



REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan



Term of Reference for Provision of Online QuickBooks Premier Accounting Software

Tender Title: Term of reference for provision of online QuickBooks Premier Accounting Systems

Background

Reproductive Health Association of South Sudan-(RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated Reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and under-served segments of the population.

RHASS is looking for a qualified company/Consultant to upgrade its accounting software to from QuickBooks Premier Desktop to QuickBooks Premier online software.

Task: To supply, install and training members of staff

Duration: 10 days

Objectives: To supply QuickBooks Premier online software, install, train members of staff on usage of the systems, transfer all accounting data from QuickBooks desktop to the new online QuickBooks.

Scope or Services:

Qualified company/Consultant is expected to undertake the following activities

- Purchase and install Online QuickBooks Premier for windows
- Provide QuickBooks CD /license codes for designated computer
- Assess user computer system requirements and report any incompatibility
- Ability to provide free after sale services



- Ability to develop QuickBooks training tools to be used during the training
- Ability to create chart of accounts, write checks, make deposits, make journal entries
- Ability to install the software, create organization, create budget, generate reports

Training contents

The provider is expected to produce a comprehensive training set of tools containing but not limited to the following;

- QuickBooks installation and creating New Companies
- Updating the existing chart of Accounts
- Types of reports
- Exchange rate computation and updating
- Preparation of bank reconciliations
- How to create budget in QuickBooks
- Adjusting exchange rates
- Journal postings for year-end adjustments
- Cash and check postings
- Data backup to avoid loss
- Restoring lost data and how to save
- Raising Purchase Order and booking invoices
- Posting receipts and making cash transfers to bank accounts
- Exporting report to excel
- Uploading of bulk data from excel to QuickBooks

Duration of assignment

The assignment will have a contract period of 10 days. The successful company will start conducting the training immediately upon signing of contract.

Requirements

Firms seeking to apply should be registered and must have been in operation at least for last 5 years providing QuickBooks services.

In addition, the following should be provided;

- i. Certificate of incorporation/registration
- ii. Tax compliance certificate
- iii. List of at least 3 referees

Instruction for submission

All proposal should be submitted by before the closing date of Friday 15th December, 2023 at 2:00 CAT through e-mail address: procurement@rhass.org.ss

For further enquiry please call +211 926 071 119

