

**Attachment A: Request for Proposal**

**To:** Offerors  
**Issuance Date:** April 17, 2024  
**RFP:** ATI-058  
**From:** Procurement and Partnerships Team, Africa Trade, and Investment (ATI) Program; Implemented by DAI Global LLC  
**Subject:** Request for Proposals (RFP) ATI 058: HR and Payroll Management Services for Recruitments in Angola  
**Due:** **May 22, 2024, 12:00PM EAT (11:00 AM SAST)**

Dear Offerors:

Enclosed is a Request for Proposals (RFP), an associated Scope of Work (SOW), and Budget Template to support the implementation of DAI's ATI Activity funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal to support work under the HR and Payroll Management Services for Recruitments in Angola.

- I. RFP Process and deadlines:** This solicitation will result in the award of One (1) Cost Reimbursable Subcontract, or as otherwise mutually agreed based upon negotiation of the terms and conditions contained in an Offeror's Service Level Agreement (if applicable). The subcontract period of performance will be for a Base Period of Twelve (12) months and may be renewed annually for an additional Twelve (12) months option periods subject to subcontractors' performance, availability of budget and need of service.

Note: ATI funds will not support construction activities.

- a. Submission of Questions – Questions must be submitted no later than **1:00PM EAT (12:00 Noon SAST) on April 30, 2024**, via email to [ATI\\_Procurement@atiprogram.com](mailto:ATI_Procurement@atiprogram.com)
- b. Submission of Proposal – Proposal must be submitted no later than **12:00PM EAT (11:00 AM SAST) on May 22, 2024**, via email to [ATI\\_Procurement@atiprogram.com](mailto:ATI_Procurement@atiprogram.com), copying [ATI\\_Partnershipteam@dai.com](mailto:ATI_Partnershipteam@dai.com) The subject line of the email should be your organization name, followed by “**Submission under ATI-058 HR and Payroll Management Services for Recruitments in Angola.**” Please certify in your submission email a validity period of 60 days for the price (s) provided. In order to submit a proposal, offerors must have at least initiated the process to obtain a [SAM \(System for Award Management\) UEID \(Unique Entity ID\)](#). If the UEID has not yet been issued, offerors should note that in the submission and update ATI at [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com) once it is issued. Please limit file submissions to 10 megabytes or less.

- II. Composition of Proposal:** The proposal should comprise the following submission documents. Mandatory requirement/documents, Technical Proposal and Cost Proposal. The Cost proposal should be prepared as separate files for independent evaluation, as follows below. Mandatory and Technical proposals should be submitted as a ten (10) page proposal, using 12-point standard font size. Graphics may be included, so long as text is clearly legible. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint

document. Please provide a copy of your cost proposal in Excel; offerors may use Attachment C the attached cost/budget template format. Proposal can be submitted either in English or Portuguese.

- III. Cost Proposal:** The contract type for the presumptive award is anticipated to be a **Cost Reimbursable** subcontract type, issued by DAI Global, LLC. As such, the Subcontractor will be reimbursed for actual labor hours worked, reported, and approved, based on a defined and specified labor rate reflected in the subcontract, and the actual costs incurred for materials, up to a maximum ceiling, which may not be exceeded without a modification and prior approval of DAI. Alternatively, an Offeror may propose to provide HR and payroll services in accordance with its commercial pricing practices, as stipulated in its standard Service Level Agreement (SLA). In such cases, the Offeror may price services on a fixed price basis (e.g., a fixed price/rate per employee for set-up/administration/off-boarding, a fixed percentage of payroll, etc.) and include a copy of its SLA in the cost proposal submission. In the event the Offeror proposes to provide services pursuant to its SLA, the Subcontractor will be paid in accordance with the negotiated terms therein, up to a maximum ceiling, which may not be exceeded without a modification and prior approval of DAI.
- IV. Offerors should complete the attached budget template provided in “Attachment C: Budget Template” (refer to Attachment B, Scope of Work, when determining proposed labor categories and estimating the level of effort). The Offeror must submit a detailed budget for the Base Period (12 months) and Option Period (additional 12 months). DAI reserves the right to award the option period upon award.** The cost proposal should include, the labor rates and categories associated with implementing the SOW requirements in accordance with the offeror’s technical approach, level of effort (LOE) per labor category, and any required non-Labor costs (**Use Cost Reimbursable Budget Template and Cost Reimbursable Hourly Rate Buildup tabs ONLY**). Alternatively, if the Offeror is proposing to provide services on a fixed price/rate basis as stipulated in its SLA, the cost proposal should include such fixed prices/rates and the total maximum ceiling **MUST be based on the total staffing and payroll projections provided below (Use SLA Budget Template tab ONLY)**.

