



Finnlemm Regulated Non-WDT Sacco Society Ltd

1st April, 2025

REQUEST FOR PROPOSALS FOR PROVISION OF TAX CONSULTANCY SERVICES

1.1 BACKGROUND INFORMATION

Finnlemm Sacco is a Non-WDT Sacco Society regulated by SASRA which was initially formed by employees of Diplomatic Missions, Non-Governmental Organizations and their affiliates worldwide. The Sacco has since extended its bond to other organizations and individuals in business. Its registered office is in Nairobi City County.

The Sacco invites submissions of proposals from duly approved, authorized and qualified firms to perform tax health check for the financial years from January 2019 to date.

1.2 REQUIREMENTS FOR THE CONSULTANT

- i. Proof that the firm is approved by Sacco Society Regulatory Authority (SASRA)
- ii. The firm should be approved by ICPAK.
- iii. The firm must have at least two partners who are full time practitioners in good standing with ICPAK.
- iv. The firm should have been in practice for a period of not less than five years.
- v. The firm must have a physical address and valid practicing licenses.
- vi. The firm must have five years or more experience in the audit of Regulated Saccos.
- vii. Firm to have conducted tax health check reviews and advisory services before.
- viii. A detailed company profile showing the list of clients.
- ix. Profile for Partners and key staff and their certifications.

1.3 MANDATORY PROPOSAL REQUIREMENT

- (i) Technical proposal and financial proposal.
- (ii) The technical proposal should indicate the methodology/workplan for the assignment, references of organizations where the firm has undertaken a similar exercise (name of institution; name of contact person; phone contact and email contact) and CVs of the entire team that will undertake the exercise.
- (iii) The financial proposal should clearly indicate the gross cost for the assignment which includes the consultancy fees, taxes and other estimated charges and disbursements.

1.4 SCOPE OF WORK AND PERIOD:

- i. Review the Sacco's tax compliance status for the years form January 2019 to date.
- ii. Reconcile the Sacco KRA iTax ledger and the Sacco tax ledgers in the core banking system (Navision).
- iii. Identify areas where the Sacco is compliant and areas where the Sacco is non-compliant.
- iv. Follow up and bring to closure the implementation of the Alternative Dispute Resolution agreement dated 19th September 2022.
- v. Compute any tax exposure in terms of principal amount, interest and penalties.
- vi. Negotiate with KRA on a payment plan for any arising tax(es).
- vii. Train relevant employees on tax compliance and emerging tax matters.
- viii. The exercise is to be conducted and concluded in May 2025 prior to expiry of KRA amnesty period.

1.5 EXPECTED OUTPUT

- i. Report on compliance areas and non-compliance areas
- ii. Report on the identified tax exposure in terms of principal amount, interest and penalties
- iii. Interest and penalty waiver certificates on all tax areas where the Sacco was non-compliant
- iv. Approved tax payment plan by KRA
- v. Closure of the ADR agreement dated 19th September 2022
- vi. Reconciled Sacco KRA iTax ledger and Core banking ledgers
- vii. Tax compliance certificate
- viii. Staff tax training report
- ix. Tax planning for the Sacco
- x. Recommendations by the consultant.

Interested tax firms that meet the above requirements should submit separate Technical and Financial proposals to procurements@finnlemm.com and addressed to;

THE CHIEF EXECUTIVE OFFICER

FINNLEMM REGULATED NON-WDT SACCO

P.O BOX 67666 – 00200, NAIROBI

55 GATUNDU ROAD, KILELESHWA

To reach him not later than 5pm, 15th April, 2025. The Terms of Reference can further be accessed through the society website <https://www.finnlemm.com>. For any clarifications call [+254725671708](tel:+254725671708)

The Sacco reserves the right to reject any proposal without giving reasons and does not bind itself to accept the lowest or any proposal.