



ممول من الاتحاد الأوروبي
Funded by the European Union



INVITATION TO BID

Capacity Strengthening and Training Services for Personnel of the Ministry of Local Development and Governorates

ITB No.: ITB/01/2024

Project: **TSP-MOLD project “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt”**

Country: Egypt

Issued on: 10th of March 2024

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Section 1. Letter of Invitation

The TSP-MOLD Project "Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with Special Emphasis on Upper Egypt" hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to Tsp-procurement@nationaldsu.gov.eg indicating whether you intend to submit a Bid or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

THE PROJECT looks forward to receiving your Bid and thank you in advance for your interest in the Project's procurement opportunities.

Approved by:

Ahmed Mokhtar

Name: Ahmed Mokhtar

Title: Operations and Procurement Manager

Date: **March 10th, 2024**

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by The Project. This ITB is conducted in accordance with the Ministry of Local Development's Policies and Procedures on Contracts and Procurement.</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by The Project. The Project is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 The Project reserves the right to cancel the procurement process at any stage without any liability of any kind for The Project, upon notice to the bidders or publication of cancellation notice</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 The Project strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of the project vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to the project staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, The Project:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing the project's contract.</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by the Ministry of Local Development, or any other governmental entity. Vendors are therefore required to disclose to THE PROJECT whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by The Project.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p>

	<ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by The Project to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of The Project. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to The Project, and seek The Project's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of The Project staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to The Project 's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
A. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify The Project accordingly.</p>
6. Cost of Preparation of Bid	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. The Project shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and The Project, shall be written in the language (s) specified in the BDS.</p>

8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to The Project's satisfaction.</p>
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to The Project. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Currencies	<p>12.1 All prices shall be quoted in the currency or currencies indicated in the BDS (Egyptian Pound). Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) The Project will convert the currency quoted in the Bid into the Project preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that The Project selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, The Project shall reserve the right to award the contract in the currency of The Project's preference, using the conversion method specified above.
13. Joint Venture, Consortium or Association	<p>13.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between The Project and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>13.2 After the Deadline for Submission of Bid, the lead entity identified to represent</p>

	<p>the JV, Consortium or Association shall not be altered without the prior written consent of The Project.</p> <p>13.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>13.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by The Project.</p> <p>13.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>13.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>13.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
14. Only One Bid	<p>14.1 The Bidder (including the individual members of any Joint Venture) shall submit <u>only one Bid</u>, either in its own name or as part of a Joint Venture.</p> <p>14.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
15. Bid Validity Period	<p>15.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by The Project and rendered non-responsive.</p>

	15.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.
16. Extension of Bid Validity Period	<p>16.1 In exceptional circumstances, prior to the expiration of the Bid validity period, The Project may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>16.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>16.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
17. Clarification of Bid (from the Bidders)	<p>17.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent a The Project staff member, The Project shall have no obligation to respond or confirm that the query was officially received.</p> <p>17.2 The Project will provide the responses to clarifications through the method specified in the BDS.</p> <p>17.3 The Project shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of The Project to extend the submission date of the Bids, unless The Project deems that such an extension is justified and necessary.</p>
18. Amendment of Bids	<p>18.1 At any time prior to the deadline of Bid submission, The Project may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>18.2 If the amendment is substantial, The Project may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
19. Alternative Bids	<p>19.1 Unless otherwise specified in the BDS, alternative Bids <i>shall not be considered</i>. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, The Project reserves the right to award a contract based on an alternative Bid.</p> <p>19.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
20. Pre-Bid Conference	20.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the

Bidder's Conference or issued/posted as an amendment to ITB.

B. SUBMISSION AND OPENING OF BIDS

21. Submission	<p>21.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. <i>The Price Schedule shall be submitted together with the Technical Bid.</i> Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>21.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>21.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts The Project's General Contract Terms and Conditions.</p>
Email submissions	<p>21.1 Electronic submission through email, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) All files must be password protected. Password should be shared only after the mentioned submission deadline and during the scheduled and mentioned bid opening times; a) Documents which are required to be in original form (e.g. Bid Security, etc, if required) must be sent via courier or hand delivered as per the instructions in BDS. <p>21.2 A Soft copy shall be submitted by e-mail to the following e-mail, within the timeframe of submission indicated in the BDS:</p> <p style="text-align: center;">Tsp-procurement@nationaldsu.gov.eg</p>
22 Deadline for Submission of Bids and Late Bids	<p>22.1 Complete Bids must be received by The Project in the manner, and no later than the date and time, specified in the BDS. The Project shall only recognise the actual date and time that the bid was received by The Project</p> <p>22.2 The Project shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
23 Withdrawal, Substitution, and Modification of Bids	<p>23.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>23.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to The Project, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the</p>

