

REQUEST FOR QUOTATION (RFQ)

DESCRIPTION: Provision of Training on Technical Report Writing and Negotiation Skills	DATE: April 29, 2019
	REFERENCE: RFQ/LBY/CSI/2019/058

Dear Sir / Madam:

We kindly request you to submit your price quotation for the Provision of Training on Technical Report Writing and Negotiation Skills, detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before on or before 06 May 2019, 14.00 hours Tunis, Tunisia time, ref. www.greenwichmeantime.com, and via email/hand delivered to the address below:

United Nations Development Programme

Libya Country Office

Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia

Quotations submitted electronically to be sent at tenders.ly@undp.org with reference number RFQ/LBY/CSI/2019/058.

Quotations submitted by email must be limited to a maximum of 5MB transmissions. They must be free from any form of virus or corrupted content.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

When submitting your quotation by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the required service/s:

Place of contract	Offeror's proposed location
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars (US\$) Reference date for determining UN Operational Exchange Rate: Closing date of submission of quotation
Period of Validity of Quotes	30 days - commencing on the submission date
Advanced Payment upon signing of contract	Not allowed
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in	Provide evidence that the proposed trainers possess necessary skills and certifications.

completing the services	
Quotation shall include the following:	<p>a. Cover Letter: A cover letter that lists the lead contact person with contact information.</p> <p>b. General Information: Include a description of the institution/company's history and experience to demonstrate that the institution /company has the capacity to undertake the training.</p> <p>c. Business Licenses: Provide a statement warranting that all state, and local registrations, licenses, and permits required for the operation of business conducted by the institution /company are current.</p> <p>d. Proof of Past experience: (list of clients to whom similar services were provided)</p> <p>e. Schedule: An outline of the institution /company's proposed timeline reflecting start and completion dates of services</p>
Evaluation method to be used in selecting the most responsive Bid	Lowest priced offer of technically qualified/responsive quotation
Evaluation Criteria	<p>1. Capacity to undertake the services (Minimum 3 years of experience of providing similar services/trainings) - 20</p> <p>2. Experience in at least 3 similar trainings provided in the past (<u>documentary evidence must be provided</u>) – 30 points</p> <p>3. Trainer (s) qualification (as per TOR) - <u>resumes must be provided</u> - 50 points, 25 points per trainer</p> <p>4. Acceptance of General Terms & Conditions</p>
Maximum Expected duration of contract	The successful vendor shall preferably complete the services in 5 days (training days) for each of the trainings required.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Deadline for the Submission of Quotation	On before 06 May 2019, 14.00 hours Tripoli time, Libya, ref. www.greenwichmeantime.com
Partial Quotes	Permitted, one quote per training
UNDP will award to	More than one service provider may be awarded
Type of Contract to be Signed	Purchase Order/ Institutional contract.
Conditions for Release of Payment	Submission of suppliers invoice and certification by UNDP.
Annexes to this RFQ	<p>TOR (Annex 1)</p> <p>SUPPLIER'S QUOTATION (Annex 2)</p> <p>General Terms and Conditions for PO (Annex 3).</p> <p>Non-acceptance of the terms of the General Terms and</p>

	Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries	<p>All the enquiries should be addressed to UNDP at procurement.ly@undp.org stating the RFQ reference number: RFQ/LBY/CSI/2019/058</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the offerors.</p>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

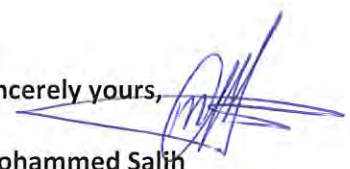
UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours, 

Mohammed Salih
Programme Coordinator
UNDP Libya

Terms of Reference

Provision of Training on Technical Report Writing and Negotiation Skills

Background:

The political developments on the ground in Libyan situation brings several additional responsibilities and challenges to state institutions. Currently, Libya faces many difficult challenges – security, political, economic and humanitarian - but change to bring about stability and progress is also possible.

To meet the expectations of the population, the government institutions need to focus holistically on consolidating peace, security and revitalizing the economy, strengthening good governance and providing basic services. To this effect there is a need to build the capacity of staff working in state institutions to better understand how international organizations operate. This will help bring a common understanding around the operating procedures of international organizations in Libya.

The capacity strengthening of the Ministry of Planning, in particular, Technical Cooperation Office (TCO), is the necessary step towards enhanced coordination and communication across the ministries, stakeholders and international donors, which will contribute to the restoring of state and sub-national institutions in Libya and providing the enabling environment and opportunity to reinvigorate the process of Libya's democratic transition.

As the chair of the Governance Working Group, of which UNDP is co-chairing to provide coordination support, as well as the leading entity to establish the Libya Coordination Mechanism Information System (LCMIS) across the international communities as well as the government entities at national and sub-national levels, the international community expressed readiness to support TCO in providing both technical and financial support. The active international community in Libya including multilateral and bilateral agencies has shown interest to provide technical and policy support and advice to TCO.

With the recent effort by the Joint Secretariat, UNSMIL, in collaboration with the respective working groups, the said LCMIS has been designed and the implementation of the LCMIS will be done through the CSI project as its second phase. In this phase, the TCO is expected to strengthen its capacity to obtain, read and analyze the reports generated via the platform. In so doing, technical reporting and negotiation skills become crucial for the TCO staff, which will lead to the overall contribution to enhanced coordination of international development and humanitarian projects currently in place in Libya with international communities and respective national institutions.

