



# HEALTH ACTION AFRICA-HAA

Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,

E-mail: [Prologic.healthactionafrica.org@gmail.com](mailto:Prologic.healthactionafrica.org@gmail.com),

## Terms of reference for the Provision of QuickBooks Software Tender Job at HAA

- Tender title** Terms of reference for the Provision of QuickBooks Software
- Location of the assignment** HEALTH ACTION AFRICA  
Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,
- Duration** Five Days (5)
- Tender Periods** April 29, 2021 to May 18, 2021
- Background** Health Action Africa is National None Governmental Organization (NNGO) founded in 2017, registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016. Health Action Africa registration number is 2526, with the Relief and Rehabilitation Commission (RRC).
- HEALTH ACTION AFRICA (HAA)** is a Health Charitable Foundation in South Sudan. The Foundation is a medical cadre -led Health care & awareness raising network, grounded in medical perspectives. It also implements other integrated programs to complement lifesaving synergies and increase health outcomes. These integrated programs are WASH, Nutrition, FLS and Protection including SGBV
- Job Purpose** wishes to invite the interested companies to submit tender dossiers for the provision of the QuickBooks software, install and train users from HAA Finance and Operations Department.
- The objective of the Tender** The objective of this tender is to supply the QuickBooks Desktop Pro software, install and train the responsible staff on how to use, analyse, generate reports using QuickBooks in acceptable international standards accounting system.
- Scope of services** The qualified company is expected to undertake the following activities:  
Be able to supply licensed QuickBooks Desktop Pro software to different HAA Laptops with the following specification:  
**a) Technical requirements:**  
\*Assess users' PCs System requirements and report any incompatibilities;  
**QuickBooks Desktop Pro System requirements are as follows:** *Windows 7 SP1, 8.1 Update 1, or Windows 10 all editions including 64-bit 2.4 GHz processor, 4 GB of RAM (at least), 2.5 GB disk space recommended (additional space required for data files), 4x DVD-ROM drive (unless user is downloading from Intuit server), Optimized for 1280x1024 screen resolution or higher. Product registration is required.*  
\*Purchase and install QuickBooks Pro for Windows;  
\*Provide QuickBooks CDs or License Number to designated dairy cooperatives' Management;  
**Other Requirements**
- Other Requirements**
- Ability to install software, create Organization names, create a budget, enter invoices, generate vouchers, purchase orders, prepare transactions, generate financial reports and analysis of reports with a recommendation to the management.
  - Ability to develop QuickBooks training tools to be used during training sessions.
  - Ability to create a chart of accounts, creation of different accounts, writing cheques, making deposits and writing journals.
  - Ability to compute exchange rate computation, exporting a report to excel and produce variance report.





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## Content of the QuickBooks training

- Ability to provide service after the sale (determine modalities and duration)

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

- ✓ Learning how to install QuickBooks.
- ✓ Brief introduction of the menu bar
- ✓ Creating a Chart of Accounts
- ✓ How to enter invoices and generate a purchase order?
- ✓ Types of accounts (Balance sheet & Income and expenditure)
- ✓ How to create Budget in QuickBooks?
- ✓ preparing transactions using cheques in both petty cash & Bank accounts, Journal, transfer, deposits etc.;
- ✓ Prepare bank reconciliation statements
- ✓ How to calculate exchange rate computation;
- ✓ Adjusting exchange rates;
- ✓ How to export the data to excel;
- ✓ How to print the data from the QuickBooks;
- ✓ How to Back up the date to avoid any loss;
- ✓ How to restore the data How to save the data;
- ✓ How to add in new accounts
- ✓ Analyzing the financial reports and decision making by management

**Duration of Assignment** The assignment is estimated to a contract period of three (3) weeks. The qualified company is expected to start immediately after the signing of the contract.

- Report**
- The provider is expected to deliver classwork/ training tools, including the methodology and a timetable for the training after signing the contract.
  - In addition, the provider (s) is expected to deliver the following deliverables;
  - Produce both hard and electronic version of training tools,
  - As part of the training, to prepare a step-by-step guide of processing of treating each and every case at different stages (linkages with QuickBooks)

- Required documents**
1. Valid Tax clearance certificate
  2. Submit a certificate of social security fund clearance
  3. Be a registered company
  4. Copy of the registration document of the organization;
  5. Technical and financial proposals

**Evaluation Criteria:** Least cost selection, the bidder should be ready to immediately supply the software and carry out trainings thereafter.

**Submission procedure** The bidder shall submit proposals in a pdf format via email at [Prologic.healthactionafrica.org@gmail.com](mailto:Prologic.healthactionafrica.org@gmail.com)  
Any questions pertaining to this bid should be addressed to Health Action Africa through this email address on or before **May 18<sup>th</sup> 2021; at 5 p.m.** Late bids will be rejected.

Health Action Africa is an equal opportunity employer, merits, competency and past performance are the key parameters embraced. **Only shortlisted candidates will be contacted for interviews, all applications submitted will not be returned.**

**Because this assignment is Urgently needed to be implemented, short listing shall be conducted before the deadline/as application are being received**