	<p>same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>23.3 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
24 Bid Opening	<p>24.1 The Project will open the Bid in the presence of an ad-hoc committee formed by The Project and the Ministry of Local Development of at least two (2) members.</p> <p>24.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as The Project may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p>
c. EVALUATION OF BIDS	
25 Confidentiality	<p>25.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>25.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence The Project in the examination, evaluation and comparison of the Bids or contract The Project decisions may, at The Project's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing The Project's vendor sanctions procedures.</p>
26 Evaluation of Bids	<p>26.1 The Project will conduct the evaluation solely on the basis of the Bids received.</p> <p>26.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
27 Preliminary Examination	<p>27.1 The Project shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. The Project reserves the right to reject any Bid at this stage.</p>
28 Evaluation of Eligibility and Qualification	<p>28.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>28.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments

	<p>and services,</p> <ul style="list-style-type: none"> b) They have the necessary similar experience, technical expertise, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; c) Relevant project experience: The bidder's experience in similar types of projects, including their familiarity with the specific project requirements. d) General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details); e) They are able to comply fully with The PROJECT's General Terms and Conditions of Contract; f) They do not have a consistent history of court/arbitral award decisions against the Bidder; g) They have a record of timely and satisfactory performance with their clients; h) Experience and track record: The firm's experience and track record in designing, capacity strengthening and training services and supervising training packages related to local development are crucial factors. Assessing the firm's portfolio previous experiences and their level of expertise and capability.
29 Evaluation of Technical Bid and prices	<p>29.1 The evaluation committee shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, The Project may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
30 Due diligence	<p>30.1 The Project reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that The Project may deem appropriate, at any stage within the selection process, prior to awarding the contract.
31 Clarification of Bids	<p>31.1 To assist in the examination, evaluation and comparison of Bids, The Project may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>31.2 TSP-MOLD request for clarification and the response shall be in writing and no</p>

	<p>change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by TSP in the evaluation of the Bids, in accordance with the ITB.</p> <p>31.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by TSP-MOLD, shall not be considered during the review and evaluation of the Bids.</p>
32 Responsiveness of Bid	<p>32.1 TSP-MOLD determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>32.2 If a bid is not substantially responsive, it shall be rejected by TSP-MOLD and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
33 Nonconformities, Reparable Errors and Omissions	<p>33.1 Provided that a Bid is substantially responsive, TSP-MOLD may waive any non-conformities or omissions in the Bid that, in the opinion of TSP-MOLD, do not constitute a material deviation.</p> <p>33.2 TSP-MOLD may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>33.3 For the bids that have passed the preliminary examination, TSP-MOLD shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of TSP-MOLD there is an obvious misplacement of the decimal point in the unit price; in which case, the line-item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>33.4 If the Bidder does not accept the correction of errors made by TSP-MOLD, its Bid shall be rejected.</p>
D. AWARD OF CONTRACT	
34 Right to Accept, Reject, Any or All Bids	<p>34.1 TSP-MOLD reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for TSP-MOLD's action. TSP-MOLD shall not be obliged to award the contract to the lowest priced offer.</p>

