



SEYCHELLES PARKS AND GARDENS AUTHORITY

EXPRESSION OF INTEREST

**PROCUREMENT
FOR PROVISION OF TAXATION SERVICES TO THE
SEYCHELLES PARKS AND GARDENS AUTHORITY**

The Seychelles Parks and Gardens Authority (SPGA) seeks the services of a registered Tax Agent/Company for provision of taxation services.

The Tax Agent/Company must describe how it will address/deliver the demands of the Request for Proposal; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the services.

The Seychelles Parks Gardens Authority will require the service for a period of two years.

The SPGA expects the Tax Agent/cCompany to deliver efficient and quality service at all times and at a satisfactory level.

Interested individuals should submit the following documents as listed below:

- I. Detailed Bidder profile
- II. Proof of verifiable previous experiences of similar services.
- III. Copies of registration certificate and business licenses.
- IV. CV of key staff to be on the job;

along with the signed sealed Expression of Interest marked;

Expression of Interest for “The Provision of Taxation Services” to the Seychelles Parks and Gardens Authority and delivered to Seychelles Parks and Gardens Authority, Unit 5C-8C, Second Floor, Orion Mall not later than Monday 25th September 2023, 3.00pm (Seychelles Time).

Any interest received after the deadline will be returned unopened to the bidder and will not be accepted.

For further information, please contact the SPGA Procurement Officer; Tel: 4225114 or email: s.dufrene@gov.sc.



Terms of Reference

For Provision of Taxation Services to the Seychelles Parks and Gardens Authority

1. INTRODUCTION

The Seychelles Parks and Gardens Authority (SPGA) is responsible for the management of a number of national parks and botanical gardens. The SPGA was created in March 2022 after a merger between the National Botanical Gardens Foundation (NBGF) and the Seychelles National Parks Authority (SNPA). The state owned Enterprise (SOE) is one which is financially autonomous. The core business of SPGA is protected area management and the authority has over 140 full time employees. The main revenue stream of SPGA is parks' and gardens' entry fee but as a financially autonomous organisation, SPGA has other commercial interests related to its functions.

Our Mission:

Ensuring that the protected areas and gardens are managed for the benefit of all.

Our Vision:

That the Parks and Gardens of Seychelles are secure and thriving, sustained by adequate finances and a network of relevant stakeholders.

SPGA commitments are to:

- (a) promote the participation of Government, the public and businesses in conservation work;
- (b) protect and manage effectively the ecosystems and biodiversity in designated Protected Areas which fall under the jurisdiction of the Authority;
- (c) protect habitats and ecosystems from anthropogenic threats such as forest fire, pollution and coral destruction;

- (d) deliver services of a high standard for the users of gardens and parks;
- (e) engage in commercial activities related to the functions of the Authority;
- (f) provide tourism and recreational activities.

About the SPGA Tax obligations

The Seychelles Parks and Gardens Authority (SPGA), was created in March 2022 after a merger between the National Botanical Gardens Foundation (NBGF) and the Seychelles National Parks Authority (SNPA). While the NBGF was always government budget dependent, the SNPA obtained financial autonomy status in 2019. Currently, SPGA is only making Personal Income Tax (PIT) payment. The bulk of SPGA revenue is from entry fee payments by non-residents to visit the parks and gardens but SPGA is also responsible for the sale of plants and other plant products (timber, leaves, Coco de Mer etc.). The SPGA also has commercial properties which it leases out to other businesses.

2. OBJECTIVE

The main objective of this ToR is to hire the services of a licensed Tax Agent or Tax company to assist SPGA with its Tax obligations.

3. RESPONSIBILITIES

The main responsibilities of the Tax Agent/ Company consist of the following:

- Preparing returns, notices, statements, applications or other documents about SPGA's liabilities, obligations or entitlements under the taxation law.
- Lodging returns, notices, statements, applications or other documents about SPGA's liabilities, obligations or entitlements under the taxation law.
- Assisting SPGA with tax concessions for expenditure incurred on research and development activities where the service involves the application of taxation laws.
- Preparing or lodging objections on behalf of SPGA against an assessment, determination, notice or decision under the taxation law.

- Giving SPGA advice about taxation law so that it can reasonably be expected to rely on to satisfy its taxation obligations.
- Dealing with the Commissioner or SRC on behalf of SPGA
- Applying to the Commissioner or SRC for a review of, or instituting an appeal against, a decision on an objection under the taxation law.
- Providing general taxation advice to SPGA that does not involve the application or interpretation of a taxation law.

4. TYPE OF CONTRACT

2-year contract

5. CRITERION FOR SELECTION:

- A least 2 years' experience operating as a Tax Agent/company
- Track record of similar services provided.
- A valid registration certificate and licence with at least two years' experience in the field of Taxation.
- CV of Key Personnel for the Position.

6. APPLICATIONS

Interested Individuals should submit all documentation as the criteria above along with signed sealed Expression of Interest marked;

Expression of Interest for “The Provision of Taxation Services” to the Seychelles Parks and Gardens Authority and delivered to Seychelles Parks and Gardens Authority, Unit 5C-8C, Second Floor, Orion Mall not later than Monday 25th September 2023, 3.00pm_(Seychelles Time).

Any interest received after the deadline will be returned unopened to the bidder and will not be accepted.

For further information, please contact, Sheriffa Dufrene, Procurement Officer, Tel: 4225114 or email: s.dufrene@gov.sc.