



## **TENDER NOTICE**

**Tender Ref: RDF/KNH-CC-Sanghar/04/06-10-2017/27**

Research & Development Foundation (RDF), a non-profit, nongovernmental organization invites proposals from the relevant private Firms / Organizations / Consultants for providing various training to male and female community groups in Hyderabad district, Achro Thar & Khipro of Sanghar district of Sindh Province, under a climate resilient livelihood project. At the end of the training, following outcomes are envisioned:

- The trainees are equipped and have improved employable skills
- Plan of engagement of trainees in meaningful work on career development processes and skills
- The trainees will be awarded with the certificates by the recognized institutions/Organization

Interested organizations / Firms / Consultants / Vendors and Logistics service providers having strong experience in relevant field for Trainings, Logistics facilities and supply of Food Refreshment Items as mentioned in below table can submit their technical and financial proposals along with ToRs.

<b>S.no</b>	<b>Description</b>	<b>Specification required</b>
<b>1</b>	<b>Require Services of Consultants / Institutions for Trainings and courses with food &amp; accommodation</b>	<b>Detail in Tender Pack</b>

### **Terms and Conditions:**

1. The tender documents can be collected from (Research & Development Foundation (RDF) House # A-50 Sindhi Muslim Cooperative Housing Society, Qasimabad, Hyderabad and RDF field office Zam Zam Town, Near Nadra Office Khipro, District Sanghar during office hours (9:00am to 5:00pm). The tender pack can also be downloaded through our website [www.rdfoundation.org.pk](http://www.rdfoundation.org.pk) or by sending an e-mail to [logistics@rdfoundation.org.pk](mailto:logistics@rdfoundation.org.pk). Suppliers who download the tender documents from the website or receive by email, will require to deposit the tender fees along with their bids at the time of tender submission;
2. Sealed tenders should reach (Research & Development Foundation (RDF) on or before **(October 30, 2017 at 11:00 AM)** and should be clearly marked "TENDER - Not to be opened before **(October 30, 2017 at 12:00 PM)**".
3. Tenders will be opened on **(October 30, 2017 at 12:00 PM)** in the presence of suppliers or their representatives, who wish to witness the tender opening.
4. A **Pay order/ demand draft** in favor of "Research & Development Foundation (RDF)" with a Value of refundable 1% of the bid amount must also accompany the bid as Tender Guarantee.
5. The agency would also be responsible to provide training course to RDF before inception and get its consent.



6. The Trainings will be held at Khipro, achro thar & Hyderabad Sindh.
7. Tender committee reserves the right to cancel/reject any or all offers without assigning any reason.
8. Lowest price will not be the sole criteria. **Quality, previous experience and timely delivery** will be considered.
9. Under no Circumstances shall any bidder deem that the entire tender shall be awarded to a single bidder.



**Doc 2: Letter of Invitation to Tender**

**Tender Ref: RDF/KNH-CC-Sanghar/04/06-10-2017/27**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR SUPPLIES AND Rehabilitation.**

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. General Condition of Tender (See Doc 3)**
- B. Declaration of Eligibility (See Doc 4)**
- C. Bid form Supplier (See Doc 5)**
- D. Price Schedule (See Doc 6)**
- E. Tender Documents Receipt (See Doc 7)**

We look forward to receiving your tender on or before **<October 30, 2017 at 11:00 AM >** at the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to RDF.

- 1. Technical Specification**
- 2. Financial Offer**
- 3. Signed Tenderers Declaration**
- 4. Company Certificate of Registration (PEC, NTN, GST, SRB)**
- 5. Completed 'Tenderers Relevant Experience Form'**
- 6. Samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.**

Offers must be submitted in sealed envelopes, marked "not to be opened before **<October 30, 2017 at 12:00 PM >**" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Anas Memon  
Procurement Section  
RDF (Research and Development Foundation)



### Instructions to Tenderers (See Doc 3)

Research & Development Foundation (RDF) is a non-profit, non- governmental organization invites Interested organizations / Firms / Consultants and Logistics service providers having strong experience in relevant field for Trainings, Logistics facilities and supply of Food Refreshment Items as mentioned in below table can submit their technical and financial proposals according to ToRs.