35 Award Criteria	35.1 Prior to expiration of the period of Bid validity, TSP-MOLD shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.
36 Debriefing	36.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from TSP-MOLD. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for TSP-MOLD's procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
37 Right to Vary Requirements at the Time of Award	37.1 At the time of award of Contract, TSP-MOLD reserves the right to vary the quantity of goods and/or services, 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.
38 Contract Signature	38.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to TSP-MOLD. Failure to do so may constitute sufficient grounds for the annulment of the award, and on which event, TSP-MOLD may award the Contract to the Second highest rated or call for new Bids.
39 Bank Guarantee for Advanced Payment	39.1 It is TSP's standard practice not to make advance payments (i.e., payments without having received any outputs).
40 Liquidated Damages	40.1 If specified in the BDS, TSP-MOLD shall apply Liquidated Damages for the damages and/or risks caused to TSP-MOLD resulting from the Contractor's delays or breach of its obligations as per Contract.
41 Payment Provisions	<p>41.1 All payments made to the vendor are exempted from VAT, as the project (TSP-MOLD) is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor</p> <p>41.2 Payment will be made only upon TSP-MOLD's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in TSP-MOLD with direct supervision of the Contractor.</p> <p>41.3 The Project will conduct a thorough review and validation process to ensure the satisfactory delivery of the training services prior to making any payments, including technical committees from the Project, MoLD, and the pilot governorates.</p> <p>41.4 The schedule of payment will be as per the price schedule below outlined in both the Section 5b: Terms of Reference, and Section 6, Form F: Price Schedule Form.</p> <p>41.5 Payment will be affected by bank transfer in the currency of the contract.</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted</p> <p>Date & Time : March 20, 2024 2:00 PM</p> <ul style="list-style-type: none"> Conference will be held virtually- Interested applicant vendors should send e-mails expressing their interest to attend the pre-bid conference. The meeting link will be shared with all vendors who expressed interest, via email. <p>Focal Person in The Project: Mr. Ahmed Mokhtar Address: Ministry of Local Development-Government District – New Administrative Capital- Cairo E-mail address: <u>Tsp-procurement@nationaldsu.gov.eg</u></p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required

10	12	Currency of Bid	Local currency ___Egyptian Pound_____
11	31	Deadline for submitting requests for clarifications/ questions	<p>5 Working days before the submission deadline.</p> <p>March 22, 2024; 4:00 pm Cairo Local Time.</p> <p>Please send requests for clarifications to the following:</p> <p>E-mail address: Tsp-procurement@nationaldsu.gov.eg</p>
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in The Project: Mr. Ahmed Mokhtar</p> <p>Address: Ministry of Local Development-Government District – New Administrative Capital- Cairo</p> <p>E-mail address: Tsp-procurement@nationaldsu.gov.eg</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email
14	23	Deadline for Submission	March 27th, 2024; 5:00 PM Cairo local time
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email (Tsp-procurement@nationaldsu.gov.eg)
16	22	Electronic submission	<ul style="list-style-type: none"> ▪ All files must be password protected. Password should be shared only after the mentioned submission deadline and during the scheduled and mentioned bid opening times. ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: less than 25MB for one email, if it exceeds you can send your attachments into parts ▪ Mandatory subject of email: ITB/01/2024

17	25	Date, time and venue for the opening of bid	<p>Date and Time: March 27, 2024 5:00 PM (Cairo Local Time)</p> <p>Venue: Opening of the bid will be conducted at this scheduled time through two means simultaneously:</p> <ul style="list-style-type: none"> • <i>Virtually</i>- Links will be shared with the applicant vendors on their respective emails used for applications, after the application deadline/ during the scheduled time of the bid opening. ▪ <i>Physically</i>- all applicant vendors are invited to attend the bid opening during the scheduled time at the following venue: Ministry of local Development- Government District – New Administrative Capital- Cairo
17	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
18		Expected date for commencement of Contract	April 7, 2024
19		Maximum expected duration of contract	6 months from the contract award date
20	35	The Project will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and/or Services
22	39	The Project's Contract Terms and Conditions that will apply	Ministry of Local Development's Terms and Conditions for Contracts.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by the Ministry of Local Development or any governmental entity, in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none">▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder▪ Export/Import Licenses, if applicable	Form B: Bidder Information Form

QUALIFICATION		
History of Non-Performing Contracts¹	<p>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</p> <p>Bidder must submit certificate from previous clients that the company has satisfactorily delivered and completed works/contracts, within the last 3 years</p>	Form D: Qualification Form
Litigation History	<p>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</p> <p>Bidder must submit certificate from previous clients that the company has satisfactorily delivered and completed works/contracts, within the last 3 years</p>	Form D: Qualification Form
Previous Experience	<p>Minimum 5 years of relevant experience.</p> <p>The bidder must have a proven track record in providing capacity strengthening and training services, specifically within the field of community development. This should include experience in training personnel from both governmental and non-governmental entities, especially in the areas of decentralization, local economic development, local planning and service improvement.</p>	Form D: Qualification Form
	<p>Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover² of EGP 1,000,000 for the last 3 years (Minimum EGP 1,000,000 per year) Or equivalent value in USD.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Bidder must submit last official fiscal/financial report, revised by authorized Egyptian/International Audit firm.</p> <p>Bidder must submit annual certified financial statements over the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

