

Request for Quotes (RFQ) CEID Project

Payroll Services

The purpose of this RFQ is to identify qualified vendors who can consistently perform Payroll services for MSH-Liberia, with a quick turnaround and at a low fixed cost to MSH-Liberia.

MSH invites you to submit an offer in accordance with the requirements of the following Solicitation. Proposals must be received by MSH no later than the Date and Time indicated in the table below.

Issue Date:	July 30, 2018
Due Date and Time for Written Questions:	1:00 P.M. on Wednesday ,August 1, 2018
Proposal Due Date and Time:	5:00 P.M. on Friday , August 3, 2018
Written questions and Proposals should be submitted via email to:	procurement@cshliberia.org

Management Sciences for Health, Inc. (MSH), a global health nonprofit organization, uses proven approaches developed over 40 years to help leaders, health managers, and communities in developing nations build stronger health systems for greater health impact. Through strengthening capacity, investing in health systems innovation, building the evidence base, and advocating for sound public health policy, MSH is committed to making a lasting difference in global health. For more information visit: <http://www.msh.org/>

If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address: auditcommittee@msh.org

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I. SCOPE OF WORK

A. Scope

The Agreement resulting from this solicitation shall be a Long Term Agreement (LTA) for the performance of Payroll services to MSH–Liberia, CEID Project office in Congo Town, Tubman Boulevard. The Long Term Agreement shall outline the relationship between MSH & the selected vendor; establish the payroll process to be followed, the prices to be paid, and the terms and conditions which are listed below.

The firm will diligently perform the following services:

Comprehensive payroll and tax services for employees in Liberia including all of the following activities:

- Prepare monthly electronic password controlled pay slips for each employee. This include information of gross, withholdings, tax deductions, insurance contributions, net earnings, number of working days, holidays, sick leave days, paid leave days, other legal paid leave days and submit it to MSH within two (2) business days after submission of timesheets – A soft copy of all pay slip should be shared with MSH Liberia for approval before payment is done.)
- Prepare and submit a monthly payroll journal that includes detail of payment to be made by MSH for all employees in both hard copy and MS Excel. The payroll register will include: gross wages, statutory deductions, voluntary deductions, net pay, retroactive adjustments, as well as the number of work hours by staff category (professional versus support staff), by MSH activity codes and by person.
- Calculate final salary and other legally-mandated payments for employees departure from MSH in case of resignation, termination or any other reasons in accordance with the Liberia regulations and the policy of the organization;
- Taxes. The payroll reports will include the following tax information and be submitted monthly, quarterly and annually:
 - *Calculation of all mandated employee income taxes and employee contribution to social benefit schemes;
 - *Calculation of all mandated MSH Employer contributions to social benefit schemes or other levied employer taxes;
 - *Remittance of all employee and employer taxes and social benefits in accordance with the applicable deadlines (monthly and annual). Proof of payment, receipt and acceptance by taxing agency and reconciliation report to be submitted to MSH office in Liberia within 2 weeks of settlement. Bidder bears the cost of penalties resulting from failure to provide timely remittances or accurate reports to tax authorities that are not a direct result of a negligent act or inaccurate information provided by MSH.
- Advising MSH on changes to tax codes that impact MSH, as an employer, or its employees, to ensure timely compliance with any and all relevant changes in tax legislation.
- Update MSH on relevant changes in local labor laws and their impact on payroll or personnel.
- Have in place adequate safeguards to ensure the confidentiality of information provided by MSH concerning staff, salaries and benefits.
- Upon request provide explanations for processes and practices used in calculation of salaries, employer's taxes,

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benefits to MSH for audit purposes.

MSH will provide the successful payroll firm with the following:

- Details of employment for each employee for each pay period. Details may include staff identity, marital status, number of children, hiring date, professional category, basic salary, meals, transportation and housing allowances, bonus, fringe benefits, payments in kind
- Letters of employment/contract, as applicable
- Details of any other discretionary deductions that should be made when applicable.
- All of the employees' timesheets, within 2 days of the close of the pay period. Timesheet will include a record of any paid leave taken and indicate any applicable eligibility for overtime pay or deductions due to work that was less than standard hours.
- Timely updates of new hires, salary changes, terminations and other relevant payroll data per an agreed upon schedule established between MSH and the vendor.

B. Contract Term/Period of Performance

The term of the Long Term Agreement issued as a result of this solicitation shall be for six months from date of award.

C. Payment Terms

Payment terms for the Long Term Agreement issued as a result of this solicitation shall be net 30 days from receipt, inspection and acceptance of all invoiced items. Payment to the selected vendor shall be made via EFT to the bank account provided by the offeror.

