



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

**REQUEST FOR PROPOSALS #S026820  
PAYROLL SERVICES & RELATED COMPLIANCE**  
in support of  
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
Maputo  
**(Avenida Agostinho Neto 714, Bairro Polana Cimento B, Maputo, Maputo)**  
**Firm Deadline: Monday, September 26, 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>.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

**PURPOSE/SCOPE OF WORK**

The bidder undertakes to provide the payroll services using their employees and Volunteers exclusively and acknowledges that any outsourcing or sub-contracting arrangements shall not be done.

**INTRODUCTION**

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**SERVICE PROVIDER RESPONSIBILITIES**

***PAYROLL PROCESSING***

1. The Service Provider must maintain all EGPAF Mozambique payroll-related documents confidentially, protecting Personally Identifiable Information (PII) so that is not disclosed to unauthorized persons. A hard copy or electronic should be kept in safe custody;
2. Collecting bio-data information, and statutory documents (IDs, NUIT 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 the date to be agreed upon in the signed contract.
3. Generate the monthly payroll on time and accurately based on the data and schedule provided by EGPAF;



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4. Verify the correctness of the approved timesheets in alignment to the due payments to be done to each employee and Volunteers, and process the salary and allowances accordingly;
5. Ensure compliance with all statutory requirements as per the local legislation and EGPAF Mozambique Employee Handbook (medical and maternity leave, unjustified absence, disciplinary proceedings, etc.);
6. Process severance calculation and payments for terminated employee and Volunteers in due time;
7. Assistance on work permit requirements for TCN & Expatriates;
8. Generate an exception report in conjunction with monthly payroll report;
9. Issue and process employee contributions and taxes to various official departments overseeing social security and income tax, within statutory deadlines. The Service Provider must submit to EGPAF all supporting documentation relating to net payment and payments for all payroll deductions by the date agreed upon in the signed contract
10. 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;
11. The Service Provider must notify EGPAF of any new regulatory or legislative provisions within reasonable time;
12. Assist EGPAF's HR team in answering any audit (statutory or internal) queries in respect of payroll and related compliance;
13. Ensures that all employee and Volunteers receive a copy of their pay slips within 5 days of payroll processing;
14. The service provider must allocate an in house Payroll Focal Point, for better coordination and ensure compliance with the agreed timelines;
15. Ensure that all employee and Volunteers s receive their M20 forms within one month of year end in preparation for individual tax returns.

### **TAX ADMINISTRATION AND FILING**

1. The Service Provider will be responsible for timely submission of all withheld statutory deductions.
2. The Service Provider **must** assume liability for late statutory filings due to its own negligence.



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3. 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.

***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, or policies that are required by the Government of Mozambique 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:**

Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

In recognition of this, a 12-month Indefinite Quantity Contract will result from this solicitation. When a need arises for a particular service, the Foundation will then place Task Orders for the said service.

**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 12 months. Please indicate any pricing changes for the option periods in response to this RFP.

**KEY CONTRACT TERMS:**



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The anticipated contract type is Indefinite Quantity 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.

In recognition of this, a 12 month Indefinite Quantity Contract will result from this solicitation. When a need arises for a particular good/service, the Foundation will then place Task Orders for a particular good/service.

**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 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.

Evaluation Criteria	Submission Requirements	Weight
Price	Price Schedule Price shall be quoted in Meticaïs and must include any duties/levies, including VAT, if applicable. The quoted price will be assumed to be inclusive of such costs. Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the contract and not subject to variation.	60.00 %
Past performance of similar work	Provide at least 3 references where similar services were provided preferably from NGOs	10.00 %
Contractor's proposed process and approach to meet our needs efficiently	Detailed approach of how the Payroll Services will be provided and administered. <b>Note: The Foundation may invite bidders to make a physical presentation of their proposal</b>	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.

**PROPOSED TIMELINE:**



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DATE	ACTIVITY
	Release of RFP
9/19/2022	Submission of Inquiries directed to: procurement mz, EGPAF Mozambique Procurement Dept Email, procurementmz@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm  No phone calls please.
9/21/2022	Question and Answer Response Document posted on EGPAF website at <a href="http://www.pedaids.org/pages/contracting-opportunities">http://www.pedaids.org/pages/contracting-opportunities</a>
9/26/2022	Completed proposals must be delivered electronically by the deadline mentioned on page one to: procurement mz, EGPAF Mozambique Procurement Dept Email, procurementmz@pedaids.org
9/30/2022	Final decision announced and Offerors notified
10/1/2022	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



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- 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 or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline



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at [www.reportlineweb.com/PedAids](http://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.