¹ Non-performance, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation	The technical bids shall be evaluated on a <i>pass/fail basis</i> for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p>	Form F: Price Schedule Form

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

As per Section 5b below "Terms of Reference", the selected vendor will assume responsibility for delivering the requested capacity strengthening and training services to personnel from MoLD and the governorates, across various technical domains (detailed below). This is an integral component of the 'Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt' Project. The selected vendor shall supply certified trainers and key personnel for conducting these trainings, adhering to the criteria outlined in the Terms of Reference below, print requisite training material, and provide all logistical and coordination arrangements pertaining to the provision of the trainings. It is crucial that the vendor ensures timely delivery of the training sessions within **6 months** from the contract award.

The training material and curricula will be developed by MoLD and provided by the Project to the selected vendor.

The training programs will be covering the following topics, with the below disaggregation:

- Decentralization, multilevel governance and local administration reform (2 rounds for 2 different groups)
- Local Economic Development. (2 rounds for 2 different groups)
- Engaging citizens in planning and monitoring of local development projects. (2 rounds for 2 different groups)
- Improving service provision systems at Citizen Service Centers. (2 rounds for 2 different groups)
- Feasibility studies and operation and maintenance planning for local development projects. (3 rounds for 3 different groups)
- Own-resource revenue utilizing digital transformation. (2 rounds for 2 different groups)
- Upgraded Local Development programs (introduction to Programs and performance budgeting) (2 rounds for 2 different groups)

SN#	Deliverables	% Of Payment
Deliverable 1	Submission of a technical report following the implementation of the first 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%

SN#	Deliverables	% Of Payment
Deliverable 2	Submission of a technical report following the implementation of the second 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%
Deliverable 3	Submission of technical report following the implementation of the third and last 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%
Deliverable 4	Final report on the whole mission in Arabic language (with summary in English), including the final results of the mission, lessons learnt and recommendation to be considered in the next year training plan.	10%
	Total	100%

**** All deliverables are to be submitted in the Arabic language with summaries in English upon request.**

Section 5b: TERMS OF REFERENCE

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements.

A- Project Background

The EU-funded project, implemented by UNDP, aims at supporting the Ministry of Local Development (MoLD) in creating a modernized and decentralized local administration system at the central and local levels in selected governorates, that adheres to good governance, whose function is to support and promote integrated local development through upholding excellence in local public services delivery and promoting local economic and social development. The suggested outputs are responsive to the priority areas of interventions identified by MoLD.

In accordance, the Project aims at supporting the Ministry along the following:

1. Setting local development policies (decentralization, LED, rural development, etc.) and legislative framework
2. Developing the local administration: institutional structure, main functions (local service delivery, etc.), operating systems (information, M&E, etc.).
3. Establishing mandates for the governorates for Local Economic Development and supporting them in activating LED processes.
4. Selection, qualification and capacity building of local administration leadership and staff.

The Project aims at carrying out interventions in four governorates in Upper Egypt; Fayoum, Beni Suef, Luxor and Aswan.

A- Objectives of the Consultancy Mission (Organizing Selected Trainings for Ministry of Local Development and Governorates Personnel on improved systems and good practices)

Developing and building local institutional capacity is core not only for implementing decentralization, but also to achieving the ultimate objective of local development as represented in local economic development and provision of improved services and infrastructure. Creating productive employment opportunities in each locality that caters to all requires effective and practical yet a strategic framework for economic development, including targeted public investment in infrastructure, development of human capabilities, active promotion of innovation and entrepreneurship, and alignment with national policies for trade, investment and the like. Moreover, enhancing public service delivery systems increase citizen satisfaction with government performance, particularly when adhering to good governance. All these aspects as well as the implementation of improved work systems and good practices in planning, monitoring, operation and maintenance, local economic development, asset management, and own-source revenue generation all require effective training and capacity development interventions.

In alignment with the institutional development and capacity enhancement efforts of the Ministry of Local Development, the consultancy firm is expected to execute a set of pre-designed training programs targeting relevant employees from MoLD and all 27 Governorates. The training programs

will be executed in close coordination with the CB team in the TSP.

