

Standard Request for Proposal

For Implementation of Training with OJT Program Professional Plumber (Level 2 with 1696 hrs.)

Procurement of Consulting Services National Competition Bidding

Project: Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project-II Financing Agency: Swiss Agency for Development and Cooperation (SDC)

> Issued by: Mayadevi Rural Municipality Office Barewa, Rupandehi Nepal

> > April 2023



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CV - Curriculum Vitae

CTEVT - Council for Technical Education and Vocational Training

DO - Development Partner

EA - Executive Agency

ENSSURE - Enhanced Skills for Sustainable and Rewarding Employment

EOI - Expression of Interest

GON - Government of Nepal

OJT - On-the-job Training

NSTB - National Skill Testing Board

PAN - Permanent Account Number

PPA - Public Procurement Act

PPR - Public Procurement Regulation

RfP - Request for Proposal

TNA - Training Need Assessment

TOR - Terms of Reference

TOT - Training of Trainers

TSLC - Technical School Leaving Certificate

VAT - Value Added Tax

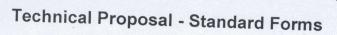
TPs - Training Providers





Instructions to Bidders:

- 1. Any unclear points regarding this proposal submission process can be discussed and agreed on the pre-bid meeting. The clarification from Palika shall be published in the Palika's website or will be informed to all the bidders using appropriate means of communication within 5 days of the meeting so held.
- 2. All copies (every page) of the evidencing documents should be duly notarized.
- 3. The bidders are supposed to submit the documents mentioned as the Mandatory requirements only in the ToR with this proposal.
- 4. Request for proposal should be submitted by a sole firm. Sub-contracting, Joint Venture, and franchising shall not be allowed.
- 5. The Bidders are requested to submit the documents in an appropriate order, duly compiled with a perfect hard binding copy. The proposal formats shall be in a serial order from TECH A to TECH I, CVs, and other required documents. We strongly advise not to attach unnecessary documents.
- 6. The Bidders shall be responsible for the consequences of any submitted fraudulent documents.





TECH A.	TECHNICAL PROPOSAL SUBMISSION LETTER.
TECH B.	CONSULTANT'S REFERENCES

TECH C. SPECIFIC EXPERIENCE OF THE CONSULTANTS RELATED TO THE ASSIGNMENT

TECH D. AVAILABLE INFRASTRUCTURE AND EQUIPMENT (SUBJECT TO FIELD VERIFICATION)

TECH E. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT.

TECH F. TEAM COMPOSITION AND TASK ASSIGNMENTS.

TECH G. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF.

TECH H. ACTIVITY (WORK) SCHEDULE.

TECH I. PROFESSIONAL PERSONNEL PLAN

TECH A :	TECHNICAL PROPOSAL SUBMISSION LETTER	WEITER BY STEET
Date:		Males a

Mayadevi Rural Municipality/Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)-II

Barewa, Rupandehi

Subject: Submission of the Technical Proposal

Dear Sir:

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on Professional Plumber accordance with your Request for Proposal dated 2nd April,2023 and our proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve 20 <u>trainees</u>.

Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Stamp of the Bidder:



Eligibility Assessment Criteria for Bidder

To be eligible in the bidding process, the training provider along with its consortium must meet the following criteria. <u>Please submit the eligibility assessment documents separately according to the following order.</u>

S.N.	Particulars	The Documents to be Attached	Attached? (Yes or No)
1	Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s;	Notary certified copy of company registration	(1000)
2	VAT registration	Notary certified copy of VAT registration.	
3	Valid CTEVT affiliation to conduct1400- 1696 hours training in a related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in a related occupation or Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation.	Notary certified copy of CTEVT affiliation letter	•
4	Tax clearance certificate for the last two fiscal years	Notary certified copy of tax clearance certificates	74
5	At least NRs. 2.5 million average annual turnover based on audited financial statement of audit report of last three fiscal year	and audit report of FY 2077/078 and 2078/079	
6	Audit report of last twofiscal year		
7	Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business	Original declaration Letter in the Letter Head of the TPs	



TECH B: BIDDER'S REFERENCES
B1. Background information

B1.1 General Information of Training Provides (TD)

S.N.	Description	on of Training Provider (TP)	Remark
1	Name of the TP/Institute		
2	Address	District	
		Municipality/RM	
		Ward No.	
3	Contact Detail	Office Phone No.	
		Email Address	
	Contact Person	Name	•
		Designation	
		Mobile No.	
		Email address	

B1.2 Legal Information

1	Main Shareholders and	Name	Shared Percentage	Remark
	Their Holding			
2	Head of Organization			
	Name			
	Home Address			
	Mobile			
	Email Address			
3	Company Registration	Registration Number		7.365
	Status	Registered Date		
4	CTEVT Affiliation (Related	Affiliation No.		
	to the proposed training)	Date of Affiliation		
		Affiliated level and		
		occupation/s		
		Validity Date		
,	VAT/PAN Registration	Registration No.		
		VAT No.		

