



**Request for Expression of Interest(REQI)
“Development of an Accounting System – QuickBooks -
And Related Trainings for NIR”**

1.0. Introduction

The National Identification Registry (NIR) established by an Act of the National Legislature, and approved in 2011 is charged with the responsibility of designing, establishing, maintaining and administering/implementing the National Biometric Identification System of the Republic of Liberia.

Since its inception, and for the first time, an audit was commissioned by the General Auditing Commission (GAC) in 2020. Amongst other system recommendations, a recommendation for a sound accounting system designed to automate and capture real-time data on sales of national identification cards for proper recording was put forth.

The Management of the NIR taking note of this recommendation is by this RFP attempting to put in place a sound financial management and accounting system that lends itself to robust reporting.

2.0. Requirement/Qualification

Firms meeting the following qualifications may submit expression of interest:

- I. Firm must have a valid tax clearance and business registration
- II. Firm must be registered with the PPCC
- III. References of at least three past and current clients with detailed addresses and contact numbers
- IV. Company profile
- V. Firm must have at least 3 years of experience in software development and installation (QuickBooks or equivalent).
- VI. Preference will be given to firms with direct in-country experience with similar assignments in Liberia
- VII. Experience in the design, development and deployment of Accounting Systems

3.0. Scope of Services

The scope of services includes the following core tasks:

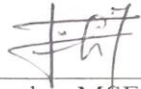
- Accounting Software Setup
- Creation of chart of Accounts
- Income Transactions recording
- Recording Expenses
- Reconciling Accounts
- Reports

4.0 Date and time of Submission

All interested firms are requested to submit expression of interest to nirprocurementunit@gmail.com on or before June 8, 2021 at 4:00pm in order to receive the Request for Proposal(RFP).

Note: Only eligible firms registered with the government of Liberia will be accepted for RFP

Signed: _____



J. Tiah Nagbe, MSF, ChFC
Executive Director