The training programs cover the improved systems and good practices of local administration developed by the Upper Egypt Local Development Program for the Ministry, which also the TSP-MoLD is implementing in its pilot governorates and replicating in all governorates, The TSP worked closely with the upper Egypt Local development Program on the training packages which are ready to be applied. The main responsibility of the Firm will be implementing these training programs which focus on the best practices of local administration, namely:

- Decentralization, multilevel governance and local administration reform.
- Local Economic Development.
- Engaging citizens in planning and monitoring of local development projects.
- Improving service provision systems at Citizen Service Centers.
- Feasibility studies and operation and maintenance planning for local development projects.
- Own-resource revenue utilizing digital transformation.
- Upgraded Local Development programs (introduction to Programs and performance budgeting)

B- Scope of Work and Responsibilities

This Terms of Reference (ToR) aims to engage a qualified and professional training service provider firm to execute training programs to selected staff of MoLD and the 27 Governorates.

The training comprises approximately 7 programs divided into different rounds, each round spanning four days /nights. The aggregate duration of training days is constrained to not surpass 60 days, accommodating an average of 40 participants per session, as outlined in the table below. Participants will vary across training programs based on the specific topic addressed. The Project Team will provide the selected vendor with the participants list for each training program and support in extending invitations to them.

The vendor is expected to firstly submit a detailed proposed workplan and agenda, with definitive target delivery dates, covering the period of 6 months, detailing how the different trainings, shall be coordinated, delivered, and monitored, as outlined in the Schedule of Requirements and Terms of Reference.

Additionally, the vendor is expected to conduct the following:

- a. Develop a training action plan encompassing up to 7 programs divided into different rounds. Scheduling of the dates of these programs will be coordinated in cooperation with the Project team. The training material and curricula will be developed by MoLD and provided by the Project to the selected vendor.

The training action plan shall be structured in accordance with the table provided below:

Training program	Number of rounds	Number of days for each round	Number of participants for each round
Decentralization, multilevel governance and local administration reform.	2	4 days	35
Local Economic Development.	2	4 days	35
Engaging citizens in planning and monitoring of local development projects.	2	4 days	45
Improving service provision systems at Citizen Service Centers.	2	4 days	35
Feasibility studies and operation and maintenance planning for local development projects.	3	4 days	45
Own-resource revenue utilizing digital transformation	2	4 days	35
Upgraded Local Development programs (introduction to Programs and performance budgeting)	2	4 days	45

- b. Supply qualified trainers with relevant academic and professional backgrounds to adequately deliver the training programs (in accordance with the curriculum which will be provided by the Project) for a total of 60 training days, in consultation with the Project and the Ministry of Local Development.
- c. Implement the training programs, encompassing the expenses related to training provisions such as coffee breaks, rental of training rooms and facilities, participant accommodations, and training stationery. The average number of participants per training round is approximately 40 individuals. This necessitates arranging accommodations for 40 participants for four nights across each of the 15 training sessions.
- d. The vendor's scope of duties encompasses the facilitation and efficient communication of training workshop particulars, including locations and logistical arrangements. The vendor shall meticulously handle logistical arrangements during workshops, including, but not limited to, undertaking the registration of trainees using their National ID numbers.

- e. Conduct proper documentation of the training programs (such as photos, short videos, and reports) and submit reports covering the execution and evaluation of the training programs, including all supporting documents as detailed in the training action plan and as per the below schedule.

Outlined below are the specific requirements expected from the vendor:

Item No	Minimum technical requirements	Unit Cost	Quantity	Total Cost per Item
1	<p>Supply of qualified trainers with relevant academic and professional backgrounds, to adequately deliver the training programs for 60 training days.</p> <ul style="list-style-type: none"> Criteria: Trainers must hold a university degree in public administration, local administration, or related discipline, coupled with working experience (5 years) in delivering one or more of the training topics, ensuring the proficient delivery of the training programs throughout the 60-day period. <p>*The selected vendor should include trainer fees for the 60 training days in the financial proposal.</p>	Pax	As deemed necessary by the vendor in their proposed methodology /plan.	
2	<p>Availability to secure several conference halls in Cairo/Giza governorates for the 60 training days, accommodating a minimum capacity of 40 participants per training program/round (per conference hall), as per the provided comprehensive training plan.</p> <p>The venue shall be suitable for different seating plans including lectures, working groups, etc., and equipped with the following necessary equipment and services: needed audio-visual systems for training including but not limited to microphones, data-show/screen projector, podium, head table, internet access, and sound-system.</p> <p>This could be hosted at a training center, or a 3-4 stars hotel.</p>	Hall/Meeting Room/day with capacity of 40-45 persons	Conference halls x 60 days- (number of conference halls based on the vendor's proposed methodology /plan)	
3	Catering services for 40 participants for 4 days during each training workshop, including the	Lunch and coffee		

