Request for Proposal # ***TBA- OVH - LSK 404***

22nd November 2023

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Proposal .

SNV intends to enter into a contract with the winning bidder to offer Payroll Software Services.

Your quotations are due to SNV no later than 14:00 on 29th November 2023. Late bids will be disqualified.

In the attached package you will find:

- Request for Proposal (RFP)
- Specification
- TOR

We look forward to receiving your quote,

Kind regards,

Chipepo Chifuti
Contracting and Procurement Specialist

Request for Proposal for Payroll Software Services.

Reference #: *TBA- OVH - LSK 404*

CLOSING DATE: 29/11/2023

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested Vendors to perform the contract of payroll software services.

1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copies so they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar services of similar complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

1.5 RFP DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

1.6 SUBMISSION OF DOCUMENT

One Copy of the Financial and Technical proposal and other information requested should be submitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

zambiaprocurement@snv.org

Not later than 14:00PM *(local time) on* 29/11/2023

The RFP Reference ***TBA- OVH - LSK 404*** should be clearly indicated in the subject line of the email alongside with the Vendor's company name.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFP documents should be directed to Procurement whose address is given in 1.6 above.

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

SECTION 2

2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay all taxes and VAT as applicable for the service to be supplied.

2.2 CUSTOMS CLEARANCE

The **Vendors** shall be responsible for custom clearance of the goods

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type. A sample contract is included in this package.

2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in ZMW (Zambian Kwacha*)*. The Proposal shall be expressed in ZMW.

2.5 BID VALIDITY

Your tender must be valid for *30* days.

SECTION 3

3.1 WITHDRAWAL OF RFP

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the tender from such a Vendor.

3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of/ Ability to demonstrate capabilities of;

i.Payroll system and salaries calculation in local currencies with provision to input in foreign currency that can be converted in local currency.

ii. Taxes calculation – Accuracy according to Zambia Revenue Authorities obligation

iii. NAPSA, NHIMA, Council Social security calculation - Accuracy according to countries obligation

iv. Generating and sending pay slips

v. Domiciliation and link with bank details

vii. Extraction of different reports (Excel and pdf) (Schedules for; Income, Expenditure, Payslips, Net Pay, PAYE, NAPSA, NHIMA, Personnel Levy, Leave Balance, e.t.c)

3.3 DELIVERY LOCATION

The services to be delivered to SNV offices in Zambia, at the address listed in 1.6 above. All costs of delivery to be included in the offer.

Specifications

S/N	ITEM DESCRIPTION	UNIT	QTY
01	Payroll Software (Installation)	Each	01
02	Annual License	Each	01
03	Training of Users	Each	02

Kindly send detailed proposals with full specifications.