ATI has provided an estimated number of recruitments and amount for ATI payroll, including benefits, allowances, and all other employer-based costs. **This estimate should NOT be changed by the Offeror.**

<b>Description</b>	<b>Angola</b>
Current number of Recruitments, annual	11 Staff
Estimate Recruitment Annual Salaries, benefits, and allowances	USD \$500,000

Please limit file submissions to 10 megabytes or less. Note that the successful Offeror must be able to substantiate all cost and demonstrate the reasonableness of cost elements. The Offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

- V. Evaluation of Proposal:** DAI will use Trade Off Method/Best Value determination for award pursuant to this Request for Proposal. A best value determination means that, in DAI’s estimation, the selected offer(s) will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible," i.e., that it does not have the management and financial capabilities required to perform the work required. DAI reserves the right to check the past performance, references, and other pertinent offeror information in making award decisions. Proposals will be evaluated against a

stated number of factors including: the overall proposed approach, past performance, specific qualifications in the identified approach and sectors, and other evidence substantiating the Offeror's ability to deliver, including budget and time frame considerations. **Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price (shown below), when combined, are considered significantly more important than cost/price factors.**

*Mandatory Requirement*

- a. Offeror MUST be based and duly registered to operate in Angola.
- b. Offeror shall provide copy of Certificate of Incorporation or registration document.
- c. Offeror shall provide valid copy of their Tax Compliance Certification issued in Angola.
- d. Offeror shall provide their detailed company profile.
- e. Offeror shall provide copies of audited financial statement for the past two (2) years.
- f. Offeror shall provide a copy of its standard Service Level Agreement in its cost proposal, if applicable.

**Part 1 – Technical Proposal**

The technical proposal is composed of the following sections:

**1. Technical Approach**

- a) Offeror will provide a clear methodology of well-planned and sequenced activities with clear timelines that attains the objectives of this activity and incorporates the offeror's competencies. The successful offeror shall demonstrate they are well-versed and have expertise in providing HR and payroll services.

**2. Institutional Capacity:**

- a) Offeror will provide evidence of physical presence/operation/eligibility to perform work under applicable laws and regulations in Angola.
- b) Offeror shall also demonstrate adequate financial capacity to successfully implement the scope of work. Offeror shall provide evidence of adequate working capital and/or access to lines of credit and/or audited statement of current cashflow of at least \$50,000 per year.

**3. Experience and References:**

- a) Offeror shall have at least three (3) years' experience in HR and payroll management services in Angola.
- b) The offeror should demonstrate their knowledge and experience in managing Human resources and payroll services in Angola.
- c) The Offeror shall provide at least three (3) written references OR past contracts in the last three (3) years from clients they have provided HR & payroll management services in Angola. Experience with the government of Angola or its agencies will be an added advantage.

**4. Management Plan/Staffing Structure:**

- a) Offerors should include details of personnel who will be assigned to the activities described in the scope of work, as well as a clear management plan in narrative form for the development, review, and submission of deliverables. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work.