Item No	Minimum technical requirements	Unit Cost	Quantity	Total Cost per Item
	<p>following items per day:</p> <ul style="list-style-type: none"> - 1 coffee break, per day. - 1 Lunch break (hot meal) per day per participant. - Mineral water bottles to be provided throughout each workshop. 	breaks per person, per day.	40 persons x 60 days.	
4	<p>Availability to secure 20 double rooms for accommodation in Giza governorates in a 3- or 4-star hotel for 4 nights (per each training round), including breakfast and dinner.</p> <p>If there is no availability, the requested number of rooms could be divided into more than 1 hotel (3 or 4 star).</p>	Half board accommodation	40 persons x 60 nights.	
5	<p>Printing services for the following: printing of training curricula and material for the 40 participants per each training round- with each participant receiving a copy of the training material of the training program he/she will be attending.</p> <p>*A total of 600 copies of training curricula and material for the total training sessions.</p>	Lumpsum	1	
6	<p>Documentation services, including: Submission of reports as follows:</p> <ul style="list-style-type: none"> - 3 technical reports following the implementation of each group of training programs (every 5 rounds.), each report documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training test using the templates provided by the project), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned. The workshop report should include the numbers of trainers, results of trainers' assessment, response of trainees to the respective issues, and most frequently asked questions. 	Each	4 Reports	

Item No	Minimum technical requirements	Unit Cost	Quantity	Total Cost per Item
	- 1 final report which includes the final results of the trainings conducted with recommendations for upcoming capacity-strengthening plans for Local Administration personnel.			
7	Provision of supplies for trainees, including: <ul style="list-style-type: none"> - 600 notebooks - 600 pens - Any stationary the vendor deems necessary for training exercises, including flipcharts, markers, etc. 	Lumpsum	1	

F. Price and Schedule of Payments

- a) The contract price is a fixed output-based, regardless of any extension of the herein specific duration.
- b) All payments made to the vendor are exempted from VAT, as the project is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor.
- c) Payment will be made only upon THE PROJECT's acceptance of the goods and/or services performed. THE PROJECT will conduct a thorough review and validation process to ensure the satisfactory delivery of the services before making any payments.
- d) The vendor must include the following cost components in the computation of the contract price:
 - *Professional Fee*: The fee for facilitating the logistical and coordination arrangements for the capacity strengthening and training services. This should include all above-mentioned requirements, including, but not limited to,
 - Conduct of workshops: the costs associated with organizing and conducting the training workshops, including venue rental and logistics.
 - Any travel and accommodation expenses of staff (if any), incurred during the implementation of the training sessions.

The schedule of payment will be as follows, as outlined in **Section 6, Form F: Price Schedule Form**. The Consultancy firm will report and receive payments against the delivery and successful completion of the defined deliverables as follows;

Approach and Methodology

The selected vendor is expected to present a meticulously devised proposed work plan and agenda outlining their approach and methodology for delivering capacity strengthening and training services to personnel from MoLD and governorates across the various specified technical domains (as per the training curricula that will be provided by the Project) within the 6 months' timeframe, in line with the prescribed scope and objectives detailed in the Terms of Reference. The proposed work plan should demonstrate effective coordination, control, and delivery of different training sessions, strategically distributed across the specified topics. Bidders should submit a detailed methodology that reflects logical and realistic arrangements to ensure comprehensive coverage of the training objectives.

Deliverables and Schedules/ Expected Outputs

The selected vendor is mandated to provide all required services, as well as stipulated trainings for each training group and area, as detailed in the aforementioned tables. The vendor is also bound to adhere to their proposed workplan, which includes definitive target delivery dates for each targeted component of the training. The vendor is expected to establish a timeframe for delivery, initiating from the date of contract award. The proposed schedule should demonstrate realistic planning, ensuring efficient coordination and timely completion of all training services, all within a span of 6 months from contract award date.

