

## **Request for Proposals**

### **(A) Background**

Family Health International (FHI 360) with funding from the United States Agency for International Development (USAID) through the Strengthening Integrated Delivery of HIV/AIDS Services (SIDHAS) project is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria. FHI360 Nigeria Country Office is seeking proposals for a payroll processing service. FHI 360 has a staff strength of almost 500 employees that are spread across 15 states and the FCT

### **(B) Scope of Work**

FHI 360 pays salaries on a monthly basis. Payroll must be processed on a monthly basis with variance reports that detail what has changed from the last payroll, a report that shows details for each employee's pay components (Salary, housing allowance, transportation allowance, PAYE. etc.) and the totals for each. Present either an electronic platform for making salary, pension and PAYE payments electronically or generate files that can be uploaded to make payments

### **(C) Submission of Proposal**

(1) Complete proposal including professional fee and supporting document (listed in Section C above) must be submitted in a sealed envelope on or before 5.30pm. Tuesday March 10, 2015 Envelope should be labeled "Payroll Management Service" and addressed to

### **The Procurement Manager**

**Family Health International (FHI360),  
Plot 1073 JS Tarka Street, Garki, Area 3  
Abuja.**

(2) Any proposal received by FHI360 after the deadline for submission stated herein shall be rejected and returned unopened to me bidder.

(3) No proposal shall be modified after the deadline for submission of proposals.

(4) Facsimile (fax), e-mail documents or postmarked documents will not be accepted.

**(D) Selection Criteria**

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of proposals

**The responding organization must:**

(1) Have a solid track record of processing payroll for at least 3 companies or not-for-profit organizations with no fewer than 400 employees.

(2) Processing payroll must include: PAYE calculation; Pension calculation; either making electronic payments to staff directly from your system or describe how your system has interfaced with other systems to make electronic payments.

(3) Describe and provide samples of reports that include variance reports (Current payroll vs. previous payroll), details (Base salary, allowances, overtime, salary arrears, taxes, other deductions and net pay) of individual salary calculations and the totals.

(4) Provide sample reports that report, but Individual, all deductions including, but not limited to PAYE and Pension.

(5) Provide a sample of pay advice slips and confirm that they can be automatically sent via email.

(6) Recommendation letter from a reputable and notable organization attesting to satisfactory performance Processing payroll.

(7) Provide list of references with contact telephone number(s) and email(s).

(8) Submit a detailed implementation plan and costs structure.

(9) Submit detailed Company Profile with registered address, functional email, and telephone numbers). The profile will also contain copies of company registration with the Corporate Affairs Commission, including form CAC7 & CAC2.

(10) Submit Tax Clearance Certificate for 2011, 2012, and 2013.

Issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract.

FHI 360 reserves the right to vary any part of this solicitation at the time of award if it becomes necessary.

FH1360 is Value added Tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Nigerian Tax laws.

Bidders must submit requests for any clarification and further information concerning this solicitation in writing via email to [procurement@sidhas.org](mailto:procurement@sidhas.org) **not later than 4.00pm on Tuesday March 03, 2015,**

This activity is funded by the U.S. Agency for International Development (USAID) and is subject to all applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR).