

RESOLVE TO SAVE LIVES (RTSL) REQUESTS FOR PROPOSAL OF PAYROLL SOFTWARE FOR ETHIOPIA OFFICE

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Bid closing date	February 14, 2025, 5:00 PM local time.
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Bid opening date	No Specific Opening Date and Time
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Bid document price	
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Bid bond	
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Region	Addis Ababa
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REQUEST FOR PROPOSAL OF PAYROLL SOFTWARE FOR ETHIOPIA OFFICE.

Summary & Background

Resolve to Save Lives (RTSL), is a U.S.-based not-for-profit organization partnering with countries, communities, and organizations to prevent 100 million deaths from cardiovascular disease and make the world safer from epidemics. RTSL is committed to saving as many lives as possible by prioritizing partnerships with government, national, and local organizations in low- and middle-income countries to co-create, advocate for, and scale up activities in heart disease prevention and epidemic preparedness. To find out more, visit: <https://www.resolvetosavelives.org> or [Twitter@ResolveTSL](#).

RTSL has a registered branch office in Ethiopia and has been working with Ethiopia Public Health Institute and Ethiopia Federal Ministry of Health, providing broad-based technical and financial assistance.

Objectives

RTSL-Ethiopia employs more than twenty full-time staff in its Addis Ababa office. We are looking for a payroll service provider to manage our payroll including ensuring all compliance with Ethiopian laws and regulations. The service/system must have the capability to include tax, pension, and other relevant salary deductions in every payroll and as and when required by law.

Requirements

We are requesting bids from payroll providers in Ethiopia who can meet our payroll requirements. The technical specifics of the systems and services we expect are outlined below:

The payroll software used must have all typical requirements such as payroll tracking, leave accrual, payslip, and severance accrual.

- The software used must be compatible with other systems that are generally connected to payroll services.
- Payroll software and systems connected to it provided by the bidder must come with adequate warranties so that RTSL is provided with full remedies if the software/system fails to work as agreed on. The payroll system used should guarantee data security and confidentiality.
- Providers should provide robust maintenance and troubleshooting services through the system directly as well as by assigning technical staff.
- Cost Proposal:

The cost proposal will be laid out in distinct and separate sections.

- The cost of the software products proposed.
- Any Hardware Costs, if applicable.
- Annual Support and Maintenance costs.
- Time Frame for Implementation.
- Training personnel to run systems.

Proposal Content

Bidders must include the following in the written proposal against which the bidder will be evaluated:

- Legitimate business address
- Business registration certificate/license with appropriate categories
- TIN certificate
- VAT Certificate
- Details about the company, including history of working with INGOs in Ethiopia, knowledge of all labor and payroll laws in Ethiopia
- Details of software philosophy, hardware architecture, or other items of information that the bidder feels are relevant to a clear understanding of the proposed system and services and/or the bidder's capabilities.
- Details of how the system will be administered – the role of payroll managers on the RTSL side, the role of account manager at bidders, etc.
- Details of how maintenance and troubleshooting will work.
- Short bio and/or resume of the staff at bidder who will be providing ongoing support
- Systems and processes for the actual running of payrolls (such as required time of submission, the time required, SOP to run payroll, etc.)
- Outline of the onboarding process, including testing and ensuring RTSL involvement in the process

Evaluation Criteria

Proposals will be evaluated in two parts. The technical proposal shall bear 50% of the total marks while the financial proposal shall bear 50% of the total marks.

Submissions Process

All interested and eligible bidders must submit their proposal by email to RTSLEthiopiaOffice@resolvetosavelives.org by **February 14, 2025, 5:00 PM local time**. Proposals received after this time will not be entertained, only the service provider who meets the minimum requirement will be considered for further discussion.

Timeline

Activity	Target for Completion
RFP sent to bidders	January 16, 2025
Bidders submit proposals	February 14, 2025
Bid analysis completed by RTSL	February 28, 2025
Selected bidders informed	March 3, 2025
Rejected bidders informed	March 4, 2025
Contract agreements signed with selected bidders	March 14, 2025

Potential bidders can contact RTSLEthiopiaOffice@resolvetosavelives.org for additional information if necessary.