E- Professional Qualifications of the Successful Contractor and its key personnel:

The selected firm should have the following competencies and qualifications:

- Demonstrated expertise in coordinating and implementing training activities, with a minimum of five years of professional experience in this capacity.
- The bidder must have a minimum of 3 years' experience in providing capacity strengthening and training services, specifically within the field of community development. This should include experience in training personnel from both governmental and non-governmental entities, especially in the areas of decentralization, local economic development, local planning and service improvement.
- Possesses requisite institutional and managerial capabilities, alongside a proficient cadre of skilled and experienced human resources, essential for the successful execution of the assigned mission.
- Knowledge of public & local administration laws and institutional regulations.

The selected firm is required to provide a team of 3 personnel as follows:

- **Training Lead Consultant (1)** responsible for planning and execution of the training programs, with 5 or more years of experience in the area of local development, capacity development and institutional development preferably with previous experience in the provision of technical support for governments in the area of local development.

- **Training Coordinator (1)** responsible for organizing and following up on the training programs.
- **Documentation Officer (1)** responsible for the documentation of training activities (photos, short videos, and reporting).

The required personnel should meet the requirements presented in the table below:

Title	Responsibilities	<u>Required Competencies and Conditions</u>	
Team Leader / Training Lead Consultant	<p>The training lead consultant shall conduct the following:</p> <ul style="list-style-type: none"> • Interview and recruit trainers. • Manage and supervise the team performance. • Coordinate the training activities and the deliverables under this assignment. • Ensure completion of activities by set timeframe of all deliverables. • Assure delivering high quality deliverables under this consultancy assignment. 	<ul style="list-style-type: none"> • Advanced university degree in public policy, business administration, or any other relevant discipline. • At least 5 years of experience in the area of local development, capacity building, and institutional development with relevant government entities and stakeholders; • Extensive experience in management and coordination of consultancy contracts. • Previous experience in support to government and public entities in the capacity building planning and execution. • Strong communication skills and affinity for teamwork. 	
Training Coordinator	<p>The training coordinator shall conduct the following:</p> <ul style="list-style-type: none"> • Follow up on the implementation of the training events, according to agreed upon plans. • Handle administrative tasks and logistical arrangements of 	<ul style="list-style-type: none"> • University degree in public policy, business administration, or any other relevant discipline; • At least 3 years of experience in the area of capacity building and training execution, preferably with previous experience in the provision of technical 	

Title	Responsibilities	<u>Required Competencies and Conditions</u>	
	<p>executing the training events.</p> <ul style="list-style-type: none"> • Manage in-house training facilities and equipment. • Maintain updated curriculum database and training records. • Ensure availability of stationery deemed necessary for the execution of the training program (pens, block notes, flip charts, etc.). • Maintain and update trackers of the training activities including training events, pre-post evaluation, trainees' feedback, etc. 	<p>support for governments in the area of local development.</p> <ul style="list-style-type: none"> • Strong communication skills and affinity for teamwork • Ability to work with government officials at central and local levels 	
Documentation Officer	<p>The documentation officer shall conduct the following:</p> <ul style="list-style-type: none"> • Collect, review, and organize all training documents. • Collect all the needed data for reporting on the training activities and work with the team on the required reports. • Keep a well-organized photo library for all the training activities. • Develop a short video on the training events, feedback from participants and trainers. 	<ul style="list-style-type: none"> • University degree in business administration or any relevant discipline. • Proficient in working with Microsoft applications: Word, Excel, and Power Point. • Excellent report writing skills. • Strong organizational and interpersonal skills. • Particular knowledge of media and communication. • Strong communication skills and affinity for teamwork. 	

Title	Responsibilities	<u>Required Competencies and Conditions</u>	
Trainers In the areas of: decentralization, local economic development, citizen engagement, improving service provision systems at citizen service centers , feasibility studies and operation and maintenance, planning for local development projects , own-resource revenue utilizing digital transformation, upgraded local development programs (introduction to programs and performance budgeting)	Each trainer will be responsible for : <ul style="list-style-type: none"> - Reviewing the presentation and training material according to the agreed upon training schedule. - Executing the assigned training programs - Participate in the documentation of the training programs. 	<ul style="list-style-type: none"> • University degree in a relevant field • Previous experience in one or more of the training topics. • Extensive experience in conducting training programs. • At least 3 years of experience in training of government personnel and local administration. • Working experience in the field of local administration specially in the field related to the training topics. 	
** All personnel must have excellent written and spoken Arabic language skills.			

