



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

## REQUEST FOR PROPOSALS (RFP) 007/09/2024

### Payroll Outsourcing Provider

#### ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF) - CAMEROON

Street 1795 House # 197 | Bastos | Yaoundé *\*and\** Bonanjo, former Nigerian Consulate after Hotel beau rivage

**FIRM DEADLINE: September 27<sup>th</sup>, 2024; 5pm**

---

#### INTRODUCTION

---

Elizabeth Glaser Pediatric AIDS Foundation (“EGPAF”), 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>.

---

#### OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

---

EGPAF Cameroon 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 Cameroon office is comprised of a team of **~200 staffs** in various offices throughout Cameroon. Additional growth may be expected over time.

#### **Contractor Responsibilities:**

- 1) Processing of EGPAF Cameroon payroll, including Collecting all HRH contracts, biodata information, statutory documents (IDs, CNPS 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 (Social and income taxes etc....) to EGPAF no later than **the 20<sup>th</sup> of each month**.
- 3) Ensure timely pay slips for the payment, no later than **the 25<sup>th</sup> of the month**, of Foundation employees.

- 4) Provision to the Foundation with a comprehensive monthly spreadsheet for both declarations. Itemizing the calculation of every element of the income tax and CNPS.
- 5) Assist the foundation in the preparation and during income tax and social security authorities controls and audit in link with the payroll.
- 6) Complete tax and social security declarations online and give us the Excel files
- 7) Prepare intermediary payroll in the middle of the month
- 8) Inform the Foundation well in advance of any changes in payroll processes, regulations, laws, and requirements.

### ***EGPAF Responsibilities***

1- Host a kickoff meeting with key stakeholders within 3 days following signature of the contract for the contracting services.

2- Collect and provide complete data/information needed for the purposes of this consultancy as well as other necessary supporting documentation.

3- Provide timely payments (via check or wire transfer) for service deliverables in line with the contract terms and conditions.

4- The Foundation will not be liable for any error of, law, principles, policies that are required by the Government of Cameroon 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 because of any payroll errors.

5- 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

### ***Standard of Services***

All Services to be provided by Contractor shall be performed with promptness and diligence in a professional manner and at a level of proficiency to be expected of a Contractor with the background and experience that the Contractor has represented in its bid. EGPAF shall provide such access to its information, property, and personnel as may be reasonably required in order to permit the Contractor to perform the Services.

---

## **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The Foundation will accept the quotation from the qualified vendors that is the **BEST VALUE** (i.e. the vendor that provides the most economically advantageous goods and/or services to the Foundation and meets the minimum required specifications stated in this solicitation).

All proposals will be evaluated against the following Evaluation Criteria. Each proposal should contain the items listed in the Submission Requirements column in the following chart. The evaluation will be in 3 phases: The Administrative Evaluation; the technical evaluation and the financial evaluation. Please submit your Submission Requirements in the order they appear below.

N°	A. Administrative Evaluation. NB: Only original documents and certified copies are expected.	YES	NO
A1	A statement indicating the intention to bid, specifying the identity of the representative of the bidding Company, the company name, the PO box and the geographical location of the head office.		
A2	A certified copy of the legal affiliation to practice as payroll and personnel management services ( <b>Eliminatory</b> )		
A3	A copy of the legalized taxpayer card (carte de contribuable)		
A4	A copy of a valid tax compliance certificate: Attestation de conformité fiscale en cours de validité ( <b>Eliminatory</b> )		
A5	A copy of the certificate of matriculation or Registre du commerce aligning with the purpose of this request for proposal;		
A6	A copy of the bank attestation;		
A7	Certified copy of the localization plan and the attestation of localization		
<b>The bidder who has not provided the eliminatory documents will not be considered for the rest of the process</b>			

<b>B. Technical Evaluation: The bidder must submit the requirements in the same order (Total weight 70%)</b>			
N°	Evaluation Criteria	Submission Requirements	Score
B1	Structure	A Description of the bidder's structure: creation, organigram, staffing and services provided <b>(10 pts)</b>	
B2	Technical and management approach, design, and timeline to implementation	<p>1- 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. <b>(5pts for each element)</b></p> <p>2- Describe the software used for the payroll with the various features <b>(10pts if available)</b></p> <p>3 -Timeline for startup and implementation (please note that the Foundation requires these services to be in place immediately). <b>(5 pts if available with very short notice)</b></p>	<b>40</b>
B3	Demonstrated past performance of similar work	<p>Description of at least three (3) examples of prior similar assignments. With a minimum of three (3) professional references from similar past projects, phone number and email addresses. The Foundation may contact these references during evaluation and prior to selecting the winning Contractor <b>(If 3 =20pts if less=0)</b></p> <p>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)<b>(10pts if not = 0)</b></p>	<b>30</b>

