

8 July 2026

Request for Proposal

The International NGO Safety Organisation is issuing this RFP to invite suitable bidders to submit bids for the procurement of:

Framework Agreement for Global Employer of Record Services

RFP No: NLD/FA01/26

Critical Dates:

RFP Issuing Date: 8 July 2026

RFP Closing Date: 9 August 2026 Time 23:59 CET

Confidentiality Statement

This document, and any attachments, is intended only for use by the addressee(s) and may contain confidential or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment, is strictly prohibited. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law punishable by domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete this document, and any attachments, and do not disseminate further.

1. Background

The [International NGO Safety Organisation \(INSO\)](#) is a non-profit humanitarian organisation, based in the Netherlands, providing dedicated safety support services to the NGO community in 24 countries since 2015.

INSO is exclusively funded by institutional donors and provides a range of services to NGOs in countries operating in conflict-affected areas, including security information and advice, training, and crisis management support.

The INSO vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

The INSO mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

INSO enters new countries when requested by the local humanitarian forum that is comprised of international and national humanitarian NGOs operating in that country.

INSO is currently registered and operating in the following countries:

Central African Republic	Cameroon	Chad
Colombia	Democratic Republic of Congo	Kenya
Mali	Mozambique	Somalia
South Sudan	Sudan	Ukraine
Yemen	Netherlands (HQ)	

INSO is currently undergoing the registration process in the following countries:

Benin	Cote d'Ivoire	Ethiopia
Haiti	Iraq	Lebanon
Palestine (West Bank & Gaza)	Syria	

INSO is registered but not operating in the following countries:

Israel	Jordan (has a regional office in Amman)
--------	---

INSO will be applying for registration and operating in the following countries:

Ecuador	Myanmar	Senegal
Thailand	Venezuela	

INSO offers a remote service for Afghanistan based in Amman, Jordan

INSO staff numbers per country can vary from three to sixty staff depending on the country and level of services being provided.

2. Tender Requirements

INSO has a requirement for a Framework Agreement(s) for a Global Employer of Record (EOR) service provider to provide EOR services in countries where INSO is not registered.

INSO is also looking at the possibility of having staff located in either their home countries or other countries where INSO does not have a registered presence and therefore the services of an EOR provider will be required

3. Detailed Requirements

Specific areas that are to be addressed in the RFP submission are:

1. Governance, Risk & Compliance
2. Service Delivery & Operational Model
3. Employment Framework & HR Management
4. Financial Model & Cost Transparency

Annex A lists the specific areas that the RFP submission is to cover. Vendors must complete this Annex as part of the RFP submission process.

Annex B lists the technical requirements that INSO is seeking from a Global EOR service provider. All RFP submissions must address how these requirements will be met and provided.

In addition to Annexes A and B, the RFP should address matters of compliance, cost structure, control, flexibility, service delivery, local expertise, scaling and transition support in as much detail as possible to enable an informed evaluation to be conducted on the proposed submission.

Vendors must submit annexes A, B, C, & D duly completed in order for their proposals to be evaluated.

4. Bid Submission Requirements

Bid Documentation Requirements

The Proposal is to include the seven documents as identified in the Administrative Check below.

Vendors may include other such documentation that is directly relevant in supporting their Proposal.

Evaluation

Administrative Check

There will be an administrative check that the following documents are included in the Proposal:

- A cover letter from a company principal with the Power of Authority (POA) to represent the company.
- Copy of the senior representative(s) government issued ID
- Copy of the company registration
- Global Employer of Record RFP – Vendor Response (**Annex A**)
- Global Employer of Record Technical Requirements (**Annex B**) duly completed and signed
- The INSO Supplier Registration form (**Annex C**) has been duly completed and signed
- The INSO Supplier Code of Conduct (**Annex D**) duly signed

Technical Evaluation

- All proposals will be evaluated against the criteria established in Annexes A and B
- INSO will be evaluating proposals looking for a suitable partner(s) that INSO can work with for EOR services. Preference will be given to EOR service providers who currently provide services to humanitarian or development NGOs in the countries that INSO may work in
- INSO may award a regional framework EOR agreement to a vendor where the vendor has demonstrated strengths in a particular geographic region

Financial Evaluation

- The proposal must include a clear pricing structure with a breakdown of costs.
- Proposals that clearly identify value for money are strongly encouraged.
- The price should be quoted excluding VAT, but if VAT is charged, the percentage must be stated in the proposal.
- All bids must be in EURO. Where the price is not in EURO, INSO reserves the right to convert to EURO for evaluation purposes. INSO uses the Oanda exchange rate



All bid documents must be saved in pdf file and attached to the bid email.

