



# BID ANNOUNCEMENT

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RFP Title: INVITATION FOR BID TO INSURE

SOS Children's Villages in Liberia is seeking a reliable and experienced software developer or company to design and deliver an efficient, error-free HR payroll and employee data management system. Software Requirements:

- HR management
- Payroll processing and compliance
- Employee self service
- Reporting and analytics
- Biometric
- A user-friendly interface for HR and payroll tasks
- Secure storage of employee data with real-time updates

All interested individuals or Company must submit their bids before 4:00 pm on January 2, 2025. All bids must be submitted in both electronic and hard copy marked **SOS\_CV\_LBA/12/17/2024** and titled Bid to develop **HR payroll and employee data management system** and delivered a hard copy to SOS Children's Villages in Liberia National Office, Old Matadi - P.O. Box 1924.

Bid received later than the specified date will not be accepted. SOS Children's Villages in Liberia reserves the right to accept or reject any or all bids and waive any formality in the bidding process when necessary. All bids must be accompanied by Up-to-date Tax clearance and a valid Business Registration Certificate.



## Background of the organization

Kindly send all electronic copies of the bidding to these email addresses: [recruitment.hr@sosliberia.org](mailto:recruitment.hr@sosliberia.org) and copy [roseline.duo@sosliberia.org](mailto:roseline.duo@sosliberia.org) . Refer any questions to [roseline.duo@sosliberia.org](mailto:roseline.duo@sosliberia.org)

1/2 Bid Announcement



SOS Children's Villages is active in 136 countries and territories, advocating, supporting children, and strengthening families. By 2030, the SOS Children's Villages Federation aims to ensure that many more children succeed in life and to lead the world's largest child-care movement.

SOS Children's Villages is an international childcare and child protection organization whose vision is a world where "Every child belongs to a family and grows with love, respect, and security. SOS Children's Villages started operations in Liberia in 1981. Since then, SOS Children's Villages has been active in the area of child safeguarding, youth empowerment, family strengthening, health, education, community development, advocacy, and partnerships for quality care. SOS Children's Villages in Liberia core programmes are:

- Innovate Alternative Child Care
- Strengthen Families
- Advocacy & Partnership for Quality Care

2/2 Bid Announcement

