of Accounting Officer	PP ENG C. NYACHOWE
Position	GROUP CHIEF EXECUTIVE OFFICER (A)
Signature	<u>[Signature]</u>
Date	<u>19/11/2025</u>

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