**Evaluation criteria**

Nr.	Evaluation Criteria	Points
1	<p><b>Technical Approach</b></p> <p>a) Offeror will provide a clear methodology of well-planned and sequenced activities with clear timelines that attains the objectives of this activity and incorporates the offeror’s competencies. The successful offeror shall demonstrate they are well-versed and have expertise in providing HR and payroll services.</p>	15 Points
2	<p><b>Institutional Capacity</b></p> <p>a) Offeror will provide evidence of physical presence/operation/eligibility to perform work under applicable laws and regulations in Angola.</p> <p>b) Offeror shall also demonstrate adequate financial capacity to successfully implement the scope of work. Offeror shall provide evidence of adequate working capital and/or access to lines of credit and/or audited statement of current cashflow of at least \$50,000 per year.</p>	30 points
3	<p><b>Experience and References:</b></p> <p>a) Offeror shall have at least three (3) years’ experience in HR and payroll management services in Angola.</p> <p>b) The offeror should demonstrate their knowledge and experience in managing Human resources and payroll services in Angola.</p> <p>c) The Offeror shall provide at least three (3) written references OR past contracts in the last three (3) years from clients they have provided HR &amp; payroll management services in Angola. Experience with the government of Angola or its agencies will be an added advantage</p>	35 points
4	<p><b>Management Plan/Staffing Structure:</b></p> <p>Points for this section shall be awarded based on the description and qualifications of the offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Scope of work (attach the team members CVs). The proposed team should consist of the following personnel at a minimum:</p> <ul style="list-style-type: none"> <li>a) Team Lead (Master’s degree with at least 8 years’ experience), should have working knowledge (Spoken and Written) in English and Portuguese language,</li> <li>b) Accountant (Bachelor’s degree with at least 5 years’ experience), should have working knowledge (Spoken and Written) in English and Portuguese language, and</li> <li>c) HR/Contracts/Labor compliance Expert (Bachelor’s degree with at least 5 years’ experience) should have working knowledge (Spoken and Written) in English and Portuguese language</li> </ul> <p>The Management Plan should clearly outline where staff are located and, offerors should demonstrate how they shall effectively support ATI employee representatives in Angola</p>	20 points
	<b>Total</b>	<b>100 points</b>

**IV. Offeror's Agreement with Terms and Conditions: Please visit the [ATI](#) website (scroll down to "Terms and Conditions") for RFP Terms and Conditions.**

The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and cost proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or cost). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including [Representations and Certifications](#) compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,  
**DAI ATI Procurement and Partnerships Team**  
[ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com)

[End of Attachment A]



**Attachment B: Scope of Work (SOW)**  
**Africa Trade and Investment (ATI) Program**  
**Angola HR and Payroll Management Services**

**A. Introduction and Overview**

In partnership with Prosper Africa, Feed the Future, and other initiatives, the USAID Africa Bureau, Africa Regional Missions, and the Middle East Bureau have established the Africa Trade and Investment (ATI) Program. The purpose of this Program is to mobilize enterprise-driven solutions that increase trade and investment in Africa, including North and Sub-Saharan Africa. It aims to strengthen Africa's markets by developing new trade and investment relationships, particularly between the U.S. and Africa, and achieve development outcomes across all sectors in line with USAID's Private Sector Engagement Policy and the USG Prosper Africa initiative.

Driven by market demand, the Program will embrace innovative approaches to achieve its goals. The Program is envisioned as a small, core set of centrally coordinated technical and institutional support activities, and a large, flexible performance-based subcontracting and grants under contract facility designed to support the needs and opportunities that missions, and the private sector identify. The Program aims to mobilize private sector resources and expertise, in conjunction with other United States Government (USG) interagency partners, resulting in the increased capacity, competitiveness and availability of businesses, investors and intermediaries that will drive future trade and investment.

**B. Objectives and Purpose**

The Africa Trade and Investment Project (ATI) Activity has operations across the continent and in particular Angola. The purpose of this subcontract is for DAI to hire staff through the Angola based HR and payroll management firm so that DAI does not have to directly manage the provision of benefits, to remit statutory deductions and does not have to maintain a corporate registration in Angola. The firm should be able to provide services for the immediate needs outlined in this SOW as well as meet future demand as ATI staffing needs grow. Presently, ATI has estimated current and projected number of staff to be recruited at Eleven (11) to be based in Luanda, Angola, specifically (2) Economists; (2) Civil Engineers; (2) Mechanical Engineers; (2) Electrical Engineers; (1) Mathematician/Statistician and (2) Legal Experts and the HR and payroll management firm will be required to provide the following services in support of the ATI representative employees in the country.

