

**Ministry of Finance, Trade, Investment & Economic Planning**

**Finance Department**

**EXPRESSION OF INTEREST**

**PROCUREMENT OF CONSULTANCY SERVICES TO PROVIDE IN-HOUSE TAYLOR MADE TRAINING ON QUICK-BOOKS ACCOUNTING SOFTWARE TO RECORD FINANCIAL TRANSACTIONS.**

---

The Agency for Social Protection (ASP) is a Government Agency whose main purpose is to effect payments in relation to Government safety net programs and approved programmes of Government.

**Scope**

The bulk of the agency's transactions goes through the Treasury Single Account (TSA) for all the social programs, but a small number of transactions that is processed for the inner islands are managed in a commercial bank account. An accounting system is therefore required.

As such the ASP through the Ministry for Finance, Trade, Investment & Economic Planning (MOFTIEP) is seeking the services of an experienced individual/consultant/consultancy firm that has in-depth knowledge of the use of quick-books to;

- 1) Conduct in-house training so as to allow staff to
  - a. Properly record all of the daily transactions,
  - b. Run all the necessary reports (month end and year end)
  - c. Perform all necessary reconciliations; notably bank and cash float reconciliations.
  
- 2) Provide direct guidance to ensure that at the end of the period all staff understand how to use the software to meet the Agency's needs.

**Qualification/Skills Required**

The expression of interest should contain the following:

- A written proposal of the scope of work, with detailed time frame of the training sessions
- Experience with regards to similar works/assignments/actual experience in using quick-books.
- Full Curriculum Vitae;
- Business registration documents where applicable
- A copy of a valid license (where applicable)

**Submission of Expression of Interest**

All interested candidate should submit their expression of interest together with the requested documents to the **Principal Secretary, Ministry of Finance, Trade, Investment & Economic Planning, 1<sup>st</sup>**

**floor, Liberty House, Independence Avenue, Victoria not later than Wednesday 16<sup>th</sup> May 2018 at 3.00pm in writing in a seal enveloped marked CONSULTANCY SERVICES for Quick books trainings.**

Bidders who fully meet the eligible criteria will subsequently be invited to participate in the financial bid for the tender

All enquiries should be addressed to **Ms. Johnette Mathiot, Ministry of Finance, Trade , Investment & Economic, Liberty House, Victoria, Tel: 4382000, email : [j.mathiot@finance.gov.sc](mailto:j.mathiot@finance.gov.sc)**