AFRICAN CENTRE FOR MEDIA EXCELLENCE

REQUEST FOR BIDS

Provision of Online QuickBooks Accounting and Document Signing Services

Date of issue: 16 September 2025
Application deadline: 30 September 2025

TERMS OF REFERENCE

Introduction

African Centre for Media Excellence (ACME) is seeking a qualified service provider to offer accounting services using QuickBooks Online and digital document signing solutions to enhance the efficiency, transparency, and traceability of financial and administrative operations. Information about the organisation is available on the website at acme-ug.org

Objectives

To acquire, install, and operationalise an accounting system and document signing solution that will:

- Generate real-time financial statements, dashboards, and customised reports.
- Allow management to track performance and cash flow instantly for quicker and informed decision-making.
- Enable secure and legally compliant online signing of financial and administrative documents.

Scope of Work

The service provider shall undertake the following:

1. QuickBooks Online Accounting Services – Objectives and Scope

a) **Set up or Migrate Financial Records**

- Establish a new QuickBooks Online account or migrate existing financial data from current systems, ensuring accuracy, completeness, and proper classification.

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- Configure QuickBooks to reflect Ugandan statutory requirements, including proper setup of NSSF contributions, PAYE deductions, LST and any other compliance parameters in line with local financial regulations.

b) **Customise Chart of Accounts**
- Tailor the chart of accounts to align with the organisation's operational and reporting structure, in compliance with relevant accounting standards.

c) **Staff Training**
- Conduct hands-on training for relevant staff to ensure they can confidently process transactions, generate reports, and maintain records in QuickBooks Online.

d) **Multi-User Access and Permissions**
- Set up secure, role-based access for multiple users to enable collaborative work while safeguarding sensitive financial data.

e) **Technical Support and Troubleshooting**
- o Provide ongoing remote technical assistance to address operational issues, troubleshoot errors, and guide users on system best practices to ensure smooth and efficient utilisation.

2. Online Document Signing – Objectives and Scope

a) **Secure E-Signature Platform Access**
- Provide the organization with access to a secure and legally recognized e-signature platform (e.g., DocuSign) suitable for both internal and external transactions.

b) **Staff Training**
- Train designated staff on preparing, sending, signing, and archiving documents electronically, ensuring smooth adoption and minimal disruption to workflows.

c) **Compliance with Legal Standards**
- Ensure the e-signature solution meets the **Electronic Transactions Act (Uganda)** and complies with internationally recognized digital signature standards for authenticity and security.

d) **Workflow Integration**

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- Support the integration of e-signature capabilities into existing approval processes such as payroll authorizations, contract execution, and audit report sign-offs.

Key Deliverables

1. Inception Report and Meeting
    - An inception report that will be submitted and presented at an inception meeting within two (2) weeks of signing the contract. The inception report shall include the context of the assignment, the methodology, and the work plan with specific outputs and timelines.

2. **QuickBooks Online Subscription**
    - Fully activated QuickBooks Online subscription with real-time access for designated users, configured with appropriate permission levels.

3. **Customised Financial Reports**
    - Monthly Profit and Loss statements, Balance Sheet, General Ledger, and other tailored reports as agreed with management.

4. **Secure E-Signature Platform**
    - Access to a secure online document signing platform with a verifiable audit trail for all signed documents.

5. **Training Documentation**
    - Staff training completion reports and user manuals for both QuickBooks Online and the e-signature platform.

6. **Monthly System Performance Reports**
    - Reports detailing system usage, performance, and any identified issues or improvements implemented in the period January to March 2026.

Duration and Timeframe

The services described herein will be delivered as a one-off assignment between October 2025 and March 2026. Upon completion and acceptance of the deliverables, the engagement will be deemed concluded.

Required Competencies

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1. **Proven Expertise in QuickBooks Online**
   - Demonstrated track record in setting up and implementing QuickBooks Online for small to medium-sized organisations, including data migration and customisation.

2. **Regulatory Knowledge**
   - Understanding of relevant statutory obligations.

3. **Digital Document Signing Solution**
   - Experience in deploying and integrating secure, legally recognised e-signature platforms into organisational workflows.

Evaluation Criteria

1. **Technical Approach and Methodology**
   - Clarity, feasibility, and completeness of the proposed approach in delivering the assignment's scope and deliverables.

2. **Relevant Experience and Team Qualifications**
   - Demonstrated experience in similar assignments and the qualifications of proposed personnel.

3. **Cost-Effectiveness**
   - Value for money, considering both the proposed budget and the quality of the solution offered.

4. **Client References and Testimonials**
   - Quality and relevance of references from previous clients, including feedback on performance, reliability, and results.

Reporting and Oversight

The service provider shall report to the Finance and Administration Manager of ACME and provide updates as will be agreed.

Application Requirements

Interested firms are required to submit the following:

1. **Company Profile and Legal Documents**

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- Brief company profile, certificate of incorporation/registration, and any relevant licenses.

2. **Technical Proposal**
   - Detailed methodology, approach, and work plan outlining how the assignment will be delivered.

3. **Financial Proposal**
   - Itemised cost breakdown in Uganda Shillings (UGX), inclusive of all applicable taxes.

4. **Relevant Client References**
   - Contact information (name, physical address, email, day-time telephone number) of three (3) verifiable references for similar assignments, preferably within Uganda or the East African region.

5. **Curricula Vita (CVs) of Key Personnel**
   - CVs highlighting qualifications, relevant experience, and specific roles in the assignment.

How to Apply

Interested firms should submit the above-listed application requirements by email to admin@acme-ug.org with the following subject line: **APPLICATION FOR ACCOUNTING SERVICES**. The application deadline is **30 September 2025**.

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