



INVITATION FOR BIDS Competitive Bidding

UNIVERSAL NETWORK FOR KNOWLEDGE & EMPOWERMENT AGENCY (UNKEA)

4th December, 2021

Development of Payroll System

1. This Invitation for Bids follows various implementation Program in Greater upper Nile Region, Jongolei state, Eastern Equatorial state, Barrel Gazal Region in South Sudan and to be funded by Various Donors
2. UNKEA invites sealed bids from eligible and qualified bidders to SUBMIT their bids for supply of the following project supplies under Invitation to Tender No:012

LOG REF NO: RFQ/UNKEA/0012-Payroll System

3.

S/No	Item Description
1	Payroll system with Staff performance, Staff Database, attendance and leave tracking integrated

4. *Qualification Requirement Includes:*

a. *Eligibility:* the bidder must provide company legal documents e.g.

- Tax clearance
- VAT registration certificate
- Membership of Chamber of commerce
- Incorporation Certificate
- Operation License
- Company Profile
- Article of Association
- References /Recommendations

b. *Experience:* the bidder must provide evidence of participating as a main supplier in at least one (1) contract within the last five (2) years, like the proposed supply.

5. Interested bidders may obtain further information or clarification from UNKEA South Sudan Attention - Chairman, Tender Committee through logm@unkea.net or mariaka@unkea.org, from 09.00 to 16.00 hours at the address given below (Monday to Friday).

6. Bids sent through email shall not be considered

**7. Deadline for submission is 14th December,2021 before 17:00 Hours
CAT**

Only tenders submitted in the prescribed form from legally registered institutions with recognized establishments (physically visible with name branding) will be considered.

All tenders should be submitted in sealed envelopes clearly marked:

Attention: **Chairman, Tender Committee,**

RFQ/UNKEA/012-Development of Payroll System

Street Address: **UNKEA SOUTH SUDAN, Juba office**

P.O BOX 504 Juba, South Sudan

Office Landline: +211921129868

Email: info@unkea.org

www.unkea.org

Head Office Location