



**Elizabeth Glaser
Pediatric AIDS Foundation**
Fighting for an AIDS-free generation

REQUEST FOR PROPOSALS #S031858

Payroll Management

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maseru

**(EGPAF Lesotho | LCA Office Complex, 30 Princess Margaret Road | Ground Floor | Maseru,
Maseru, Lesotho)**

Firm Deadline: Friday, April 14, 2023

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

EGPAF Lesotho is seeking services of an external firm ("Contractor") to outsource its payroll management. To that effect, we are inviting firms to submit a service proposal for the management payroll (payroll computations, income tax declaration, social insurance declaration, populating of monthly payroll spread sheet that clearly itemizes all calculations etc.). The Payroll cycle for EGPAF Lesotho is 20th to 19th of each month

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

Please refer to attached ToR for detailed information

FOUNDATION RESPONSIBILITIES:

Please refer to attached ToR for detailed information

LOGISTICS:

Please refer to attached ToR for detailed information

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.



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OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 2 option periods. The anticipated duration of each option period is 24 months. Please indicate any pricing changes for the option periods in response to this RFP.

In the event that additional services of similar scope are required by the Foundation for the same individuals identified in this Contract, the rates will not increase by more than 5% in subsequent option periods, assuming those periods correspond with the following calendar year.

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.

Evaluation Criteria	Submission Requirements	Weight
Past performance of similar work	3 professional reference letters from similar past projects with phone and email contact information. One reference letter should be from an organization/company based in Lesotho	40.00 %
Qualifications of proposed individuals	CV/Resume of proposed individuals to work on this project including certification in payroll management	30.00 %
Total fixed price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, staff/consultant time and any necessary supplies and materials.	30.00 %
Total		100.00%

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.

Penalty:

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to 1 % of the value of the late deliveries/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.

PROPOSED TIMELINE:



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DATE	ACTIVITY
	Release of RFP
4/10/2023	Submission of Inquiries directed to: Boithatelo Ratsoane, Procurement Manager, tenders-ls@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm No phone calls please.
4/11/2023	Question and Answer Response Document posted on EGPAF website at http://www.pedaids.org/pages/contracting-opportunities
4/14/2023	Completed proposals must be delivered electronically by the deadline mentioned on page one to: Boithatelo Ratsoane, Procurement Manager, tenders- ls@pedaids.org
4/24/2023	Final decision announced and Offerors notified
5/1/2023	Contract executed and Services begin.

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



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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 or 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



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Pediatric AIDS Foundation**
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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.
13. **Prohibition on the use of Kaspersky Lab.** In accordance with Section 1634 of the National Defense Authorization Act for Fiscal Year 2018, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not provide any “covered article” to EGPAF or use any “covered article” in the development of data or deliverables first produced in the performance of a resulting contract or order. “Covered article” means any hardware, software, or service that: (1) Is developed or provided by a “covered entity”; (2) Includes any hardware, software, or service developed or provided in whole or in part by a “covered entity”; or (3) Contains components using any hardware or software developed in whole or in part by a “covered entity”. “Covered entity” means (1) Kaspersky Lab; (2) Any successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.



TERMS OF REFERENCE FOR PAYROLL OUTSOURCING SERVICES

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a nonprofit organization dedicated to preventing pediatric HIV infection and eliminating pediatric AIDS through research, advocacy, and prevention, care, and treatment programs. Founded in 1988, EGPAF works in 19 countries globally.

EGPAF Lesotho country office is one of the major HIV service partners of the Lesotho Ministry of Health (MOH), since 2004. EGPAF first opened doors in Lesotho in 2006. To support the Lesotho Program, EGPAF has received funding from several Donors to implement different projects in collaboration with the MOH. The EGPAF program support has been in the areas of pediatric & adult HIV care & treatment, Prevention of Mother-to-Child Transmission of HIV (PMTCT), tuberculosis (TB) services, TB/HIV integration; strategic information and evaluation, quality Improvement, operational research and health systems strengthening. In 2015/2016 the Foundation received an award through Providing Universal Service for HIV and AIDS in Lesotho (PUSH), a mechanism under United States Agency for International Development (USAID) and Strengthening the TB and AIDS Response in Lesotho (STAR-L), a mechanism under Centre for Disease Control (CDC) which ended in 2020, and was then followed on by the Accelerating Lesotho's Progress to Epidemic Control (ALPEC) through the President's Emergency Plan for AIDS Relief (PEPFAR).

This award has facilitated the implementation of the services outlined above. For more information, please visit the Foundation's website at: <http://www.pedaids.org>

Overview

EGPAF Lesotho is seeking services of an external firm ("Contractor") to outsource its payroll management. To that effect, we are inviting firms to submit a service proposal for the management payroll (payroll computations, income tax declaration and populating of monthly payroll spread sheet that clearly itemizes all calculations etc.). The Payroll cycle for EGPAF Lesotho is 20th to 19th of each month.

