



REQUEST FOR PROPOSALS (RFP)

PROCUREMENT OF ACCOUNTING PACKAGE (QUICKBOOKS), INSTALLATION, CONFIGURATION AND TRAINING

RFP Reference No.	BHASSA/PROC/ACCOUNTING-SOFTWARE/001/2026
Issuing Organization	BHASSA Tanzania
Procurement	Accounting Package (QuickBooks), Installation, Configuration and Training
Issue Date	15 th May 2026
Deadline for Submission	27 th May 2026
Submission Method	Email at applicant@bhassatanzania.or.tz or Physical Submission
Contact Person	Joseph Joseph (Email: jmatienyi@bhassatanzania.or.tz)

1.0 INVITATION TO SUBMIT PROPOSALS

BHASSA Tanzania invites qualified and experienced suppliers/service providers to submit proposals for the supply and implementation of an accounting package, preferably QuickBooks or an equivalent solution meeting the required specifications, including installation, configuration, user training and initial technical support.

Interested suppliers are invited to submit a Technical Proposal and Financial Proposal in accordance with this RFP. The successful supplier will be expected to provide a complete and functional solution and support BHASSA Tanzania staff to use it effectively.

2.0 ORGANIZATIONAL BACKGROUND

BHASSA Tanzania is a youth-led organization working to advance adolescent and youth sexual and reproductive health and rights and related development priorities. Effective financial management is essential to the organization's accountability, programme implementation, donor reporting and internal control.

BHASSA Tanzania therefore intends to strengthen its accounting and financial management systems through procurement and implementation of an appropriate accounting package, accompanied by installation, configuration and practical training for relevant users.

3.0 BACKGROUND AND RATIONALE

The organization has identified a need for a reliable accounting system to improve financial record keeping, transaction management, budget monitoring, financial reporting, accountability and efficiency. The procurement is intended to provide a structured accounting environment that is appropriate for BHASSA Tanzania's organizational and project financial management needs.

The procurement shall therefore cover not only the software/license but also the services necessary to make the system operational, including installation, configuration, training and initial technical support.

4.0 PURPOSE OF THE RFP

The purpose of this RFP is to identify and select a competent supplier/service provider capable of supplying, installing, configuring and training BHASSA Tanzania users on an accounting package that meets the organization's functional, reporting, usability and support requirements.

5.0 OBJECTIVES

1. Procure an appropriate accounting software package/license for BHASSA Tanzania.
2. Install and configure the accounting system for organizational use.
3. Set up or customize the chart of accounts and relevant accounting parameters where required.
4. Support initial system setup and testing.
5. Train designated finance/accounting users in effective use of the system.
6. Provide initial technical support and guidance following implementation.

6.0 SCOPE OF SUPPLY AND SERVICES

1. Supply of the proposed accounting software/license and documentation.
2. Installation of the accounting software on agreed devices/systems.
3. Initial configuration and setup.
4. Configuration or setup of the BHASSA Tanzania chart of accounts, where required.
5. Setup of relevant financial periods, accounts, users and access permissions, where applicable.
6. Assistance with initial data setup/opening balances, where agreed and technically appropriate.
7. System testing and correction of configuration issues.
8. Practical user training for designated BHASSA Tanzania finance/accounting staff.
9. Provision of user guidance/manuals and relevant documentation.
10. Initial technical support after installation and training.
11. Formal handover and confirmation that the system is operational.

7.0 MINIMUM TECHNICAL REQUIREMENTS

No.	Requirement
1	Accounting functionality for recording income, expenditure, assets, liabilities and other relevant transactions.
2	Ability to maintain an appropriate chart of accounts.
3	Financial reporting and report generation capabilities.
4	Budget monitoring and expenditure tracking capabilities, where supported.
5	Bank/cash transaction recording and reconciliation support.
6	User access and basic internal control features.
7	Ability to export or print relevant financial reports.
8	Data backup and recovery capability.
9	Installation and configuration services.
10	Practical user training.
11	Technical support after implementation.
12	Clear licensing/subscription terms and validity period.