#### 1. Training Programs and Logistics Arrangements

The services of Firms / Consultants / institutions / Hotels and Guest Houses are required for following activities.

A. KNH-CC-Khipro					
S. No #	Title / Activity	Requirements for Trainings (Consultant / Institutions)	Location of Training to be held at	Consultant / Institution	
1	Skill Development Training to Youth.  Rates should include 3 times food, 2 times tea with cookies & Accommodation	To Provide market driven training to 100 Man & women to improve their skills. These training courses may include, but are not limited to heavy and light vehicle driving, Motor Cycle mechanic, Electrician & solar panel, tailoring etc.  Training course must be approved by the TTB / STEVTA	Hyderabad, based for Male Trainees and Training for women at Khipro & Achro Thar.	Financial offers to be quoted for each participant's full course including training material Machineries, generator for electricity etc for Male and Females as mentioned locations. Arrangements at Field level will also be sole responsibility of Consultant Organization. Time Period for each course will be two to three months or as per course contents.  Financial offers for trainer cost only	



Type Of Supplies:		Training Programs and Logistics Arrangements			To be filled by Supplier			
S No.	Item	Descriptions	Quantity	Unit	Comply (Y / N)	Deviations , if any, to be described in this column	Unit Rate	Amount
1	Skill Development Training to Youth.	“Training for Driving, Motorcycle mechanic, Electrician & Solar Penal Repair Mechanic, Driving” Training course must be approved by the TTB / STEVTA. <b>Including</b> 3 times food, 2 times tea with cookies & Accommodation	Per Person	100				
2	Skill Development Training to Youth.	“Training for Driving, Motorcycle mechanic, Electrician & Solar Penal Repair Mechanic, Driving” Training course must be approved by the TTB / STEVTA. <b>Excluding</b> food, tea, Accommodation	Per Person	100				
<b>Total Amount inclusive of all applicable taxes and for Khipro, Achro thar, Hyderabad.</b>								

### 3. Criteria for selection of the Organizations / Institutions/ Consultants for Trainings.

- Private technical and vocational organizations/institutions registered with TTB/STEVTA/NAVTEC with experienced and highly qualified trainers / consultants;
- Must have minimum five years experience of providing technical and vocational training to unemployed poor youth in Sindh;
- For Institution previous working experience with RDF on TVET will be a plus point;
- Must have local faculty/trainers who well read, write and speak Sindhi language;



- Must have well established organizational set up and structure;
- Bank account of firms
- Registered with FBR/Must have NTN

#### **4. Criteria for selection of Consultants / Trainers for short Trainings.**

- At least 5years relevant experience. Previous working experience with RDF will be given preference.
- Detailed Curriculum Vitae of team members along with documents of qualification and certificates of previous experience.

#### **5. Criteria for selection of Hotels / Guest Houses for Logistics Arrangements.**

- NTN
- Proper Setup of services
- Standard type of atmosphere (neat and clean)
- Company Business Account
- Internet access (Only for Hotels / Guest Houses for Accommodation / Meeting Halls)

*Note: Please attach certificates of registration, NTN and bank account details with technical proposal as Annex.*

#### **6. Responsibilities of Organizations**

- The selected organization will be responsible to develop context specific curriculum, provision of well experienced and qualified trainers, installation of necessary equipment's/machinery/infrastructure for the quality training
- The selected organization will be responsible for all the training material (Training consumable material)
- The selected organization will be responsible for maintaining daily attendance of the trainees, daily work sheets
- The selected organization will be responsible for midterm and final examination of the trainees
- Provide certificate to the passed out trainees
- RDF will be responsible arranging transport/pick drop of trainees to centre.
- RDF will be responsible for periodic monitoring of the training delivery

#### **7. Responsibilities of Consultant**

- To develop context specific curriculum,
- Make logistics arrangements for his own facilitation (*as per locations mentioned in above table of content*)
- Deliver lectures and list down the material required for training
- Preparation and submission of training report



### 8. Responsibility of Hotels and Guest Houses

- The service provider shall ensure the arrangements for necessary requirements time to time as per need base for accommodation, food, and transportation for local city and out of city pick and drop as details mentioned in above columns for each activity station wise;
- Will ensure the better services for participants to provide standard type of clean and neat atmosphere;
- Ensure the quality of fresh and healthy food ;
- Menus may be changed time to time.

