



Annex A – Terms of reference and technical offer form

1. Information

Bidders are encouraged to use the technical form for the submission to facilitate the evaluation of the technical offers and assess if the company has the minimum required

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls.

Plan International Poland seeks to contract the services of qualified payroll services. The company is expected to contract a payroll company, supporting in the monthly payroll data calculation, reporting monthly to ZUS, as well as providing consultancy in HR cases based on the needs.

The contracting company will ensure the quality and professionalism to carry out the work to a high level of accuracy and confidentiality.

Tender Description: Payroll Services for Plan International Poland

Company Name: _____

Focal point from the company: _____

Part 1 Company technical requirement: (Pass/Fail criteria)

Company Structure and Experience	YES/NO	Please attach to this form all the relevant documentation that proves your expertise and compliance with the requirements.
Copy of company registration certificate, tax certificate and financial statements/audit reports for the last 3 years		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Ability to provide payroll services in Poland, including company size and brochure of the company		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Ability to maintain a roster of experts.		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Minimum 3 years of experience in the market providing payroll services		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Provision of clientele list with minimum of 3 references, confirming satisfactory service delivery and among which at least 1 is from a similar international corporate client or institution		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Ability to designate experienced staff members to handle all Plan International requests for interpretation with CVs attached		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Acknowledged Plan International Code of Conduct		<i>To be submitted together with this form and submitted via email as per the tender information.</i>
Completed and signed Vendor Registration Form		<i>To be submitted together with this form and submitted via email as per the tender information.</i>

PROVISION OF SERVICES

The following payroll services are being requested:



Fixed services

- Monthly calculation of salaries, income tax, ZUS and PPK for national staff
- Issuance of pay slips
- Supporting with yearly reports to the accounting company
- Preparation and submission of staff-related documents to the ZUS and tax office
- Creating certificates in regard to employee's salaries
- Supporting with ad hoc staff requests, EX, getting confirmation certification from ZUS
- Report of new staff to ZUS
- Supporting with ongoing sick leaves required document filling.

Additional services for the following:

- Administrative support with document preparation
- Preparation of proxies to ZUS or the tax office
- HR consultancy

Date of submission:

Name: _____

In the capacity of: _____

Company Name: _____

Official Stamp of the Company: _____