8.0 QUICKBOOKS SOLUTION DETAILS

Suppliers shall clearly state the exact accounting package proposed, including:

- Product name and version/edition
- Licensing or subscription model
- Number of users/licenses included
- License/subscription validity period
- Supported operating environment
- Key accounting and reporting features
- Cloud/desktop deployment model, where applicable
- Data backup and recovery arrangements
- Technical support included
- Training included
- Any recurring costs after the initial procurement

If proposing an alternative to QuickBooks, the supplier must demonstrate how the proposed solution meets or exceeds the requirements stated in this RFP.

9.0 INSTALLATION AND CONFIGURATION

The successful supplier shall be responsible for appropriate installation and configuration of the accounting package. At minimum, the supplier shall:

1. Install the software in the agreed environment.
2. Configure the organization profile and relevant accounting settings.
3. Set up the chart of accounts in consultation with BHASSA Tanzania.
4. Configure user access and permissions where applicable.
5. Assist with initial system setup and opening balances where agreed.
6. Test the system and confirm that core accounting functions operate correctly.
7. Provide handover documentation.

10.0 TRAINING REQUIREMENTS

The supplier shall provide practical, hands-on training to designated BHASSA Tanzania users. Training should cover:

1. System navigation and basic administration
2. Chart of accounts management
3. Recording income and expenditure
4. Recording and managing transactions
5. Budget and expenditure monitoring
6. Bank and cash management
7. Bank reconciliation
8. Generating financial reports
9. Basic controls and user access
10. Data backup/recovery procedures
11. Basic troubleshooting
12. Good accounting system practices

The supplier should state the proposed number of training days, number of participants and training approach.

11.0 EXPECTED DELIVERABLES

No.	Deliverable	Acceptance Requirement
1	Accounting software/license supplied	Valid license/subscription and documentation delivered.
2	Software installed	Software successfully installed in agreed environment.
3	System configured	Organization settings, chart of accounts and agreed parameters configured.
4	System tested	Core accounting functions tested and operational.
5	User training completed	Designated users trained and attendance documented.
6	User documentation provided	Relevant manuals/guidance provided.
7	Initial technical support	Agreed post-installation support provided.
8	System handover	BHASSA Tanzania confirms satisfactory completion and operational handover.

12.0 SUPPLIER ELIGIBILITY AND QUALIFICATIONS

- Legally registered business/entity and authorized to provide the proposed software/services.
- Valid business registration and applicable tax documentation.
- Demonstrated capacity to supply the proposed accounting package.

- Relevant experience in accounting software installation and implementation.
- Experience in training finance/accounting personnel.
- Ability to provide technical support after implementation.
- Ability to issue valid invoices/receipts and comply with applicable tax requirements.
- Disclosure of any actual or potential conflict of interest.

13.0 RELEVANT EXPERIENCE

Suppliers should provide evidence of relevant assignments undertaken during the past three years, preferably involving NGOs, non-profit organizations or similar entities.

Client	Assignment	Year	Contract Value	Contact/Reference

14.0 TECHNICAL PROPOSAL REQUIREMENTS

1. Supplier/company profile
2. Understanding of BHASSA Tanzania's requirements
3. Detailed description of proposed software
4. Technical compliance matrix
5. Installation and configuration approach
6. Training methodology and proposed training schedule
7. Technical support arrangements
8. Implementation timeline
9. Relevant experience and references
10. Key personnel/team, where applicable

15.0 FINANCIAL PROPOSAL REQUIREMENTS

The Financial Proposal shall be submitted in Tanzanian Shillings (TZS) and should clearly identify all costs associated with the procurement and implementation.