**Tentative Trades and number of trainees but not limited to for Skill Development Trainings (Section A & B Sr# 1); However the number of trainees and courses/trades may vary**

### **KNH-CC-Sanghar - Skill Development Training “Three Months Training Course”**

<b>S#</b>	<b>Name of the proposed Trades</b>	<b>Female</b>	<b>Male</b>	<b>Proposed Training Location for Male</b>	<b>Proposed Training Location for Female</b>
1	Tailoring	20	15	Training could be held at Hyderabad	At Khipro & Achro Thar
2	Motorcycle mechanic		27	Training could be held at Hyderabad	
3	Electrician & Solar Penal Repair Mechanic		10	Training could be held in Hyderabad	
4	Driving		28	Training could be held in Hyderabad	
<b>Total</b>		<b>100</b>			

Major Training Course: Following are major courses but not limited to market driven skill training; however organizations may further suggest additional courses:



- **Advance Tailoring**
- **Advance Embroidery**

### **Learning Outcomes:**

At the end of the training, following results are envisioned:

- The trainees are equipped and have improved employable skills
- Plan of engagement of trainees in meaningful work on career development processes and skills
- The trainees will be awarded with the certificates by the recognized institutions/Organization

### **9. Submission of Proposals**

The Organizations / Consultants and Service providers are requested to submit both a technical and financial proposal:

#### **Technical Proposal**

The technical proposal should include but not limited to the following information (Each group may submit the documents as per nature of work):-

- A brief outline of experience and client references in carrying out assignments of similar nature. (Maximum 2 pages).
- Understanding of the ToRs and local market demand for the skills
- Providing a tentative list of course contents
- CVs of management (one or two key persons) and the trainers
- Time-schedule/work plan of the training delivery
- Qualification testimonials
- Company profile

#### **Financial Proposal**

The financial proposal must contain overall quotation in Pakistani Rupees (PKR) for all the services to be provided and must itemize the following: (Further as per above mentioned in tables for each activity)

- The rates should be inclusive of all applicable taxes
- An all-inclusive day rate for trainer/ each team member who will take part in this project
- Accommodation, food, refreshment for all the training days.
- Travel, training, stationary etc
- Any other cost (indicating the nature of such costs).





- Total costs for the services proposed.
- At the bottom of financial proposal per trainee/per month cost must be mentioned

Proposed payment schedule: Installments will be discussed with the selected organization.

#### **10. Submission of Proposal:**

The Organizations / Institutions/ Firms / Consultants are required to submit their technical and financial proposals in hardcopy according to the TORs with a cover letter on printed letterhead with signature of authorized person and organizational stamp indicating their interest in undertaking the study. All applicants are requested to submit proposals latest by COB **30<sup>th</sup> October 2017 at 11:00 AM** through courier. RDF will not be responsible for insurance, damages, risks and other costs provisions to selected organizations during execution of this project.

**Tender Document**



<b>Location:</b> Research & development Foundation (RDF) House # A-50 Sindhi Muslim Cooperative Housing Society, Qasimabad, Hyderabad	<b>Tender Ref:</b> RDF/KNH-CC-Sanghar/04/06-10-2017/27
<b>Project :</b> "Strengthening Climate Resilient Livelihoods"	<b>Date:</b> 06 <sup>th</sup> October, 2017

### Tender Document Receipt

<b>Tenderer / Supplier Name:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	<b>Email:</b>

I hereby acknowledge receipt of one set of tender documentation for the above project.

1. Tender Notice
2. General Conditions for Tender
3. Declaration of Eligibility
4. Bid Form suppliers
5. Price Schedule of Supplies
6. RDF/KNH Participant Protection Policy
7. Tender Document Receipt

<b>First Name and Last Name:</b>	
<b>Signature &amp; Stamp:</b>	
<b>Date and Time:</b>	