II.

III. ADDITIONAL PREFERRED QUALIFICATION

To be provided by vendor if any.

IV. SUBMISSION INSTRUCTIONS

Due Date and Time for Written Questions:	1:00 P.M. on Wednesday , August 1, 2018
Proposal Due Date and Time:	5:00 P.M. on Friday 3 August 3, 2018
Written questions and Proposals should be submitted via email to:	procurement@cshliberia.org

Contents of Proposals

Offerors shall submit their proposals as two separate files. One shall be titled *Technical Proposal* and the other shall be titled *Cost Proposal*.

1. Technical Proposal

Offerors Technical Proposal shall include all of the following:

- a) Completed & signed Attachment A – Proposal Cover Sheet
- b) Statement indicating any objections to MSH's Standard Terms and Conditions of Supply viewable at www.msh.org/about-us/doing-business-with-us that would need to be settled in order for the offer to accept a contract from MSH.
- c) Name & contact information for at least 3 current or previous clients that can serve as references for the offeror.

2. Cost Proposal.

- a) Offerors should include information on delivery lead times and additional qualifications to be considered.

Note: Failure to provide any of the information requested above will result in rejection of the proposal.

V. EVALUATION OF OFFERS

A. General Information

MSH anticipates receiving at least one round of questions from potential vendors. All questions received by the stated deadline, along with their corresponding answers, will be shared with every vendor that receives this solicitation no later than Friday, August 28, 2017; MSH reserves the right to award a contract without discussions.

Each offer submitted will be reviewed by an evaluation committee consisting of MSH employees in accordance with the criteria below. Award will be made to the responsible vendor whose offer represents the best overall value to MSH, price and all other factors considered.

B. Evaluation Criteria

Award will be made to the offeror whose proposal, conforming to the solicitation, is determined to offer the best overall value to MSH. Offers will be evaluated as follows:

1. Ability to meet the Scope of Work
2. Possession of the "Preferred Qualification" listed above
3. Status as a Small Business
4. Price
5. Past performance/references

Factors are listed in order of importance.

C. Determination of the Competitive Range and Contract Award

If MSH determines that discussions are necessary, a Competitive Range will be established which is composed of only the most highly rated offers. MSH may exclude an offer if it is so deficient as to essentially require a new proposal. Should a competitive range be established, MSH may invite those in the competitive range to present their offers to the evaluation team. Should oral presentations occur, they will be evaluated as part of the offer.

D. Non-Profit Pricing

MSH is a registered 501(c)(3) non-profit corporation. Offerors should provide any and all discounts available to MSH based on its status as a U.S. Government contractor and as a non-profit.

E. Acceptance of Offer and Award

This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to make an award in whole or in part, or not to make an award, in accordance with the best interests of MSH.

E. Cost of Proposal Preparation

The cost of the proposal preparation in response to this solicitation shall be solely the responsibility of the Offeror.

F. Validity of Offers

Offers submitted in response to this solicitation shall be valid for at least 90 days from date of submission. Prices quoted by the offeror and subsequently incorporated in contract resulting from this solicitation shall be valid for the full period of performance.

How to apply;

Submit soft copy to procurement@cshliberia.org or Hard copy to our office address below

The Management Sciences for Health Services
Opposite Palm Spring Casino, Tubman Boulevard- Oldest-Congo Town
Monrovia – Liberia

For vendors out of Monrovia, kindly submit bid to procurement@cshliberia.org

VI. ATTACHMENT A - PROPOSAL COVER SHEET

Vendor's full legal name			
Website address			
Length of time in business			
Brief explanation of why vendor thinks they are the best choice for MSH? What sets the vendor apart from the competition?			
Describe how vendor can meet the scope of work?			
Any additional information vendor would like to add.			
Contact information for individual who will serve as MSH's single point of contact for the duration of the RFP Process	Name:		
	Phone:		
	Email:		
<p><u>By signing below, I certify that:</u></p> <p>A. I am authorized to respond to this solicitation on behalf of the Company named above.</p> <p>B. I have reviewed MSH's Standard Terms and Conditions of Supply viewable at www.msh.org/about-us/doing-business-with-us and understand that these terms shall govern any contract, unless otherwise negotiated with MSH and agreed to in writing.</p> <p>C. I understand that MSH retains the right to reject, in whole or in part, any and all bids for any reason, or no reason.</p> <p>D. I have not, and will not, offered anything of value to any member of MSH staff & understand that if my company is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH.</p>			
PRINTED NAME:			
SIGNATURE:		DATE:	