REQUEST FOR PROPOSALS #S026166
Provision of Payroll Outsourcing Services
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
Nairobi Office
(Fidelity Insurance Centre, Mezzanine Floor; Waridi Lane, Off Mahiga Mairu Avenue, Waiyaki Way; P. O. Box 13612, Nairobi, Kenya, 800)
Firm Deadline: Friday, September 2, 2022

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit http://www.pedaids.org.

BACKGROUND

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

Kenya would like to outsource its payroll to be managed by an external firm (“Contractor”). To that effect, we are inviting firms to submit a service proposal for the management of every element of the payroll (payroll computations, income tax declaration, social insurance declaration, populating of monthly payroll spread sheet that clearly itemize how every element is calculated etc.)

The EGPAF Kenya office is comprised of a team of 106 staff, but is anticipating a quick and rapid growth to over 200 staff over the next year who will be based in offices throughout Kenya. Additional growth will be expected over time. EPFAF Kenya payroll cycle runs between 24th to 23rd of the following month.

Contractor Responsibilities:

1) Processing of EGPAF Kenya payroll, including: Collecting bio-data information, statutory documents (IDs, PIN Numbers...) and setting up each staff on the payroll system as well as departures. Execute all associated deductions report for all staff under the contract by date to be agreed upon in signed contract.

2) Submit payroll and Remit statutory deductions (PAYE, NSSF,NHIF,DIT,HELB etc) to EGPAF not later than the 5th of the next month. Process any other deductions approved by the employer on behalf of the employee e.g Scheme loans, voluntary pension contribution, etc.

3) Represent EGPAF to the organizations or bodies cited above in matters respecting remuneration of taxes, disputes regarding tax remuneration, and administrative oversight of tax remuneration.
4) Ensure timely pay slips for the payment, no later than the 30th of the month, of Foundation employees.

5) Provision to the Foundation with a comprehensive monthly spreadsheet for both declarations. Itemizing the calculation of every element of the income tax.

6) Assist the foundation in the preparation and during income tax and social security authorities controls and audit in link with the payroll.

7) The Service Provider must submit to EGPAF all supporting documentation relating to net payment and payments for all payroll deductions

8) Inform the Foundation well in advance on any changes in payroll processes, regulations, laws, and requirements.

9) Review the current payroll / staff benefits and advise on its compliance with tax regulations.

**FOUNDATION RESPONSIBILITIES:**

1. Collect and provide complete data/information needed for the purposes of this consultancy as well as other necessary supporting documentation.
2. Provide timely payments (via check or wire transfer) for service deliverables in line with the contract terms and conditions.
3. The Foundation will not be liable for any error of, law, principles, policies that are required by the Government of Kenya in the management of payroll. This is entirely the responsibility of the winning firm. The Contractor will fully take care of any indemnities that might arise as a result of any payroll errors.
4. The Foundation’s Finance and Operation team or other Foundation appointed agent will do spot checks in the computation of the elements of the payroll prior to payment. The Foundation will also ensure to pay the vendor in a timely manner as agreed in the resulting Contract to the winning bidder

**KEY CONTRACT TERMS:**

The anticipated contract type is Firm Fixed Price Contract. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

**OPTIONAL WORK:**

The Foundation also anticipates a need to potentially extend this scope of work for an additional 1 option periods. The anticipated duration of each option period is 12 months. Please indicate any pricing changes for the option periods in response to this RFP.
EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Security of Services</td>
<td>Description of the safeguards and internal controls the firm will have in place to protect the sensitivity and confidentiality of the information processed and retain in the firm’s systems.</td>
<td>15.00 %</td>
</tr>
<tr>
<td>Past performance of similar work</td>
<td>(a) Description of at least two (2) examples of prior similar assignments. (b) Copy of one (1) or more reports or other deliverable previously completed by the applicant in prior assignments (confidential or sensitive information may be redacted if necessary). (c) Contact information of a minimum of three (3) professional references from similar past projects, including phone number and email addresses. The Foundation may contact these references during evaluation and prior to selecting the winning Contractor.</td>
<td>20.00 %</td>
</tr>
<tr>
<td>Qualifications of proposed individuals and past performance on similar work.</td>
<td>CVs/Resumes of proposed individual(s) expected to work on this project.</td>
<td>15.00 %</td>
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<td>Contractor’s proposed process and approach to meet our needs efficiently</td>
<td>Maximum five (5) page summary or narrative description of the proposed process that includes (but is not limited to) the following elements: 1) specific payroll services offered; 2) anticipated monthly work processes; 3) handling of payroll taxes; 4) elements of the firm’s approach that display a competitive advantage when compared to other bidders; 5) description of customer support services offered; and 6) other services and analysis provided. Timeline for startup and implementation (please note that the Foundation requires these services to be in place immediately).</td>
<td>25.00 %</td>
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<tr>
<td>Total fixed price</td>
<td>The rate that will be charged per individual employed. 1 Detailed breakdown of costs and anticipated costs to provide one (1)</td>
<td>25.00 %</td>
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All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.

**Additional Instructions:**

The selected Contractor is expected to satisfy, at a minimum, the following requirements:

- Established experience in payroll, accounting, labor law, and compliance in Kenya.
- Understanding of operations by the donor-funded organizations (specifically PEPFAR).
- Ability to demonstrate clear understanding of doing business in Kenya, particularly in the international nonprofit or health-related sectors.
- Readiness to travel to and within Kenya for the assignment.
- Excellence in communication, analytical, and writing skills.
- Fluency (both spoken and written) in English.
- Demonstrated experience with working independently, under tight pressure, and with the highest level of professionalism.
- Ability to provide professional reports in a timely manner.
- Strong analytical and conceptual skills.
Experience working with international NGOs and/or diverse groups, particularly those with a social mission.

**PROPOSED TIMELINE:**

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<th>DATE</th>
<th>ACTIVITY</th>
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<tr>
<td>8/19/2022</td>
<td>Release of RFP</td>
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<tr>
<td>8/23/2022</td>
<td>Submission of Inquiries directed to:</td>
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<td></td>
<td>Any form of canvassing will lead to automatic disqualification of the firm</td>
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<td>No phone calls please.</td>
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<td>9/2/2022</td>
<td>Completed proposals must be delivered electronically by the deadline mentioned on page one to: <a href="mailto:nairobiprocurement@pedaids.org">nairobiprocurement@pedaids.org</a></td>
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<tr>
<td>9/9/2022</td>
<td>Final decision announced and Offerors notified</td>
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<tr>
<td>10/3/2022</td>
<td>Contract executed and Services begin.</td>
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Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

**KEY SOLICITATION TERMS AND CONDITIONS**

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove...
to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.

3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.

4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.

5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.

6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.

7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.

9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder’s performance of the Contract without the prior written consent of EGPAF.

11. ETHICAL BEHAVIOR: As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and EGPAF employees, or other unethical practices. If you experience of suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF’s Ethics Hotline.
at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.

12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. “Covered telecommunications equipment or services” includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.