No.	Cost Item	Quantity/Unit	Unit Price (TZS)	Total (TZS)
1	Software/license/subscription			
2	Installation			
3	Configuration/setup			
4	Training			
5	User documentation			
6	Initial technical support			
7	Other costs			
8	TOTAL			

The supplier must state whether quoted prices include VAT and any other applicable taxes, fees or charges. Any recurring annual/subscription costs must be clearly disclosed.

16.0 EVALUATION CRITERIA

Criterion	Maximum Score	Indicative Assessment
Technical compliance and functionality	30	Extent to which the proposed package meets required accounting, reporting, control, backup and usability requirements.
Installation and configuration approach	15	Clarity and feasibility of implementation approach.
Training and knowledge transfer	15	Quality, practical nature and adequacy of proposed training.
Supplier experience and capacity	15	Relevant implementation and training experience.

Technical support and after-sales service	10	Availability, response arrangements and support period.
Implementation timeline	5	Realistic and achievable schedule.
Financial proposal / value for money	10	Cost competitiveness and overall value.
TOTAL	100	

BHASSA Tanzania may apply a minimum technical threshold before considering financial proposals. The final evaluation method shall be approved in accordance with the organization's procurement procedures.

17.0 IMPLEMENTATION TIMELINE

The supplier should propose a realistic implementation schedule. BHASSA Tanzania anticipates that installation, configuration and initial training should be completed promptly after contract/purchase order issuance, subject to the agreed work plan.

Activity	Supplier Proposed Duration	Target Date
Software delivery/license activation		
Installation and configuration		
Testing and verification		
User training		
Handover and initial support		

18.0 WARRANTY, SUPPORT AND MAINTENANCE

The supplier shall state the technical support and warranty/service arrangements included in the proposal, including:

- Duration of initial support
- Support channels
- Expected response time
- Remote/on-site support arrangements
- Software updates included, where applicable
- Renewal/subscription requirements
- Costs of support after the included period

19.0 PAYMENT TERMS

Payment shall be made in accordance with the agreed contract/purchase order and BHASSA Tanzania financial procedures, subject to satisfactory delivery and acceptance of the agreed goods and services.

Indicative payment structure, subject to procurement approval and negotiation:

Milestone	Indicative %	Payment Trigger
Software/license and installation	40%	Delivery/activation and satisfactory installation
Configuration and training	40%	Completion and acceptance of configuration and training
Handover/support	20%	Final acceptance and handover, subject to agreed support terms

20.0 DATA SECURITY, CONFIDENTIALITY AND ACCESS

The supplier shall maintain confidentiality of BHASSA Tanzania's financial and organizational information. Where the supplier accesses financial data during setup or support, such access shall be limited to what is necessary for the assignment and handled securely.

The supplier shall not copy, disclose, publish or use BHASSA Tanzania data for any purpose other than fulfilling the contracted services without prior written authorization.

21.0 CONFLICT OF INTEREST

Suppliers shall disclose any actual, potential or perceived conflict of interest. BHASSA Tanzania may reject a proposal where a material conflict cannot be appropriately managed.

22.0 CLARIFICATIONS

Contact Person: Joseph Joseph Matienyi

Email: jmatienyi@bhassatanzania.or.tz

Proposal submission deadline: 27th May 2026

Submission email/address: applicant@bhassatanzania.or.tz

Subject line: RFP – Procurement of Accounting Package (QuickBooks), Installation and Training

Technical Proposal Format: PDF / Word

Financial Proposal Format: PDF / Excel / Word

Late submissions shall be handled in accordance with BHASSA Tanzania procurement procedures.

23.0 RESERVATION OF RIGHTS

BHASSA Tanzania reserves the right to accept or reject any proposal, seek clarification, cancel or amend the procurement process, or not make an award where justified by organizational, procurement, technical or budgetary considerations. BHASSA Tanzania is not obliged to accept the lowest-priced proposal.

24.0 APPROVAL

Name	Position	Signature/Date
Hadija Baraka Muro	Managing Director	 _____