



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	28/09/ 2009
TYPE: (please mark one)	REFERENCE: RFQ-SS-SVS-MOPA-136-2009
Individual Partnership Corporation	
CONTACT PERSON: TELEPHONE No. EMAIL ADDRESS:	

Dear Sir / Madam:

The United Nations Development Programme (UNDP) office in Juba, Southern Sudan seeks quotations for Training of Computer to staff at president office and features stipulated in **Annex I**.

TO ENABLE YOU TO SUBMIT AN OFFER, ATTACHED ARE:

- i. Term of Reference (TOR) (Annex I)
- ii. Terms & Special Conditions (Annex II)
- iii. Eligibility Criteria (Annex III)
- iv. Quote Submission Format (Price Schedule) (Annex IV)

Quotations submitted by hand/mail should be in sealed envelopes and sent to the following address:

Address: UNDP Southern Sudan Procurement Unit ATT: **Josephine Baruch-Tucker**
UNDP Office Compound, **Southern Sudan –Juba**

And Marked: **RFQ-SS-SVS-MOPA-136-2009**

Quotations submitted by email should be sent to the following email address: bids.juba@undp.org

Quotations should reach the above address no later than 14th Oct 2009 @ 17:00 hours

Late quotes will not be accepted.

Each page of the offer must be dated, signed and stamped with company stamp

S/N	Generic Description(including Specifications,quality&special feature required)	Unit	Quantity
01	Computer training programme services 51 staff as per attached TOR Annex I	EA	01

Your Quote should include:

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1. Complete cost for all the courses listed in the TOR
2. The proposed Training period specifying clearly period for each course outlined in this document.



ANNEX I

Term of Reference (TOR)

COMPUTER TRAINING (ICDL) AT THE PRESIDENT OFFICE

BACKGROUND

As part of capacity building of personnel in the Office of the President in ICT, a survey was conducted to assess the current ICT skills capacity with an aim to establish a baseline for training. The training is to cover the following areas.

- Computer management
- Word Processing
- Spreadsheets
- Databases
- Presentation
- Using the Internet
- E-mail
- Computer Safety and Security

Given the current level of ICT skill set, and inherent urgent desire to improve the capacity of the staff, the training timescale slotted for each course is 6 hours. However students will not all be able to attend the course at the same time, without seriously impacting negatively on work output. Therefore the class will have to be divided into two (2), with some attending 3 hours in the morning, and the other having a similar time in the evening

OBJECTIVES

Deliverable Number	Computer Management deliverable
1.	To create awareness of all the peripheral components of the computer.
2	To understand how folders are created, organized and managed.
3	Understand the importance of disaster recovery, and to be aware of backing up data to various media i.e. CD-RW, DVD-RW, hard drive.

Microsoft Word

Deliverable Number	Beginners Microsoft Word deliverable
1.	To display and remove the tool bar
2	Use formatting tools
3	Rearrange text using cut, copy and paste
4	Use spellchecker
5	Use headers and footers

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6	Use find and replace
7	Paragraph formatting and indents to block of text or entire document
8	Setup margins, paper size and layouts

Intermediate

Deliverable Number	Intermediate Microsoft Word deliverable
1.	Apply bullet and numbering to list
2	Create auto text
3	Add special symbols
4	Reveal formatting codes
5	Divide pages into columns
6	Include tables in a document
7	Format document using graphics
8	Mail Merge
7	Create table of contents
8	Use templates for standard documents

Microsoft Excel- Beginners

Deliverable Number	Beginners Microsoft Excel deliverable
1.	Moving around excel worksheet
2	Selecting cell, entering data and editing a cell
3	Changing a cell entry
4	Wrapping text
5	Deleting cell entry
6	Enter number as label or values
7	Smart tags
8	Saving a file and closing Excel

Intermediate

Deliverable Number	Intermediate Microsoft Excel deliverable
1.	Create worksheet
2	Input formulae and link to range of cells
3	Perform mathematical calculations
4	Formatting numbers
5	Delete columns, rows
6	Insert columns and rows
7	Create borders, merge and centre
8	Add background colour
7	Sort data
8	Password protect
9	Produce charts and graphs for data analysis
10	Add headers and footers
11	Print selected area

Microsoft Access

Deliverable Number	Beginners Microsoft Access deliverable
1.	Familiarise with access environment

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2	Create and format fields in database
3	Enter and update records in database
4	Sort data
5	Create forms for data
6	Produce reports
7	Create labels
8	Create and run query

PowerPoint

Deliverable Number	Microsoft PowerPoint deliverable
1.	Understand title bar, menu bar and standard formatting tool bar
2	Create a new presentation
3	Different PowerPoint Views
4	Slide Manipulation
5	Slide Animation
6	Introduce charts or graphs
7	Introduce pictures
8	Un/pack presentation for use on another Computer
9	Navigating while in slideshow
10	View slide show
11	PowerPoint Macro
12	Design Templates
13	Security

