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REQUEST FOR PROPOSAL (RFP) FOR SWISS PAYROLL PROVIDER

February 2026

RFP_ICMCHQ_CY26-11h

Background

The International Catholic Migration Commission (ICMC) protects and serves uprooted people, including refugees, asylum-seekers, internally displaced people, victims of human trafficking, and migrants — regardless of faith, race, ethnicity or nationality. ICMC is a Swiss-based non-profit organization registered under section 60ff of the Swiss Civil Code. ICMC's headquarters is in Geneva and it is affiliated with seven other registered offices for program implementation.

ICMC seeks a payroll provider to support the outsourcing of its Swiss payroll function beginning July 1, 2026. By that time, ICMC will employ approximately 5 individuals to represent the organization. Payroll is currently implemented in house for these individuals using WINSAL (SAAS) that is hosted by GIT SA.

This Request for Proposal is to determine the relative efficiency of outsourcing through a one-year contract with the possibility of extension.

Scope of Work

Services

1. Continuous Services
 - a) On/offboarding personnel registration with LPP Loi sur la Prévoyance Professionnelle, and AVS Assurance Vieillesse et Survivants
 - b) Monthly pay slips in the GIT file format, adjusted as directed by ICMC, by the date required by ICMC
 - c) Withholding tax management including preparation of monthly and annual tax at source statements and uploads as needed.
 - d) Annual salary certificates
 - e) LPP announcement at the start of the year
 - f) Annual social security declarations: AVS, sickness and LAA/UVG.
2. Ad hoc services
 - a) Assistance in drawing up and applying for:
 - an employment contract
 - a work certificate
 - a work permit
 - b) Application for family allowances
 - c) Management of procedures for loss of earnings due to accidents and illness

Service Level Agreements

1. Dedicated, experienced relationship manager with the capacity to interact in English directly with ICMC's payroll manager based in Greece.
2. Commitment to respond within two business days
3. Compliance with FADP and GDPR as required for Data Processors
4. Monthly billing with details on each service provided

Bidder eligibility

This RFP is posted publicly on ICMC's website and is being mailed directly to multiple payroll providers presumed to meet the following qualifications:

- Registration in Switzerland
- Experience using GIT payroll software
- Membership in a professional association related to the SOW

Direct mailing of this bid does not in any way prejudice ICMC against consideration of firms whose bids are based on the website posting. All compliant submissions will be reviewed as part of this process.

All bidders will be screened against EU and UN sanctions lists.

Submission of Proposals

1. Content of submissions: RFP respondents must submit a proposal that includes:
 - a) Technical proposal:
 - a. Information in Annex A Vendor Registration Form
 - b. Services proposed and important service level agreement (SLA) terms, caveats if any. Sample SLAs are welcome.
 - c. Relationship manager(s) and their qualifications
 - d. Proposed start up plan including timeline
 - b) Financial proposal: Should be *separate from and exclusive of the technical proposal* and contain:
 - 1) Pricing structure with all fees detailed but exclusive of tax. Please present costs in this format:

Frequency	Deliverable	Fee (CHF)
Set up only	e.g. access set up in GIT	
Monthly or Annually	e.g. monthly payslips	
Ad hoc	e.g. application for family allowance	
 - 2) Bid validity period
 - 3) Payment terms
2. Mechanics of submission: RFP respondents must submit their proposal in two mails with PDF attachments.
 - a) The first should be sent with the Technical Proposal pdf and the subject line “RFP_ICMCHQ_CY26-11h- Technical Proposal”.
 - b) The second should be sent with the Financial Proposal pdf and the subject line referring to “RFP_ICMCHQ_CY26-11h- Financial Proposal”.

Both mails must be sent to info@icmc.net. Submissions must be in English and received by February 9, at 17:00 UTC+2 (Geneva time). Late submissions will not be considered.

3. All information submitted by respondents related to this RFP will be held in strict confidence within ICMC and with related donors.

Review Process and Standards

1. Factors that ICMC's Bid Evaluation Committee will consider in evaluating each proposal for services, and the weight that will be assigned to them, include:
 - a) Proposal responsiveness to the Scope of Work (15%)
 - b) Quality of deliverables promised and service level agreements committed (25%)
 - c) Comprehensiveness of deliverables (20%)
 - d) Quality and relevance of references from clients (20%)
 - e) Competitive pricing and clarity of fee structure price (20%)
2. ICMC reserves the right to reject all submissions when in the interest of the Commission.
3. RFP respondents will be notified of the Evaluation Committee decision by March 16, 2026 at the latest.

ICMC upholds the highest ethical standards, including management of fraud and bribery violations. Known violations of these standards which are related to this RFP should be reported to staffcomplaints@icmc.net.

Annex A: VENDOR REGISTRATION FORM

Section I: Company Details and General Information

Name of Company:
Address:
Tel n°:
www address (web-site):
Contact name:
Contact E-mail:
Parent company:
Type of Business (corporation/partnership):
Nature of business:
Year established:
Number of full-time employees:
Working languages:

Section II: Technical Capability and information on the Services Offered

Registration Certificate (please provide a copy of your latest commercial extract).
Quality assurance certification (e.g. ISO 9000 or equivalent) (please provide a copy of your latest certificate).
Describe below your company's profile:
List below up to a maximum of 10 of the core services offered:

Section III: Experience

Total number of clients:
Annual value of total sales for the last 3 years:
If available, please provide a copy of the company's latest annual or audited financial report.
References (please provide contact details of three institutional or corporate customers):