

# HR System ActionAid Denmark

## Request for Quote

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### 1 Copyright Information

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The information in this document is for information purposes only.

### 2 Document History

Version	Date	History	Name
1	31.10.2023		Final version

### 3 Organization Information

AADK has almost 70 years of experience with development work and our work aims to improve poor people's conditions of life, in order for them to manage without support in the long run. Our target groups are primarily women and youth.

As part of the international alliance ActionAid, we work with human rights based development in more than 40 countries and reach more than 25 million of the worlds' poor.

Further, we work with campaigning and policy work, develop social entrepreneurship projects and fundraise to support our activities and humanitarian work.

ActionAid Denmark (AADK) is a membership organisation with above 20.000 members and individual donors and receive funds from Danida, EU, other institutional as well as private funds.

More information on the organization will be made available upon request or can be accessed through our website [www.ms.dk](http://www.ms.dk).

AADK has a policy of tendering out our core services every 5 year, if possible and/or relevant.

### 4 Scope of the requested services

This Request for Quote (RFQ) covers the following services:

- HR System to handle a wide range of HR-related processes

Not main focus but also relevant

- Time management
- Salary

### 5 Requirements Detail

See Annex 2.

## 6 Tenderer Instructions

Below please find a list of the annexes to this RFQ and instructions on which annexes to be filled in by the tenderer.

- Annex 1: Request for Quote (this document – information to tenderer)
- Annex 2: Kravsspecifikation (filled in by the tenderer)
- Annex 3: Questionnaire upon Responsible Business Conduct (filled in by the tenderer)

**6.1 Schedule for Evaluation Process**

The expected timeline for the evaluation and decision-making process is as follows

Process step	Date
Tender documents published	01-11-2023
Opportunity for vendors to pose questions to AADK staff	01-11-2023 to 13-11-2023
Deadline for responses	13-11-2023
Vendor interviews with tenderer's allocated team lead	Week 47-51
Selection of vendor/contract negotiation	Week 51
Contract begins	01-01-2024

**6.2 Proposal Submission & Contact Information**

Please submit electronic copy of your quote/proposal, including all supporting documentation to this e-mail address:

[procurement@ms.dk](mailto:procurement@ms.dk)

Contact Person(s) for any questions about the RFQ by e-mail only:

<b>Caroline Tedaldi</b> <b>HR</b>	<b>HR@ms.dk</b>
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**6.3 Proposal Format**

A vendor's internal template for responses to RFQ will be accepted. The Questionnaire upon Responsible Business Conduct provided herewith has to be answered and attached along with the quote.

**6.4 Notifications**

Vendors will be notified regarding requests for additional information, formal presentations and the outcome of the selection process through e-mail.

**7 Basis of Award**

All proposals become the property of AADK and will be evaluated by a Procurement Committee.

Evaluation and selection of vendors to provide products and services as defined in this RFQ to AADK will be based on the following criteria, which are given in no specific order.

- Quality
- Price
- Cultural fit
- Company history and stability
- Reliability in deliveries timely and qualitatively
- References provided
- Adequate business responsibility
- Timely and complete response to RFQ

**Weighting** to scoring will be determined along these areas:

Quality 30%	Price 40%	Reliable delivery 10%	Cultural Fit 20%
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The Procurement Committee reserves the right to accept or reject any or all RFQs received.

The Procurement Committee is comprised of AADK's Finance & Administration Director, Head of People & Development and a Project Manager.

AADK reserves the right to negotiate with respondents to this RFQ, within the requirements of the RFQ, to best serve the interests of AADK. However, vendors **must not assume** an opportunity to negotiate and are cautioned to submit their proposals on a best and final basis since an award or decision is likely to be made without further negotiation based on pricing and terms of the original submittals. Accordingly, all requirements must be included with your initial offer.

All proposals submitted will be considered to be proprietary by AADK and will not be released to any outside party, in part or in total unless required by law. Neither the transmission of this RFQ to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of AADK.

If vendor needs to take exception to anything under the RFQ, these exceptions must be clearly identified on the RFQ response.

All prices and conditions must be shown.