Project Objectives:

The objective of UNDP's CSI project in Libya is to avail of local, regional and international expertise and technical assistance to national counterparts with the aim of strengthening the national government's capacities and institutional development for improved public service delivery at the national and local level. UNDP partnered with the Ministry of Planning to provide support to line Ministries to improve consistency and efficiency of government development programmes.

Scope of Service

Bidders can bid for either both or one of the two trainings.

a) Technical Report Writing

The objective of this training is to develop the capacity of staff of the Ministry of Planning and line ministries to build their capacities in **Technical Report Writing** in order to contribute to an overall enhanced coordination with international communities and national institutions.

The training will provide skills in structuring and scoping of reports, from conception to completion, that targets specific audience with visual aids to support the report. Generally, the training will try to achieve the following objectives:

- Increase the participants' knowledge and understanding of the writing process, reporting structure, report types and templates, visual aids, and drafting letters.
- Reinforce their knowledge in generating reliable conclusions effectively by researching, analyzing and organizing information, providing evidence-based recommendations to support management decision making, and application of advanced methodologies to make reports effective.
-

Description of the Required Services:

5 days training programme in Arabic for 15 participants on Technical Reporting Skills, with focus on below minimum areas:

- Writing process
- Reporting structure
- Report types and templates
- Use of visual aids
- Elements of effective reports
- Drafting letters

Length of training:

- The training on Technical Reporting Skills will need to be completed in one-week time (5 days consecutive), preferably in May (in case of any change in training dates, exact dates will be communicated at the time of contract/Purchase Order).
- For the training purposes, the offeror should make available necessary training material and equipment for the training (the list of materials, equipment necessary to be provided).

Language of instruction:

Arabic

b) Negotiation Skills

The purpose of this training is to develop the capacity of the members of TCO at the MOP to build their capacities in Negotiation Skills in order to contribute in overall enhanced coordination with international communities and national institutions.

The training will provide skills in understanding the strengths and weaknesses, preparing for negotiation using structured approach and using a variety of effective tools. Generally, the training will try to achieve the following objectives:

- Increase the participants' knowledge and understanding of the negotiation stages, structured approach and tools.
- Reinforce their confidence in negotiation.

Description of the Required Services:

5 days training programme in Arabic for 10 participants on Negotiation Skills, with focus on below minimum areas:

- Understanding negotiation
- Learning to prepare for negotiation
- Self-assessing weaknesses and strengths of negotiation
- Learning structured approach in negotiation
- Learning negotiation in variety of scenarios
- Learning tools to get points across effectively and for problem solving
- Promote confidence in negotiation
- Practical sessions, including to create action plans

Length of training:

- The training on Negotiation Skills will need to be completed in one-week time (5 days consecutive), preferably in May 2019 (in case of any change in training dates, exact dates will be communicated at the time of contract/Purchase Order).
- For this training purposes, the offeror should make available training venue, necessary training material and equipment for the training.

Language of Instruction:

Arabic

QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Qualifications of the service provider for both or any of the trainings

- The service provider shall have at least 3 years of similar experience;
- At least 3 successfully managed and conducted multiple day trainings in the field of professional development or relevant field (documentary evidence must be provided);
- Proven capacity to organize /training/advocacy/event activities

Qualifications of trainers: (CVs of the trainer(s) to be included to the quotation)

The trainers, at least 2 trainers for each training, must possess the following:

- Relevant University Degree (Masters) in economics, business and administration, law, finance or other relevant sciences;
- At least 3 years of experience in delivering similar trainings in the field of professional development or another relevant field.

- Fluency in Arabic;

Submission in response to Request for Quotations (RFQs) must include the proposed training programme agenda and strategy that clearly sets out the approach of the offeror to the achievement of the training objectives.

Venue of the trainings:

Istanbul, Turkey is the preferred location for both activities due to convenience; however, the offeror can propose location/venue suitable for the trainings.

Note: Participants will make their own travel arrangement and accommodation.

SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ/LBY/CSI/2019/058 - Provision of Training on Technical Report Writing and Negotiation Skills**

A. Provision of training on Technical Report Writing:

- **TABLE 1: Offer to Supply Services Compliant with Terms of Reference and Requirements specified in annex 1 I**

Item No.	Description/Specification of Goods	QTY	Unit Price (\$)	Total Price per Item (\$)
1.	Cost of 5 days consecutive training on Technical Report Writing for 15 participants (in Arabic) * (Provide breakdown of cost composition)	15		
2.	Cost of materials	15		
3.	Additional cost (if any, such as Miscellaneous) to be specified.	LS		
Total Final and All-Inclusive Price for the training				

In case of increase in number of participants, a prior notice will be provided and same unit rate will be applied for additional participants.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name: _____

Position: _____

Address and Mobile Number: _____

Authorized Signature: _____ Date: _____

SUPPLIER'S QUOTATION*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ/LBY/CSI/2019/058 - Provision of Training on Technical Report Writing and Negotiation Skills**

B. Provision of training on Negotiation Skills:**TABLE 2: Offer to Supply Services Compliant with Terms of reference and Requirements specified in annex1**

Item No.	Description/Specification of Goods	QTY	Unit Price (\$)	Total Price per Item (\$)
4.	Cost of 5 days consecutive training on Negotiation Skills for 10 participants (<u>in Arabic</u>) *	10		
5.	Cost of training material	10		
6.	Additional cost (if any, such as Miscellaneous) to be specified.	LS		
Total Final and All-Inclusive Price for the training				

In case of increase in number of participants, a prior notice will be provided and same unit rate will be applied for additional participants.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name: _____

Position: _____

Address and Mobile Number: _____

Authorized Signature: _____ Date: _____