



**THE NATIONAL CREDIT REGULATOR**

**MAY 2018**

**TERMS OF REFERENCE  
TAX CONSULT TO ASSIST IN  
RECONCILIATION ON  
EMP501 & IRP5**

**RFQ NUMBER: NCR497.05.18**

**DUE DATE: 18.06.18 @ 11H00**  
via email to [fmokgeseng@ncr.org.za](mailto:fmokgeseng@ncr.org.za)

## TERMS OF REFERENCE

### TAX CONSULT TO ASSIST IN RECONCILIATION ON EMP501 & IRP5

#### 1. Background

Wage type 1121 has been configured as a gross earning and it accumulated in SARS code 3699 and not added to the total income. SAP HCM system is unable to run all the certificates due to the system configuration.

#### 2. Terms of reference

- i. Data analytics experts to convert the CSV file to excel spread sheet.
- ii. Data analytics and tax team to design the required PAYE recalculations tests.
- iii. Data analytics experts to build testing scripts.
- iv. Recalculate the PAYE, UIF, and SDL for all employees.
- v. Data analytics expert to provide a gap analysis report identifying potential PAYE exposures.
- vi. Reconciliation IRP5, SAP Total amount and SARS payments.
- vii. Manual submission.
- viii. Validation before submission process.
- ix. Overview report on actions performed.
- x. SARS E@syfile Employer

#### ***Additional scope***

**Time frame = 5 working days**

**No of employee: 190**

**EMP501 & IRP5 Tax year recon: 2017/2018**

### **3. Additional information**

- i. Brief company profile.
- ii. Experience in the relevant areas.
- iii. Clientele.
- iv. A proposal including methodology.
- v. Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines.
- vi. The percentage of the work if any that will be outsourced to third parties.
- vii. The proposal should contain a work plan, showing tasks, timelines etc.
- viii. Contact details of at least three references from amongst recent clients with whom similar work has been conducted in the past 12 Months.
- ix. Bidders must also submit a proof of registration on the central supplier database (CSD) system. (National Treasury system).
- x. BBBEE certificate or affidavit.
- xi. Tax clearance certificate.
- xii. Certificate of incorporation / legal status:-
  - a) Company registration documents
  - b) Certified copy of directors identity documents