B4	Qualifications of proposed individual(s)	CV/Resume of proposed individual(s) expected to work on this project with their full contacts.	10
B5	Security of Services	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.	10
<b>Total</b>			<b>100</b>
<b>Bidders with a total score below 80 will considered not responsive and will not be considered for the final evaluation</b>			

C. FINANCIAL EVALUATION			
N°	Evaluation Criteria	Submission Requirements	Weight
C1	Price	<p>- <b>The rate that will be charged per individual employed.</b></p> <p>- Detailed breakdown of costs and anticipated costs to provide one (1) year of services.</p> <p>NOTE: Contractor's financial proposal should include all associated fees (such as duties, customs, or shipping fees) and taxes (including VAT, if applicable), but priced as a separate line item in the submitted quote. It will be assumed that all quotes will be inclusive of all applicable fees, duties, or taxes if the bidder fails to separate out these costs.</p> <p>Lodging, transportation, and other travel-related expenses will be negotiated prior to the execution of the contract, if applicable. Please DO NOT include these variables in the cost proposal.</p>	30%

The financial offer will be calculated as follows:

**A- FINANCIAL SCORE = (lowest bid / Challenger amount) X 100**

The lowest bidder in this case has a financial score of 100.

**B- FINAL SCORE (Best Value)**

**FINAL SCORE: (Technical score) x 70% + (Financial score) x 30%**

**The Company receiving the highest score will be considered the best value and will be awarded the contract.**

Failure to provide any of the above Submission Requirements may be considered non-responsive and disqualify the bidder from selection.

## **SUBMISSION**

Completed submission packages must be delivered with discharge to EGPAF's offices located at:

- 1- Douala: EGPAF DOUALA, Former Nigerian consulate after hotel beau rivage bonanjo. Contact **+237 692324144**
- 2- Yaoundé: EGPAF Bastos, Opposite CAMPOST office: contact: **+237 6 90 56 82 86**
- 3- Ebolowa: Former Nexttel Office Nko'ovos. Contact: **+237 659002853**
- 4- Or electronically to [cameroontenders@pedaids.org](mailto:cameroontenders@pedaids.org).

The deadline for submission is **September 19, 2024, at 10 AM**. Any late submissions will be **disqualified from selection**.

---

Bids will be opened at the Foundation's main office upon expiration **of September 20<sup>th</sup>, 2024**.

---

## **PREFERRED QUALIFICATIONS**

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

- ( Established experience in payroll, accounting, labor law, and compliance in Cameroon.
  - ( Understanding of operations by the donor-funded organizations (specifically PEPFAR).
  - ( Ability to demonstrate clear understanding of doing business in Cameroon, particularly in the international nonprofit or health-related sectors.
  - ( Readiness to travel to and within Cameroon for the assignment.
  - ( Excellence in communication, analytical, and writing skills.
  - ( Fluency (both spoken and written) in both French and 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**

<b>DATE</b>	<b>ACTIVITY</b>
18 <sup>th</sup> /09/2024	Release of RFP.
	Submission of all contractual and technical inquiries related to this RFP directed to <a href="mailto:cameroonprocurement@pedaids.org">cameroonprocurement@pedaids.org</a>  All subject lines of emails should reference the unique RFP Reference Number located at the top of this document. Please clearly indicate in the subject line if the inquiry is specific to a given Category. No phone calls please.

	Response to all inquiries released publicly on the Foundation's website, located at <a href="http://www.pedaids.org/contracting-opportunities/">http://www.pedaids.org/contracting-opportunities/</a> .
	Deadline for Proposal submission.
	Review of Proposals and potential interviews with short-listed applicants.
	Final decision announced and Offerors notified.
	Contract executed and services begin.

**Please note it our best intent to comply with the above timeline, but unavoidable delays may occur.**

### ADDITIONAL INFORMATION

It is anticipated that there will be a requirement for additional services from the winning vendor, but funds are currently not available except for the initial assignment. In recognition of this, a **Fixed Price per Unit Contract with Option Quantities and Periods Services** will result from this solicitation.

Option quantities refer to the unit cost per additional employee added to the Foundation's payroll throughout the duration of the eventual Contract. Please provide the rate that will be charged to the Foundation for each additional employee added to payroll.