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B1.3. Brief Information of the Organization(Please provide brief information of the organization including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (Maximum 2 pages).

Introduction					
Vision					
Mișsion					
Goal					
Areas of Expertise	Trade	Occupation			
Main Geographical Regions of Experience					
Organizational Chart including the full name of the Board of Directors			•		

Please provide information on the legally established branch offices, if applicable

Information	Branch 1	Branch 2
District		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		
Contact Person's Mobile Number		
Email		

(Please add more in this table if you have more than 2 branches in operation.)

B1.4. Financial Information of Training Provider(Please submit the copy of financial documents in ANNEX)

Description	FY 2076/077	FY 2077/078	FY 2078/079	Total	Remark
Annual turnover (NRs.) (As per the audited financial statement)					
Net profit (NRs.) As per the audited financial statement)					

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B2. Understanding of the objective and expected output/outcome of the assignment.

B3. Comments and suggestion on Terms of Reference.

TECH C: WORKING EXPERIENCES IN TRAINING PROGRAM

C1. General working experience in training program (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (2076/077, 2077/078 and 2078/079) (Please provide the information based on the record provided by NSTB only)

S.N.	Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

(Please attach copies of experiences provided by NSTB only. Do not attach the copy of agreement)

C2. Specific training experience in same occupation (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (2076/077, 2077/078 and 2078/079) (Please provide the information based on the record provided by NSTB only)

S.N.	Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

(Please attach copies of experiences provided by the NSTB only. Do not attach the copy of agreement)

TECH D: AVAILABLE INFRASTRUCTURE AND EQUIPMENT

Availability of Infrastructure: Office Building, Classrooms, Practical Workshop/labs, Library, Hostels for male and female, Toilets for male and female, furniture's, Safety Equipment/Provisions etc.

D1. Office space and training facilities

S.N.	Particular	D ' ''				
O.N.	Failicular	Description	Unit (Number)	Size	Remark	
1						

		1 Sty 3/1
2	भायादेवी भारतिक कि	College.
3	बरेगा ।	100
1	\$ 20	***
5		

D2. Safety Equipment

Particular	Description	Unit (Number)	Size	Remark
	Particular	Particular Description	Particular Description Unit (Number)	Particular Description Unit (Number) Size

D3. List of tools, equipment and training materials available

[Please mention the list of available teaching learning materials for those occupations in which you are intended to apply. You can add more rows where necessary.]

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

D4. List of industries/companies accepting trainees for industry-based practices (OJT)

[Please mention the list of industries/companies who have accepted for providing industry-based practices in the proposed occupation. You can add more rows where necessary.]

SN	Name of Company	Number of Trainees accepted	In-company trainer/s confirmed (yes/no)	MOU signed (yes/no)

TECH E: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT

(Please mention for both institute-based training and industry-based training)

E1. Preparation methodology

- Selection of industry and collaboration
- MoU sign with OJT providing industries
- Outreach strategy/social marketing
- Application collection and Orientation to applicants
- Selection of trainees
- Venue Management, Human resources management, Safety Measures/ Emergency Preparedness

E2. Implementation methodology

Training implementation method (institute-based and industry-based)



- Work plan and personnel schedule
- Management of institute-based
- Allocation of trainees and management of industry-based training
- Monitoring and performance evaluation methodology (institute-based and industry-based)

Post Implementation methodology E3.

- Skill test preparation and appear in NSTB skill test
- Job placement strategy
- Communication and reporting mechanism

TEAM COMPOSITION FOR PROPOSED ASSIGNMENT TECH F:

3F1. Provide information on proposed staff for the program under this assignment.

3F1. P	rovide information	n on propose	d Stall for the pro	gram under uns ass	Years of
S. N.	Proposed Position	Name	Qualification	ToT /instructional skills	Experience
Key Ex	xperts:				•
1	Training Coordinator				
2	Instructor 1				
3	Instructor 2				
Additi	onal Human Reso	urces:			
1	Database				
	Operator				
	Placement and				
2	Monitoring				
	Officer				

(Please add row as per the requirements)

Note:

CVs of the proposed staff, duly signed by the proposed professional staff and the authorized representative of the bidder must be attached for the evaluation. CV must be in the format given below in TECH G.

