



18th October 2021

REFERENCE NUMBER: SPD3/2021/067

TENDER FOR THE PROVISION OF PAYROLL AND ACCOUNTING SERVICES FOR THE GOZO REGIONAL DEVELOPMENT AUTHORITY (GRDA)

Clarification No. 4

Clarifications

Question 1: What is the estimated number of transactions per month (in order to be able to strike a balance in the price set as there is payroll involved as well apart from accounting)?

Answer 1: The tasks, contract objectives and expected results are listed in Clause 2 and Clause 4.2 of Section 3 in the tender document. No further information can be provided at this stage, with the bidder is expected to deliver the requirements requested in this tender document.

Question 2: Will the person/entity coming in be provided with a Fixed Asset register or needs to be created from scratch? If from scratch what about additions from 2020 to date?

Answer 2: The Contracting Authority clarifies that the fixed asset registry is already setup.

Question 3: Are FSS and VAT being filed regularly? Or is it something that needs to be taken care of?

Answer 3: The Contracting Authority clarifies that the FSS is being filed regularly. The GRDA is not VAT registered.

Question 4: Who will be taking care of December 2021 mgt accts, Submission of payroll (including FS3 and FS7 declarations)?

Answer 4: The Contracting Authority clarifies that all submissions of payroll (including FS3 and FS7 declarations) concerning 2021 shall be the responsibility of the current GRDA Accountants, however, the contractor will be expected to provide the necessary assistance throughout the term of the contract.



Question 5: For audit part of 2020 and 2021 who will be preparing things for the auditor and liaise with the auditor?

Answer 5: The Contracting Authority clarifies that the auditing of 2020 and 2021 shall be handled by the current GRDA Accountant; however, the Contractor will be expected to assist.

Question 6: For the management accts is there any particular format?

Answer 6: The Contracting Authority clarifies that the management accounts shall be prepared in accordance with the International Financial Reporting Standards and as required in the tender document.

Question 7: Are the management accts be prepared under IFRS or other standards/format?

Answer 7: The Contracting Authority clarifies that all reporting shall be prepared under the International Financial Reporting Standards.

Question 8: With regards to payroll, the data for the current employees will be handed over?

Answer 8: It is being confirmed that for the delivery of the contract, the Contracting Authority clarifies that the payroll data of the current employees shall be handed over.

Question 9: Payroll declarations and submissions for 2020 have been done?

Answer 9: Confirmed that all payroll declarations and submissions for 2020 have been finalized.

Question 10: Is there any particular software used for payroll?

Answer 10: The Contracting Authority clarifies that it does not have any preferential software. The Authority is currently making use of Sage Software for accounting purposes.

Question 11: Can you please provide an indication of the number of persons on the payroll of the GRDA split between full timers, part timers and board members?

Answer 11: As per Clause 2.2 (2) in Section 3 of the tender document, 'The contractor shall compute the monthly employee payroll and



quarterly board members remunerations.’ The Contracting Authority clarifies that it currently employs eight (8) full time workers and no part-timers. There are also eight (8) board members. The GRDA full-time employee complement is expected to increase as indicated in the published tender document.

Question 12: Can you please provide an indication of the expected average number of monthly accounting transactions?

Answer 12: The Contracting Authority refers prospective bidders to answer 1 in this Clarification Note 4.

Question 13: As regards of provisional for payroll, could you kindly advise how many full time and part time employees are employed. Please could you please clarify whether they have fixed wages and monthly or fortnightly. Is there any overtime.

Answer 13: The Contracting Authority refers prospective bidders to answer 11 in this Clarification Note 4.

Question 14: Please can you give me an estimate of accounting transactions every month.

Answer 15: The Contracting Authority refers prospective bidders to answer 11 in this Clarification Note 4.

All other tender documents, conditions and requirements, which are not superseded by this Clarification, remain in place.

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