

TENDER NOTICE: SUPPLY AND INSTALLATION OF PAYROLL SYSTEM

LifeLine/ChildLine Zambia is a non-governmental organization that provides counselling, guidance and referral services to women and girls who have faced gender-based violence (GBV) and emotional abuse. We are affiliated to Child Helpline International, a global network of telephone and outreach services for children and young people and Lifeline International which promotes mental health and suicide prevention.

We have been in existence since 2003 when we started offering telephone counselling in response to the HIV and AIDS pandemic. Together with partners that also priorities child protection, we bid for and won a government call to start a toll-free Child Helpline number in 2011.

Lifeline/Childline Zambia is an organization that conducts primarily telephone counselling, guidance and referral services on various social and health problems that affect the Zambian Community through toll free numbers 116 Child helpline and 933 Gender Based Violence Line. We provide 24/7/365 telephone counselling and outreach services for children and adults that face challenges visa-vis Child Abuse, Stop Child Marriage, Child On-line Protection, Child Labour, human trafficking Gender-Based Violence, and HIV/AIDS counselling.

In addition, we provide; SMS/ONLINE CHAT counselling, Face to Face counselling as well as Schools and communities outreach program. We are honoured to be the premier call service for vulnerable women and girls in Zambia, who face physical, sexual and emotional abuse and need a warm and unjudging listening ear. Our multilingual counsellors are trained to respond to the needs of clients who require support following violent acts or situations that put them under duress. We also assist clients by referring them to social services in their area, or to the police or health centre, depending on their situation. Organization invites sealed tenders from reputable suppliers for the supply and installation of a comprehensive payroll system.

Scope of Work:

The successful tenderer will be responsible for:

1. Supplying a robust and scalable payroll system that meets our organization's specific needs.
2. Installing and configuring the payroll system at our premises.
3. Providing comprehensive training to our payroll staff and administrators.
4. Offering ongoing support and maintenance services for a minimum period of time to be agreed with successful firm

System Requirements:

The payroll system should have the following features:

1. Automated payroll processing and calculation.
2. Support for multiple pay frequencies and payment methods.
3. Integrated time and attendance management.
4. Benefits administration and management.
5. Standard and custom reporting capabilities.
6. Real-time analytics and dashboards.
7. Scalability and flexibility to accommodate future growth and changes.

Tender Requirements:

Interested suppliers should submit their tenders in sealed envelopes, marked "**Tender for Payroll System**" and addressed to:

Lifeline/Childline Zambia
Plot 33, Joseph Mwilwa Road Rhodespark Lusaka.

Tender Closing Date: **20 December 2024**

Tenders must be received by the **20th of December 2024 at 17:00hrs**. Late tenders will not be accepted.

Contact Information:

For further information, please contact:

Ernest Chilufya
Human Resources & Admin Manager
Lifeline/Childline Zambia 0979954048
chibesaernest@gmail.com or lifelinechildline@yahoo.com

We look forward to receiving your tender!