Please submit copies of the following certificates. If the same expert's CV is submitted by more than one bidder such a CV will not be evaluated in any bidder's favor.

- 1. Highest qualification certificate
- 2. TOT/ instructional skills/managerial skills certificates and
- 3. Evidence of relevant experiences and similar tasks performed; based on the submitted CV.

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		I STAFF	AE (CV) FOI	R PROP	OSED
Proposed Position: _		9 - 193			A.	
Name of Training Inst	itute:		1000			-
Name of Staff:						-
Phone /Mobile No. of	Staff (Ma	andatory):				-
Date of Birth:						-
Education: [Summarize the degree a staff member.]	ees obtai	ned, college and university	and yea	ar of educa	tion comple	etion of
Qualification	Institut	te/School/College		Year of C	Completion	1
List all dates and performed,]	t relevar positions	nt position, list in chronolog held, names of employi	ng orga	anizations	and major	nt held. r tasks
Position and Duration	on E	Employer Major		r tasks performed		
by staff member, givi	training ng name	(TOT or Management and s of training institution and s	duration	.]		npleted
Training		Institute	L	Ouration an	nd Date	
describe my qualifica	tions, my	at to the best of my knowled experience, and myself.		Dat	te:	
Full name of staff me	ember:					
		sentative:				
		-				

TECH H: ACTIVITY (WORK) PLAN

	(Authorized representative)	
Signature:	(Authorize	Full Name:

Address:

Title:

Cell no :

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Request for Proposal (RfP) for Private Institute 15

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13TH 14th 15th [1st, 2nd, etc. are months from the start of assignment.] PROFESSIONAL PERSONNEL PLAN Position Responsibility SN Name TECH 1:

Signature:

(Authorized representative)

Title:

Address:

Cell no :

Full Name:

Wald William State of भागावेदी गाँउ है। कार्यपालिक है। बरेवा, नुस्किन्न

Financial Proposal - Standard Forms

FIN A : FINANCIAL PROPOSAL SUBMISSION FORM

FIN B :SUMMARY OF COSTS

FIN C : DETAILED BREAKDOWN OF COST



FIN A :FINANCIAL PROPOSAL SUBMISSION LETTER
Date:
Date:
Agg.
Mayadevi RuralMunicipality / Enhanced Skills for sustainable and Rewarding Employment (ENSSURE)-II, Rupandehi, Nepal
Subject: Submission of the Financial Proposal
Dear Sir/Madam;
We, the undersigned, offer our services to implement 1696 hours Training with OJT program on
). to serve 20 <u>trainees.</u>
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e.,/ 2023.
We understand you are not bound to accept any proposal you receive.
Sincerely Yours,
Authorized Signature:
Name and Title of Signatory:
Name of the Bidder:
Address:
Stamp of the bidder:



FIN B :SUMMARY OF COST FOR ...[PROPOSED NO.]... TRAINEES

Amount(s)	Amount in Figure (Mandatory)
	Auga ,
	Amount(s)



FIN C: DETAILED BREAKDOWN OF COST

Financial Proposal for Training Courses with OJT

Name of Service Provider:

Occupation:

Proposed number of participants = 20

Address:

Training Duration: 1696 hrs (10 months)

S.N.	Particulars	Month	Quantity	Rate	Amoun
Α.	Direct Training Cost			(NPR.)	(NPR.)
1	Remuneration				
1.1	Training Coordinator	10	1		
1.2	Instructor (Institute based)	7	2		
1.3	Instructor (During OJT)	3	1		
2	Teaching materials		20	1	
2.1	Consumable materials		20		•
2.2	Non-consumable materials (Dep.)		20		
3	Other Support		20		
3.1	Advertisement & Selection				
3.2	Management and Administrative cost /months				
3.3	Utilities/months				
A.1	Sub-Total Training Cost			40.00	
	VAT (13%)				
A.3	Total TrainingCost Including VAT				
3.	Indirect Cost (Reimbursable Cost)				
	Tiffin/day	260			
		260	1	75.00	19,500.00
	Group personal accidental insurance		1	500.00	500.00
3. 1	Indirect Cost (Reimbursable Cost)				
	Total Amount of Financial Cost (A.3+B.1)				20,000.00

- 1. Local Government will recommend the skill test to NSTB based on the provided list of technical school/TP
- 2. Based on recommendation of Local Government, the cost of skill test will be paid directly to NSTB by the project/PSU

Authorized Signature

Date:

Office Stamp