



Request for Quotations for Professional Employer and Payroll Services in Honduras

Submission of Quotations Deadline: Friday, February 10th; 5:00pm EST

All submissions should be directed to:

Title: Program Manager
Name: Ms. Nalini Ramlogan
Email: nramlogan@socialimpact.com

and

Title: Senior Program Assistant
Name: Ms. Daisye Rainer
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Professional Employer and Payroll Services in Honduras

Specifications

Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs in order to improve people's lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cross-cut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI's official home page is: <http://www.socialimpact.com/>

1. General Information

Purpose: The purpose of this Request for Quotations (RFQ) is to identify and select a firm capable of providing employer of record (EOR) and payroll services for the purpose of hiring local Honduran nationals and administering their salary payments and employee benefits in Tegucigalpa, Honduras. Services will be needed starting as soon as possible throughout the life of the project until August 2027.

Staff and Office: SI will have three local national staff members working from our office location in Tegucigalpa. For payroll, the annual salaries of the local staff will be as follows: \$75,400 (1,834,030 HNL), \$61,966.28 (1,549,157 HNL), and \$54,600 (1,328,090 HNL).

Activities: SI's activities in Honduras will exclusively center on providing Mission support services to USAID/Honduras.

Funding: Funding for all operations, including payroll, will come from SI's headquarters in the United States. We do not anticipate any fundraising or profit-making activities in the country.

Cooperating Country: The cooperating country for this procurement is Honduras.

2. Quotation Instructions and Contents

The Supplier with the lowest priced, technically acceptable proposal will be selected. The Supplier shall submit its best price as per the following requirements:

- Supplier shall submit quotes in US Dollars (USD).
- Quotes must be in English.
- The quoted costs shall be for complete services inclusive of all charges for service associated with the work. All costs should be fully transparent.
- VAT and taxes: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges,

tariffs, duties or levies will be paid under an order resulting from this RFQ. SI will provide a copy of the VAT clearance letter to the successful offeror upon award.

- Offers must remain valid for at least thirty (30) calendar days after the offer deadline. SI has the right to increase or decrease the requirement for services mentioned in this RFQ.
- Payment term: Net 30 days.

To be technically acceptable, quotes must meet the following requirements:

1. Provide a complete list of services offered by the firm.
2. Provide a clear summary plan for how staff will be hired under the firm's employment agreement, how and when payroll will be remitted, how benefits will be administered, and the firm's process for invoicing SI. Please note, SI has recruited and selected the candidates for hire. The Supplier will not be asked to conduct any recruitment. Please provide a plan for all three of the following scenarios:
 - a. **Scenario 1:** Providing temporary EOR and payroll services duration to be determined. This would be a stopgap until SI is able to fully register in-country and hire staff directly.
 - b. **Scenario 2:** Permanent/long-term EOR and payroll services for the life of the project, effective from the date that a contract is signed with the firm until 2027 when the project ends. Explain how your proposed solution is compliant with local labor law and covers any risks associated with SI not being registered in Honduras.
 - c. **Scenario 3:** Permanent/long-term payroll services only for the life of the project, effective from when SI is registered and able to directly hire staff until 2027 when the project ends. Explain how your proposed solution is compliant with local labor law and covers any risks associated with adequate retention and remittance of taxes and with routine fiscal reporting to Honduran authorities.
3. Explain local Honduran legal and tax reporting requirements for SI, if any.
4. Provide proof of accreditation, that your firm is legally allowed to provide these services, including an accounting standards accreditation, business license, and any Government of Honduras certification necessary for performance of the services.
5. Confirm employee document records will be retained post-employment according to any relevant Honduran law requirements.
6. Provide all employee benefits mandated under Honduran law. Also confirm that benefits packages may be increased according to standard SI benefits.
7. Confirm that the employment agreements maintain that the hired staff shall be under the oversight and day-to-day supervision of SI.
8. By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

If all requirements above are met, SI will select the Supplier with the lowest price proposal:

9. Service Costs: Kindly provide a detailed, fully transparent breakdown of all fees for the services requested above, inclusive of the following:
 - a. Service fee(s) for hiring three staff members on behalf of SI;
 - b. Monthly service fee(s) for administering payroll for three staff members;
 - c. Service fee(s) related to administering SI's benefits package above; and
 - d. Any other service fees required for full-cycle payroll services to be compliant with Honduras law.

This solicitation does not commit SI to award a contract or pay any costs incurred in preparing the quotation. SI reserves the right to accept or reject any or all quotations received, or to cancel in part or in its entirety the solicitation when it is in SI's best interest.

3. Proposal Submission

Submission of Questions

If your firm has any questions regarding the RFP, please send your questions to e-mail address listed below.

Question submission deadline: Tuesday, February 7th, 5:00pm EST.

Answers to Questions: Wednesday, February 8th; 5:00pm EST.

Submission of Proposal

If your firm is interested in providing these services to SI, please send your information and proposal (including the cost matrix excel) via email:

Contacts: Ms. Nalini Ramlogan, nramlogan@socialimpact.com and
Ms. Daisye Rainer, drainer@socialimpact.com

Submission Deadline: Friday, February 10th; 5:00pm EST.

* Please note that proposals submitted past the deadline will not be considered. Please submit proposals in English.