Each option period has a duration of (one) 1 additional year. If you are able and should additional funding become available and the Foundation wishes to exercise its option to extend this contract for up to an additional two (2) option years, please include with your financial proposal either:

- 1) The fixed Contractor rates that will be applied to perform services in the subsequent option period(s); or
- 2) The maximum percentage with which those rates will increase (for example, the rates in the attached quote will increase no more than 1.5% in the next assignment should the Foundation wish to exercise this option).

If not otherwise specified in the quote, the bidder agrees to the firm fixed rates for each option requested in this solicitation.

The option rates will be included in the initial contract(s) agreed upon by both parties. If a bidder is unable to provide a priced option at this time or should any of the services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of those issues prior to the exercise of the next option. Pricing shall otherwise remain fixed at the originally agreed-upon rates.

### KEY CONTRACT TERMS

The following Terms apply to all Requests for Proposals (RFP), unless otherwise stated in the final agreement executed by both parties, all contracts issued by the Foundation. Preference will be given to vendors who can meet Foundation terms. Any exceptions to the requirements or terms of the solicitation must be noted in the submission.

- 1) Participation in this solicitation is open to all legal contractors. These terms refer to all nationals and to all legal entities, companies or partnerships constituted under, and governed by, the civil, commercial or public law and having their statutory office, central administration or principal place of business. A legal entity, company, or partnership having only its statutory office must be engaged in an activity which has an effective and continuous link with the economy.
- 2) These terms apply to all bidders and any contractors or members of a consortium. To be eligible for participation in the tender procedure, bidders must prove to the satisfaction of EGPAF that they comply with the necessary legal, commercial, technical and financial requirement and are able to carry out the resulting contract effectively.
- 3) EGPAF shall use its best endeavours to ensure that funds provided under this tender 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 tender, 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 tendering process.
- 4) All applicants are required to be registered and comply with all the laws of doing business in the applicable country where services will be rendered. The Foundation may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certificate and/or tax compliance (i.e. VAT) prior to awarding of the final contract. Failure to provide this information at that time may automatically disqualify a Vendor from selection.
- 5) All quotations, proposals, 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.
- 6) 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 RFQ or RFP must be noted in the final submission. The Foundation reserves the right to consider any exceptions to be non-responsive.
- 7) Late submissions may not be considered.
- 8) All proposals and/or quotes should be valid for a minimum of 90 days.
- 9) The RFP is not an offer to enter into agreement with any party, but rather a request to receive quotations/proposals from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by the Foundation as offers to enter into an agreement.
- 10) The Foundation reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
- 11) The Foundation 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.

- 12) Transport/distribution costs of any goods/services to the required site(s) must be included in the quotation. If not included in the quote, the quoted prices submitted will be assumed to be inclusive of such costs.
- 13) No extra charges of any kind will be allowed unless specifically agreed to by the Foundation in writing.
- 14) Unless otherwise specified in the final contract, full payment will be made by the Foundation to the Vendor within 30 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable. If applicable, within this 30 day period, the Foundation will inspect the commodities or services performed to verify the acceptable receipt of goods/services as promised by the submitted quote or notify the Vendor of any problems with the goods/services that were not caused by the Foundation's negligence or misuse. If the goods/services provided to the Foundation are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted quote, the Foundation will have the opportunity to cancel the order without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.
- 15) The goods/services will be provided at the selected Supplier's premises unless otherwise requested and authorized by the Foundation. Payment will be made via check or electronic transfer.
- 16) Upon selection and execution of a final contract, Vendor will deliver the goods and/or services within a specified timeframe captured in the agreement.
- 17) Should the agreed delivery date not be met in the case of fault of the Vendor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to (1%) of the value of the resulting contract and up to a maximum amount of (5%) of the entire value of the resulting contract. The Foundation will also have the right to cancel a contract without penalty and receive full payment for any potential costs already incurred and paid to the Vendor.
- 18) All items or deliverables provided to the Foundation must be furnished for the use of the Foundation without royalties or any additional fees.
- 19) All items or materials will be owned exclusively by the Foundation.
- 20) EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
- 21) By submitting a bid, all vendors certify that the person(s) involved in the preparation and collation of the proposal and/or quotes 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 tender.
- 22) Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation 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.



23) Ethical Behavior. As a core value to help achieve our mission, the Foundation 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/Contractors 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 Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team [at fraud@pedaids.org](mailto:at_fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids](http://www.reportlineweb.com/PedAids). Any vendor or Contractor who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.