



United Nations Entity for Gender Equality
and the Empowerment of Women

**REQUEST FOR QUOTATION (RFQ)
(Simple services)**

Potential vendor's information, if available: Universities, Higher Education Institutes, Educational Institutes, Training Consultancy Firms	DATE: 26, March, 2015 REFERENCE: 007/UNW/OPS/March 2015
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Dear Sir / Madam:

We are seeking the services of **professional organizations (Universities, Higher Education Institutes, Educational Institutes and Training Consultancy Firms)** for provision of **ICT Certifications (see ToR for details) for eligible Afghan women**. Please submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Sealed quotations may be submitted on or before 15th April, 2015 and via *courier mail* to the address below:

UN WOMEN AFGHANISTAN
UNOCA Compound Jalalabad Road
Kabul, Afghanistan

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 UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	<input type="checkbox"/> 90 DAYS <input checked="" type="checkbox"/> 120 DAYS
Preliminary Examination -	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Currency	All quotations must be provided in the USD currency.
Contact Person for Inquiries (Written inquiries only)	Contact: Mohammad Rafi Hameedi +93 799 242 043 rafi.hameedi@unwomen.org
General Conditions of Contract	Please click on the link "Services" below about the General Conditions of the Contract: Services

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 UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum fifty per cent (50%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Yawo Mensah Maglo', with a stylized flourish at the end.

Yawo Mensah Maglo
Operation Manager

Annex 1: Terms of Reference/Specifications

REQUEST FOR QUOTATION (RFQ)

ICT Certifications Programme for Eligible Afghan Women/Girls

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In its efforts towards great gender equality in Afghanistan, UN Women wishes to provide scholarships for Afghan women and girls to obtain the Information and Communication Technology (ICT) certification in order to enjoy greater career prospects.

Description of ICT Certifications:

In this era of globalization, information and communication technology has created a world of no boundaries. Expertise and a good knowledge of ICT becomes a required skill in every field. The increasing need of ICT skills in the global world require individuals to prove that they excel and have the competency in ICT. Therefore, it is a vital requirement for Afghan girls and women working in this field to have an internationally standardized ICT certificate in order to advance their career. The certificates covered are the following:

- Microsoft Certified Professional (MCP)
- Microsoft Certified System Associate 2012 (MCSA).
 - o MCSA: Windows Server 2012
 - o MCSA: Windows 8
- Microsoft Certified System Engineer 2012 (MCSE).
 - o MCSE: Server Infrastructure
 - o MCSE: Desktop Infrastructure
 - o MCSE: Communication
- Microsoft Exchange 2010 (MCITP)
- Internetworking of Content Delivery Networks (ICDN) 1
- Internetworking of Content Delivery Networks (ICDN) 2
- Cisco Certified Network Associate, R&S (CCNA)
- Cisco Certified Network Professional, R&S (CCNP)

Objectives

The objective of this scholarship is to provide eligible Afghan women and girls, selected by UN Women, to obtain the ICT certification in order to enjoy better career prospects in the field of Information Communication Technology and prosper in their field of work.

Assignment

UN Women seeks the services of an experienced University, Higher Education Institute, Training Consultancy Firms or Training Centers with certified trainers with at least 5 years of teaching experience in the mentioned certification Programmes and preferably be Microsoft Certification Partner, Microsoft Training Partner, Cisco Learning Partner and have Microsoft and

Cisco Certified Trainers and be able to offer the ICT certification classes for female candidates towards preparing them for the ICT certification tests and to facilitate their examination at a Microsoft/Cisco Official Online Test Center. Preference will be given to companies that are the authorized testing partners for the relevant certifications.

The quality of the training classes should ensure at least 80% success rate in the women attempting the ICT certification exams.

Teaching methodology should be practical, which means each class should be equipped with real devices (routers/switches/servers) including the individual rack.

Scope of work

The selected institution will complete the following tasks in close consultation with UN Women Afghanistan Country Office:

Selection of Students:

- Assist UN Women in facilitating the admission exam to the students, as requested by UN Women
- Assist UN Women in reviewing the admission test examination paper of the students as requested by UN Women

Organization of classes:

- Provide the Microsoft/Cisco Training Materials (Books, Kits and References) related to the ICT certifications, as well handouts and PowerPoint presentation to all students.
- Classes should be facilitated by certified facilitators.
- Training facilities (comfortable classrooms/workshops/practical lab work), materials and equipment should be used.
- Conduct the classes on a consistent and regular manner on the working days. Determining of class hours should be flexible and mutually decided by UN Women and the contractor company.
- Maintain the attendance sheet of the students on a daily basis.

Facilitating the Examination Process:

- Facilitate mock testing to ensure the students are prepared to attempt the ICT certification examinations and report to UN Women on the status of preparation of the students for attempting the exams before they are cleared for the examination.
- It is preferred that the applicant company is a Official Microsoft/Cisco Certification Test Center in Kabul. However, the applicant company may also propose facilitating the test outside the country, indicating in the proposal the country and the testing center selected for this purpose.
- Book seats for examinations for all the students and facilitate the test.
- Share the test results with UN Women.
- In the scenario that the test will be arranged outside Afghanistan, the company will be responsible to:
 - Facilitate the visa application process for the candidates
 - Purchase air tickets for the candidates

- Provide suitable accommodation and cover the stay expenses of the students in the targeted country for examination

Deliverables

Phase I:

- A clear workplan and standard curriculum towards completion of the ICT Certifications training and examination, including dates, venues, and facilitator's details. Material handouts and presentation to be provided by the company.

Phase II:

- Regular attendance sheet of the students

Phase III:

- Organization of the training Programme as per the agreed curriculum and work plan.

Phase IV:

- Facilitation of the test for all the students to take the standard examination.

Duration of assignment

The proposal should indicate clearly the duration required for completion of each certificate.

Application

Submit your technical and financial offer for the ICT Certification Programmes:

Technical proposal should include:

- a) Brief information about your firm including past experience on providing Microsoft/Cisco Certification and the passing rate of the students.
- b) CVs of Trainers who will conduct the proposed programme
- c) Methodology and approach
- d) Draft outline of the curriculum for Each Certification and Exam Papers.

Financial proposal should include:

The financial proposal shall specify a lump sum cost for each certificate separately, including the costs of the training, material, facilities, final official testing as well as any associated travel cost if applicable. The proposed budget should include all costs, for planning phase, conducting the classes as well as the online official examinations.

The financial proposal should consider 5-10 students for each certification; however, depending on the flow of applications, the number could change up to 50% percent increase or decrease in each category.

Any request for clarification should be sent in writing to the email address: rafi.hameedi@unwomen.org.

Evaluation

Offers will be evaluated based on lowest price among the technically compliant offers. When using this method, the award of a contract should be made to the firm whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) Offering the lowest price/cost

“responsive/compliant/acceptable” are defined as fully meeting the TOR provided.