

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT AND INSTALLATION OF HUMAN RESOURCES INFORMATION SYSTEM (HRIS) SOFTWARE

International Medical Corps is a Global, humanitarian, non-profit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. The organization has been working in South Sudan since 1993 with multidimensional development and emergency programs in the areas of Nutrition, Primary Health Care (PHC), Reproductive Health (RH), Mental Health and Psychosocial Services (MHPS Gender Based Violence (GBV) and Livelihoods and Disaster Risk Reduction.

As a humanitarian organization, International Medical Corps addresses the emergency needs of vulnerable segments of local communities of South Sudan and emergency needs of IDPs in the 3 regions of South Sudan i.e. Greater Equatorial, Greater Upper Nile and Greater Bahr el Ghazal. Currently IMC operates in 3 IDP camps and 7 Hospitals of South Sudan.

International Medical Corps (IMC) South Sudan Program over the years has used a Manual/ Excel Spreadsheet for its Payroll, centralized at the Head Office in Juba. We have on average of Six Hundred and Fifty (650) employees. As part of system strengthening, we would like to procure a payroll system that can easily integrate with our current HRIS which demands the ability to configure a payroll solution without losing the benefits of a standard supported system.

IMC is now inviting competent, professional and established companies/firms capable of Providing Services for the Procurement and Installation of the Human Resource Information System (HRIS) that meets the requirements of Terms of reference provided.

The tender documents can be requested during working days from **January 12th, 2021 to 19th January 2021** between **8:00am to 13:00hours East Africa Time** each day through the email address below; and in the subject line kindly clearly quote **Tender Reference Number: 11-018-JUB 2020 (HRIS)**

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keeping in copy,

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The deadline for submitting final offers is on Friday **20th January , 2021 13:00hrs (East African Time)**. Bids submitted after this deadline will be rejected and will not be considered for evaluation.