"DAI/ATI-Third Party Employee (ATI- 3<sup>rd</sup> Party Employee)" shall mean individuals identified and selected for recruitment by DAI-ATI project AND are employed by the HR and Payroll firm (Offeror) through an Employment Agreement.

"Subcontractor" shall mean the HR and Payroll firm (Offeror)

**C. TASKS**

DAI- ATI requires the services of a HR and payroll management firm that will be tasked with the following:

- Process monthly on the 23<sup>rd</sup> (or the following working day) DAI/ATI-3<sup>rd</sup> Party employees' payroll within set deadline and provide payment reports to DAI-ATI Nairobi office by 3<sup>rd</sup> business day of each month. *To note: The HR & payroll management firm will pay the employees' salaries, medical health insurance, pension and any other statutory deductions then bill DAI for monies paid plus*



*costs incurred for subcontractor labor and non-labor other direct costs, as per agreed signed subcontract.*

- Ensure all the statutory deductions are deducted from the DAI/ATI-3<sup>rd</sup> Party employees and remitted to the respective regulatory institutions in each of the focus (10) countries.
- Prepare the applicable statutory monthly, quarterly, or annually reports and submit the same to the respective authorities in the individual countries and provide copies of the same to DAI –ATI project in Nairobi.
- Provide summary of statutory payment such as income tax, social security, and pension and any other applicable together with payment slips to DAI-ATI Project office in Nairobi.
- Ensure compliance with local countries labor laws in terms of salary, benefits, contract termination and pay deductions of the ATI-3<sup>rd</sup> Party employees.
- Provide employee agreement termination and redundancy calculations to DAI/ATI-3<sup>rd</sup> Party employees when required.
- Preparation of end of year returns and payment summaries for DAI – ATI office and DAI/ATI-3<sup>rd</sup> Party employees.
- Provide each DAI/ATI-3<sup>rd</sup> Party employee with a medical insurance cover (also pension and any other statutory benefit) and pay for the annual premium or rates. Payment will be reimbursed by DAI-ATI for premiums paid.
- Issue the DAI/ATI-3<sup>rd</sup> Party employees with an employment contract. Employment agreement will be reviewed and approved for use by DAI- ATI. The contract will be issued by the HR and payroll management firm where the legal entity for DAI is not registered in the respective countries.
- **Optional services:**
  - a. Periodically procure and deliver office supplies not limited to Printing Paper, Printer Cartridge, Writing Materials (Books and Pens) to the Angola Office
  - b. Periodically procure and deliver Office Kitchen consumables not limited to Tea, Coffee, Sugar,

#### **D. PROCESS**

The process shall be:

1. DAI will recruit, conduct due diligence, and select the individuals to be hired by the payroll firm under this subcontract. DAI will work closely with the payroll firm during the hiring process to on-board the selected candidates and the provision of all requested benefits.
2. The HR and payroll management firm will issue the DAI/ATI-3<sup>rd</sup> Party employees with an employment contract that will be between the subcontractor and the selected DAI/ATI-3<sup>rd</sup> Party employee. Employment agreement will be reviewed and approved for use by DAI- ATI. DAI will inform the Offeror the gross salary and benefits for each employee.
3. The HR and payroll management firm will issue employee with a medical insurance cover, pension if applicable and any other insurance cover or benefit as per the laws of the employee residency.
4. The DAI/ATI-3<sup>rd</sup> Party employees shall send the timesheets to their DAI supervisors by 23<sup>rd</sup> of the month or the following working day.
5. DAI/ATI Finance department will prepare the Gross pay due and any other benefits by 23<sup>rd</sup> or the following working day of the month.
6. The HR and payroll management firm will do the computation, pay staff, and pay the applicable deductions to the relevant authorities by the 25<sup>th</sup> of the month or the following working day.

