PATH

PATH - ORGANIZATION FOR INNOVATION IN PUBLIC HEALTH (OIPH), NIGERIA

REQUEST FOR PROPOSAL

FOR THE PROVISION, IMPLEMENTATION, INTEGRATION AND SUPPORT OF A CLOUD-BASED PAYROLL MANAGEMENT SYSTEM

RFP Reference Number:	**RFP# 2026-085**
Opening Date	**28th September 2026**
Clarification Deadline	**5th October 2026 17:00 WAT**
Submission Deadline	**12th October 2026**

1 Introduction and Background

PATH, a global nonprofit organization dedicated to achieving health equity, invites qualified firms and service providers to submit proposals for the provision of a secure, cloud-based payroll and statutory compliance solution for PATH - Organization for Innovation in Public Health (OIPH) in Nigeria.

Qualified firms with demonstrated experience in payroll software, payroll processing, and statutory compliance services in Nigeria are invited to submit technical and financial proposals in accordance with the requirements of this RFP.
The proposed solution is expected to support payroll processing for up to 150 staff, with the capacity to scale in response to future organizational requirements, and to support compliance with applicable Nigerian statutory requirements, including PAYE, pension, NSITF, ITF, and other applicable payroll-related deductions and employer contributions.

2 Scope of Work

- The service includes, but is not limited to, the following:
- Provide a secure, cloud-based payroll system for up to 150 staff, scalable for future growth.
- Automate end-to-end payroll processing from gross-to-net in compliance with Nigerian statutory requirements, including PAYE, pension, NSITF, ITF, and other applicable obligations.
- Support multi-location payroll, allocation of salary costs across multiple cost centers, projects, grants, and funding sources by configurable percentages.
- Process annual bonuses, housing allowance advances with automated monthly recovery, final pay, and exit settlements.
- Provide role-based access controls, preparer-reviewer-approver workflows, full audit trails, and user activity logs.
- Integrate with accounting/ERP and banking platforms and generate payslips, payroll accounting entries, and statutory reports.
- Provide implementation, data migration, training, go-live support, and ongoing technical support and maintenance.

3 Proposal Requirements

Interested firms shall submit a Technical Proposal and a Financial Proposal demonstrating their capacity and approach to delivering the requirements outlined in this RFP.

Proposals should include, at minimum, the following:

3.1 Technical Proposal

- Company Profile and Legal Status: Company profile, evidence of legal registration ***(CAC, Form C02&C07 OR Status Report),*** relevant licenses and compliance certifications, organizational structure, and proposed support arrangements.
- Relevant Experience: Evidence of at least three similar payroll software implementations completed within the last five years. Bidders should provide sufficient information on the nature and scope of each assignment and client references where available.
- Nigerian Payroll and Statutory Compliance Experience: Demonstrated experience with Nigerian payroll requirements, including PAYE, pension, NSITF, ITF, statutory reporting, and applicable annual payroll or tax reporting requirements.
- Implementation Methodology: Proposed methodology and approach to implementation, including workplan, timeline, governance arrangements, data migration, configuration, testing, user training, go-live support, and risk identification and mitigation measures.
- Technical and Organizational Capacity: Details of the proposed team and technical expertise available to implement and support the solution, including the roles and responsibilities of key personnel.
- Information Security and Business Continuity: Description of the proposed solution's security and data protection arrangements, including access controls, audit trails, backup, business continuity, disaster recovery, and related safeguards.

- Support Arrangements: Description of post-implementation technical support and maintenance arrangements, including helpdesk/support channels, escalation arrangements, and applicable service levels.

3.2 Financial Proposal

The Financial Proposal shall be submitted in Nigerian Naira (NGN), excluding VAT, and should clearly identify all costs associated with the proposed solution.

At a minimum, the Financial Proposal should provide:

- Per-employee-per-month pricing, where applicable;
- Implementation and/or initial setup costs;
- Data migration costs, where applicable;
- Training costs;
- Support and maintenance fees;
- Integration and/or customization costs;
- Any recurring subscription, licensing, or other applicable charges;
- Payment terms;
- Pricing assumptions and exclusions; and
- Proposal/quotation validity of at least 90 days.

Bidders should clearly identify any additional or optional costs that may reasonably arise during implementation or ongoing use of the proposed solution. Costs not clearly disclosed in the Financial Proposal may not be considered part of the evaluated price.

4 Questions and Clarifications

All questions or requests for clarification regarding this RFP must be submitted in writing to Nigeriaprocurement@path.org by the clarification deadline specified in this RFP.

The subject line should state:
RFP #2026-085 – Clarification Request – [Company Name]

Bidders should not contact other PATH or OIPH staff directly regarding this solicitation. All procurement-related communications shall be coordinated through the designated procurement email address to ensure consistency, transparency, and fairness in the process.

Where a clarification is considered material to the preparation of proposals, PATH may share the question and corresponding response with all prospective bidders, without identifying the bidder that submitted the question. Any amendment or additional information that materially affects the requirements of the RFP will similarly be communicated to all prospective bidders.

Bidders are responsible for seeking clarification on any requirement they consider unclear or ambiguous before the clarification deadline. PATH may, at its discretion, decline to respond to questions received after the stated deadline.

Responses to clarification requests shall not modify the RFP unless expressly communicated by PATH as an amendment or formal clarification to the solicitation.

5 Proposal Submission Instructions

All proposals and supporting documents required under this RFP shall be submitted electronically by email to:

Nigeriaprocurement@path.org

The email subject line must clearly state:
RFP #2026-085 – [Company Name]

Bidders are responsible for ensuring that their submissions are complete and received by PATH by the submission deadline stated in this RFP.

The submission should contain the bidder's **Technical Proposal**, **Financial Proposal**, **and all required supporting documentation**.

Where possible, the Technical and Financial Proposals should be submitted as clearly identified separate attachments to facilitate the evaluation process.

Any requests for clarification regarding this RFP should be submitted through the procurement email address above, quoting **RFP #2026-085** in the subject line.

6 Evaluation of Proposals

Proposals will be evaluated in accordance with the criteria established in this RFP. The evaluation will consider, among other factors:

- Completeness and responsiveness of the proposal;
- Relevant organizational experience and references;
- Technical expertise and organizational capacity;
- Understanding of the requirements;
- Proposed methodology and approach to implementation;
- Capacity to meet applicable Nigerian payroll and statutory compliance requirements;
- Information security, data protection, business continuity, and support arrangements; and
- Financial proposal and overall price reasonableness.

PATH may request clarification or additional information from bidders where necessary to support the evaluation process. Any such request shall not constitute an opportunity for a bidder to materially alter its proposal after the submission deadline.

7 Reservation of Rights

PATH reserves the right to accept or reject any proposal, in whole or in part, and is under no obligation to accept any proposal submitted in response to this solicitation.

PATH also reserves the right to cancel or amend this solicitation, request clarification or additional information, conduct due diligence or reference checks, and negotiate with one or more bidders where appropriate and in accordance with applicable procurement procedures.

The issuance of this RFP does not constitute a commitment by PATH to award a contract or reimburse any costs incurred by bidders in the preparation or submission of their proposals.