In the event of the unit price and the total price not matching, the unit price will prevail.

Links to documents stored on cloud hosts will not be evaluated and will result in the bid not being accepted.

Bid Submission Deadline

The tender closes at 23:59 CET on 9 August 2026.

Bids received after this time will not be accepted or evaluated.

Tender Questions and Answers

Any request for clarification regarding the RFP or questions on the RFP must be sent to procurement@ngosafety.org address by 23:59 CET 26 July 2026. All questions and answers will be shared with all bidders.

Bids sent to the above email address will not be accepted.

Method of Submitting Bids

All bid submissions must be submitted electronically in pdf document(s) to the INSO Electronic procurement tender box at:

RFQ@ngosafety.org referencing RFP# NLD/FA01/26

No other method of bid submission or sending to another INSO email address will be accepted.

5. Tender Evaluation Process

All bids will be kept unopened until after the tender closing date. A Tender Evaluation Committee will open all bids and apply the following process:

- ✓ Administration Compliance check: to ensure all tender requirements have been complied with, and all required documentation has been received.
- ✓ Technical Evaluation: A comprehensive evaluation of all Technical Proposals received against the criteria stated in Part 3 'Detailed Requirements' and Part 4 'Bid Submission Requirements.'
- ✓ Financial Evaluation: A comprehensive financial evaluation of only the technical proposals deemed acceptable at the Technical Evaluation stage.
The Financial evaluation is based on the criteria of 'best value for money' for the supplier that best fits the detailed requirements.

Notification of Tender Result

All bidders will be informed of the outcome of their proposal within thirty (30) calendar days after contract signing

6. Conditions for Submission of Bids

Submission of Bids

Bidders are solely responsible for ensuring that the full Bid is received by INSO in accordance with the RFP requirements, prior to the specified date and time above (Part 4 'Bid Submission Requirements'). INSO will consider only those Bids received prior to the closing date and time specified and any bids received after that time will not be considered.

Only bids submitted in pdf format will be accepted at the Administration Compliance check.

Currency

The currency of the Bid must be in EURO.

Language

All correspondence and documents related to the Tender must be in English. Official supporting documents can be provided in their original language.

Presentation

Bids should be typewritten, if handwritten they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All bids must be signed by a duly authorized representative of the Bidder.

Acceptance

INSO reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc; c) not received in the correct tender email address ; and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

Award of Contracts

This RFP does not commit INSO to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to

procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by INSO. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of INSO and the successful Bidder.

INSO may award contracts for part quantities or individual items. INSO will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. INSO reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Collusive Bidding and Anti-competitive Conduct

Bidders and their employees, officers, advisers, agents, or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relation to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

in respect of this RFP or procurement process, or any other procurement process being conducted by INSO in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to INSO, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

Improper Assistance

Bids that, in the sole opinion of INSO, have been compiled:

- With the assistance of current or former employees of INSO, or current or former contractors of INSO in violation of confidentiality obligations or by using information not otherwise available to the public, or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal INSO information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to INSO, or
- Contrary to these terms and conditions for submission of a Bid,

shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from INSO, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, INSO and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

Corrupt Practices

All INSO Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the INSO Code of Conduct (Annex D) which will be an integral part of any contract award between the INSO and the Bidder.

Conflict of Interest

A Bidder must not, and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of INSO and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any INSO contract a conflict of interest arises, or appears likely to arise, the Bidder must notify INSO immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of INSO, or cases in which any INSO official, employee or person under contract with INSO may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as INSO may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of INSO.

Withdrawal/Modification of Bids

Requests to withdraw a Bid shall not be honoured. If the selected Bidder withdraws its Bid, INSO shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, INSO shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the INSO suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing to the RFP bid email address, marked with the original Bid number stating 'Modification' in the Subject line. No modification shall be allowed after the RFP closure.

Annexes

- A. Global Employer of Record RFP – Vendor Response
- B. Global Employer of Record Technical Requirements
- C. INSO Supplier Registration form
- D. INSO Supplier Code of Conduct