7. HR and Payroll Management will bill DAI/ATI the salary and benefits amounts paid and their cost by the 3<sup>rd</sup> of the month or the following working day.
8. DAI/ATI will pay the subcontractor the actual salary, benefits and any other allowances paid to DAI/ATI-3rd Party employees and the Subcontractors Cost upon receipt of proof of payment.
9. DAI/ATI will pay the subcontractor the actual cost for materials (Office kitchen supplies and Office Supplies) for the Angola Office and the Subcontractors Cost upon receipt of proof of supply and delivery.

**E. Anticipated post award Deliverables**  
**YEAR 1: Deliverables**

No.	Description	Quantity	Due Date
1.	Issued employment contracts. (Employment agreement will be reviewed and approved for use by DAI- ATI)	TBD	Must be within 5 working days of employee hiring intention
2.	Proof of medical insurance contract & payment and other benefits issued to staff employed on behalf of DAI	TBD	Must be within 15 working days of Contract award
3.	Detailed monthly report showing payments made to DAI employees and deductions done which will include but not limited: <ul style="list-style-type: none"> <li>• Salary paid</li> <li>• Tax remittance made</li> <li>• Statutory deductions applicable</li> <li>• Medical insurance provided</li> <li>• Pension contributions, with details for each.</li> </ul> *Relevant receipts and workings will be attached) and any other Annual reports done and submitted.	12	Must be within 30 working days of contract award for the first month and thereafter every Month (12 units)
4	Detailed monthly report showing supply and delivery of Office and Kitchen Supplies.	12	Within 30 working days of contract award for the first month and thereafter every Month (12 units)

*\*There will be 12 monthly reports – one will accompany each monthly invoice for all direct costs plus a management fee.*

**General implementation structure**

Upon selection and award, ATI will work closely with the subcontractor to determine the contract structure including adhering to the final timelines, deliverables, and cost proposal. Additionally, ATI will work closely with the subcontractor on the overall payroll management solutions to its staff across the regions identified in the subcontract award, ensuring DAI is compliant with local employment laws governing each country of operations. The implementation of this activity will be closely managed by the DAI- ATI Operation Manager.

**Period of performance**

The period of performance includes base period for 12 months and Option period for an additional 12 months. DAI will only exercise the option period after satisfactory performance of the base period.





## **Place of performance**

The place of performance under this subcontract is expected to be in Angola. The scope of work will initially cover the recruitment of 11 ATI staff representatives and is expected to increase with recruitment of additional staff within Angola.

## **REQUIREMENT**

Cost Reimbursable subcontract type, issued by DAI Global, LLC. As such, the Subcontractor will be reimbursed for actual labor hours worked, reported, and approved, based on a defined and specified labor rate reflected in the subcontract, and the actual costs incurred for materials, up to a maximum ceiling, which may not be exceeded without a modification and prior approval of DAI. Alternatively, an Offeror may propose to provide HR and payroll services in accordance with its commercial pricing practices, as stipulated in its standard Service Level Agreement (SLA). In such cases, the Offeror may price services on a fixed price basis (e.g., a fixed price/rate per employee for set-up/administration/off-boarding, a fixed percentage of payroll, etc.) and include a copy of its SLA in the cost proposal submission. In the event the Offeror proposes to provide services pursuant to its SLA, the Subcontractor will be paid in accordance with the negotiated terms therein, up to a maximum ceiling, which may not be exceeded without a modification and prior approval of DAI.

The subcontractor shall, during the period specified in this Agreement, provide/perform the services outlined in the Deliverables section in accordance with all applicable terms and conditions of this Agreement.

## **APPROVAL**

The ATI Operations Director and ATI Associate Finance Director will supervise this activity and be responsible for approval of all deliverables. Key deliverable review by the ATI Team will be conducted prior to client presentation and/or review and will be incorporated as part of scheduled check-in meetings.

*Communicated approval (in writing) will be required prior to invoice acceptance and payment.*

[ End of Attachment B]



Attachment C: Budget Template

**Excel Attachment**

[ End of Attachment C ]