



THE PRESIDENCY
NATIONAL IDENTITY MANAGEMENT COMMISSION
11 SOKODE CRESCENT, OFF DALABA STREET, ZONE 5, WUSE ABUJA

Request for Proposals
For the Supply and Implementation of Payroll Management System

PREAMBLE

The National Identity Management Commission wishes to fully automate its Payroll System as part of its key business process automation. The Payroll Management System will be installed at the Head Office for payment of salaries of members of staff of NIMC nationwide.

Accordingly, the Commission hereby invites eligible and interested firms with requisite experience, proven technical competence and successful performance in similar capacity to submit their proposal, to assist the Commission in implementing an effective Payroll Management System.

The purpose is to ensure amongst other things that every Employee's Salary is paid as at when due and at the same time nationwide.

SCOPE OF WORK

The scope of work involves the following:

- Re-design the existing payroll system and develop a fully automated payroll.
- Customize and implement the payroll management system.
- Undertake Data entry and supervision
- Design the payroll to accommodate at least 12,000 employees.
- Software with Capacity of generating reports not limited to the following:- Payslips, Deductions, Pay Registers.
- Payroll management activities include Leave, Loan, Increment and Pay processing. Calculates Gross Pay and Allowances, Deductions, Employer contributions and Net Pay for each Employee.
- Enable every staff to receive their Payslips through email and send them SMS to their phones whenever Salary is ready.
- Document and train NIMC's End-Users on the system.
- Provide Technical Support and Maintenance Services.

PROPOSAL REQUIREMENT AND FORMAT

To be qualified, Firms must supply verifiable evidence including but not limited to the following:

- Profile of the firm including ownership structure, registered address, evidence of registration and management team.
- Evidence of registration with relevant authorities.
- Names and Curriculum Vitae of professional staff proposed for the assignment, including qualification and individual experience in handling similar assignments.
- Evidence of technical competence, software and human resources capacity deployment and support including firm's experience/track record of firm.
- List names, addresses and phone numbers of companies where the proposed software is presently being used.
- List of similar assignments or projects undertaken by the firm.
- Financial Proposals.
- Service approach, methodology and work plan, for achieving the tasks specified in the scope of work.

Note: The requested information should be arranged in the order shown above.

SUBMISSION

Proposals must be submitted not later than 14th August 2008 by 5pm in 6 hard copies in a sealed envelope marked.

“Proposals for Supply and Implementation of Payroll Software” and delivered to the address below:-

The Director General/Chief Executive
National Identity Management Commission
11 Sokode Crescent, Off Dalaba Street,
Zone 5 Wuse Abuja- Nigeria
Tel: 09-6726457 www.nimc.gov.ng

Only short listed firms will be contacted.

Signed
Management