The Internet

Deliverable Number	The Internet deliverable
1.	Understanding the world wide web
2	Multimedia on the Web
3	What are search engines
4	How to search engines or directories
5	Bookmaking and adding a page to your favourite
6	Researching for information on the web

Computer Safety and Security

Deliverable Number	Computer safety and security deliverable
1.	Understanding Windows service packs
2	Firewalls
3	Auto Spyware/Malware
4	Antivirus
5	Automatic Updates
6	Best practices as in safe computing habits
7	Virus infection and prevention

Course Duration

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So that each student has gainful experience and competence, and can therefore contribute effectively in their respective departments and directories, the duration of the course for each subject is expected to last for 360 hours or 3 months.

Given our current level of ICT skill set, and inherent urgent desire to improve the capacity of the staff, the training timescale slotted for each course is 6 hours. However students will not all be able to attend the course at the same time, without seriously impacting negatively on work output. Therefore the class will have to be divided into two (2), with some attending 3 hours in the morning, and the other having a similar time in the evening.

Course Name	Number of Students
Computer Management	51
Microsoft Word, Beginners Course	37
Microsoft Word, Intermediate Course	14
Microsoft Excel, Beginners Course	33
Microsoft excel, Intermediate Course	18
Microsoft Access Course	51
Microsoft PowerPoint	51
Microsoft Using the Internet	51
Windows Safety and Security	51



TERMS & SPECIAL CONDITIONS	
Preliminary Examination Completeness of Quotations	<p>Although not required, suppliers are encouraged to submit offers comprising all items requested in this RFQ in their submission, which include;</p> <p>-Company profile, brochure</p> <p>-Registration certificate and any affiliation to an international institutions</p> <p>Important: Only offers including full deliverables services will be considered for evaluation. Partial offers are not permitted</p>
Language	The quotations shall be in English
Currency of quotations/offers	Offers submitted by suppliers may be submitted in SDG(Sudanese pounds) or US dollars
Delivery place	Juba, Southern Sudan
Delivery date	<p>Please indicate the earliest date of availability for requested services:_____Number of days/weeks from notification of award of contract.</p> <p>NOTE: Only offers stating availability date of <u>ONE week or shorter</u> will be considered for evaluation purposes.</p>
Payment Terms	Payment will be made by cheque or Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by UNDP.
Award criteria for award of contract	The contractor that offers the lowest and most technically compliant quote as per the Terms of Reference (TOR) and features stipulated in Annex I and that meets the evaluation criteria will be offered the contract.
Validity of Quotation	60 days from closing date
Submission of Quotes	<p>By Hand and dropped to Bid Box next to the Security Guard, UNDP Juba Office ATT: Josephine Baruch-Tucker OR</p> <p>By Email: bids.juba@undp.org or bids.ss@undp.org</p>
VAT or Taxes	Purchases by the UNDP are not subject to any VAT . Do not include any VAT/taxes when bidding or invoicing.
Request for clarification	Bidders requesting clarification of any of the items, technical

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	requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office to assefaw.tewolde@undp.org or to josephine.baruch-tucker@undp.org
General Terms and Conditions	The RFQ is subject to UN General Conditions of Contract for Services available at www.sd.undp.org/bids.htm which can also be provided upon request



Eligibility Criteria

1. The bidder must demonstrate that they have had at least three (3) years acceptable prior experience in computer training or dealing in Computer related instructions. This qualification will be satisfied by listing at least 3 clients to whom similar requirements have been provided, in the table below: Failure to provide this information will result in your offer being non-responsive.

Name	Address & telephone No.	Year

2. Minimum Requirement from the Institution or Persons

- Provide the profile of your company.
- Demonstrated the capacity to deliver effective training
- Previous experience in Computer Training
- Availability of experts of the team(at least 2) highly qualified and experienced in computer training
- Links and network with international accredited institutions in Training
- Work experience in similar activities.



ANNEX VI

Quote Submission Format

Provide your quote in the following format as per the specifications in annex 1: List additional costs separately below.

ITEM	DESCRIPTION	UNIT	QTY	Rate	Amount \$
1	Computer Management	EA	51		
2	Microsoft Word, Beginners Course	EA	37		
3	Microsoft Word, Intermediate Course	EA	14		
4	Microsoft Excel, Beginners Course		33		
5	Microsoft excel, Intermediate Course	EA	18		
6	Microsoft Access Course	EA	51		
7	Microsoft PowerPoint	EA	51		
8	Microsoft Using the Internet	EA	51		
9	Windows Safety and Security	EA	51		

Ship Via*:	N/a
Total Freight Cost:	N/a
Insurance Cost	N/a
Total Item + Freight:	N/a
Delivery Time (in weeks):	

Company Stamp:.....

Signature:.....