Overall Objective:

The aim of the assignment is to provide Payroll Outsourcing services to the Elizabeth Glaser Pediatric AIDS Foundation for a period of 2 years from May 2023 to April 2025. The total staff complement of about 700 full time employees and between 300-500 temporary employees. These will be two separate payrolls. The Payroll Provider will be expected to deliver the following:

- ✓ **Payroll administration for all payroll related transactions at EGPAF Lesotho country office:**
 - Maintain all Lesotho payroll related documents confidentially and keep them in safe custody.
 - Generate the monthly payroll on time and accurately based on the data and schedule provided by EGPAF;
 - Inform the Foundation well in advance on any possible changes in payroll processes, regulations, laws, and requirements.

- Issue and process employee contributions to income tax within statutory deadlines.
- Submit to EGPAF all supporting documentation relating to PAYE.
- Submit copies of employee pay slips within 5 days of payroll processing
- Submit p16 forms within one month of year end in preparation for individual tax returns
- Compile and process employee terminal benefits and submit the required documents to the relevant authorities and pension provider.

✓ **Tax administration and filing for all payroll related transaction at EGPAF Lesotho country office**

The Service Provider will:

- Be responsible for timely submission of all withheld statutory and any other deductions
- Assume liability for late statutory filings due to its own negligence.
- Provide a Tax Table Report that summarizes EGPAF's taxes each pay period on one report and perform a reconciliation, at least annually and more frequently upon request.
- Avail payroll records for scrutiny by EGPAF or EGPAF appointed agents (e.g. auditors, tax authorities)

Key deliverables from this assignment will include:

✓ **Payroll Administration Deliverables:**

Full time employees:

- Deliver payroll Schedules showing all employees and their income and deductions to EGPAF monthly
- Submit bank lists in csv format to EGPAF monthly
- Submit schedules of all deductions including medical aid, pension, garnishees, monthly
- Submit the pay slips to all employees monthly
- Submit the P16s to employees annually

Temporary Staff:

- Deliver payroll schedules showing all employees and their income and deductions to EGPAF by the 18th of each month
- Submit the pay slips to all employees monthly

✓ **Tax Administration Deliverables – All Staff**

- Submit employee PAYE deductions to EGPAF monthly
- Administer PAYE returns to Revenue Services Lesotho monthly
- Advise the Foundation of any changes in income tax annually

✓ **Terminal Benefits Administration Deliverables**

- Submit Salary Histories of terminated employees for facilitation of payment process monthly
- Submit calculations of amounts due to terminated employees monthly
- Advise on income tax due on terminal benefits in consultation with relevant tax authorities monthly

Consultant Experience and Qualifications

- ✓ Established experience minimum 5 years' experience in Payroll Administration
- ✓ At least one team Lead with MBA or CA and certification in payroll management
- ✓ Knowledge of Lesotho Labour Laws & Tax Laws
- ✓ Experience working with international NGOs

RESPONSIBILITIES OF PARTIES

EGPAF Responsibilities

The following will be the responsibilities of EGPAF Lesotho to ensure an effective and efficient implementation of this assignment;

- ✓ Set-up kick off call to introduce the Contractor to key project stakeholders and outline project management and communication arrangements
- ✓ Make available to the Service Provider all information related to the management of its payroll in compliance with legal requirements related to labour legislation;
- ✓ Host a kickoff meeting with key stakeholders within 3 days following signature of the contract for the contracting services.
- ✓ Collect and provide complete data/information needed for the purposes of this consultancy as well as other necessary supporting documentation.
- ✓ Provide timely payments (via wire transfer) for service deliverables in line with the contract terms and conditions.
- ✓ The Foundation will not be liable for any error of, law, principles, policies that are required by the Government of Lesotho 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.
- ✓ The Foundation's Finance and Operation team will do spot checks in the computation of the elements of the payroll prior to payment.
- ✓ The Foundation will also process the payment to the vendor in a timely manner as agreed in the resulting Purchase Order to the winning bidder

Consultants Responsibilities

In fulfilling the objectives of providing effective services, the responsibilities of the consultant are as follows:

PAYROLL PROCESSING

- ✓ Maintain all Lesotho payroll related documents confidentially and keep them in safe custody.
- ✓ Generate the monthly payroll on time and accurately based on the data and schedule provided by EGPAF;
- ✓ Inform the Foundation well in advance on any possible changes in payroll processes, regulations, laws, and requirements.
- ✓ Issue and process employee contributions to income tax within statutory deadlines. The Service Provider must submit to EGPAF all supporting documentation relating to net pay and payments for all payroll deductions
- ✓ Ensures that all employees receive a copy of their pay slips within 5 days of payroll processing
- ✓ Ensure that all employees receive their p16 forms within one month of year end in preparation for individual tax returns
- ✓ Compile employee terminal benefits and submit the required documents to the relevant

authorities including Revenue Services Lesotho and pension provider.

TAX ADMINISTRATION AND FILING

- ✓ The Service Provider will be responsible for timely submission of all withheld statutory and any other deductions
- ✓ The Service Provider must assume liability for late statutory filings due to its own negligence.
- ✓ Provide a Tax Table Report that summarizes EGPAF's taxes each pay period on one report and perform a reconciliation, at least annually and more frequently upon request.
- ✓ Avail payroll records for scrutiny by EGPAF or EGPAF appointed agents (e.g. auditors, Revenue Services)

Reporting Requirements

The Consultant shall report directly to Human Resource Manager monthly.