Important remarks:

- Payments will be released following the vendor's successful fulfilment and submission of the specified services, in strict accordance with the predefined Schedule of Payments and the explicit Terms and Conditions as elaborated within the Terms of Reference.
- During the period of implementation of the consultancy assignment, the Project has the right to evaluate the assigned experts based on their actual performance individually and to request changing one or more of the personnel and experts.
- Upon the signature of the contract, any changes in the personnel of the consulting team have to be approved by the Team Leader of the Project.
- The consulting firm may also propose additional experts if deemed necessary for the implementation of the assignment. However, only key experts will be included in the evaluation process of this ITB.
- The consultancy firm must indicate the value, dates and scope of the services delivered.

F. Price and Schedule of Payments

- a) The contract price is a fixed output-based, regardless of any extension of the herein specific duration.
- b) All payments made to the vendor are exempted from VAT, as the project is exempted from VAT. Letter from the Egyptian Tax Authority (ETA) will be provided by the project to the selected vendor.
- c) Payment will be made only upon THE PROJECT's acceptance of the goods and/or services performed. THE PROJECT will conduct a thorough review and validation process to ensure the satisfactory delivery of the services before making any payments.
- The vendor must include the following cost components in the computation of the contract price:
 - *Professional Fee*: The fee for facilitating the logistical and coordination arrangements for the capacity strengthening and training services. This should include all above-mentioned requirements, including, but not limited to,
 - Conduct of workshops: the costs associated with organizing and conducting the training workshops, including venue rental and logistics.
 - Any travel and accommodation expenses of staff (if any), incurred during the implementation of the training sessions.

The schedule of payment will be as follows, as outlined in **Section 6, Form F: Price Schedule Form**. The Consultancy firm will report and receive payments against the delivery and successful completion of the defined deliverables as follows;

Deliverables and Schedule of Payments

SN#	Deliverables	% of Payment
1	Deliverable 1: Submission of a technical report following the implementation of the first 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%
2	Deliverable 2: Submission of a technical report following the implementation of the second 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%

SN#	Deliverables	% of Payment
3	Deliverable 3: Submission of technical report following the implementation of the third and last 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.	30%
4	Deliverable 4: Final report on the whole mission in Arabic language (with summary in English), including the final results of the mission, lessons learnt and recommendation to be considered in the next year training plan.	10%
	Total	100%

**** All deliverables are to be submitted in the Arabic language with summaries in English upon request.**

Important Notes:

- ***Payments will be released following the vendor's successful fulfillment and submission of the specified services, in strict accordance with the predefined Schedule of Payments and the explicit Terms and Conditions as elaborated within the Terms of Reference.***

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/01/2024		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the Ministry of Local Development, or any government entity;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by Ministry of Local Development or any other government entity;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a staff member of THE PROJECT within the last year, if said staff member has or had prior professional dealings with our firm in his/her capacity as staff member of THE PROJECT within the last three years of service with THE PROJECT;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the PROJECT, the Ministry of Local Development, or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to THE PROJECT or the Ministry of Local Development.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the TSP-MOLD.

We offer to supply the goods and related services in conformity with the Bidding documents, including the Ministry of Local Development General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications, and Terms of Reference.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should The Project accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Contact person that The Project may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration

- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Patent Registration Certificates if any of technologies submitted in the Bid is patented by the Bidder
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- Export Licenses, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to The Project for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in EGP)	Contract Identification	Total Contract Amount (current value in EGP)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by The Project.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	EGP
	Year	EGP
	Year	EGP
Latest Credit Rating (if any), indicate the source		

Financial information (in EGP or equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - Historic financial statements must be audited by a certified public accountant;
 - Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements (a minimum of 5 years) done in the region/country.
- 1.3 The bidder must have a record of timely and satisfactory performance with their clients.
- 1.4 Experience and track record: The bidder's experience and track record in designing capacity strengthening and training services are crucial factors. Assessing the firm's portfolio of past projects, including their scale, complexity, and successful completion, helps gauge their level of expertise and capability.
- 1.5 The bidder's technical expertise in the specific area of capacity strengthening and training services relevant to the project is essential. This includes the qualifications, certifications, and skills of the firm's professionals, as outlined in the TOR.
- 1.6 Quality assurance procedures and risk mitigation measures.
- 1.7 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled, and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a meticulously devised proposed workplan and agenda, with definitive target delivery dates and a clear timeline that outlines the trainings' major phases, milestones, and key

deliverables. This implementation process should be broken down into manageable stages, providing start and end dates for each phase. This helps to track progress and ensures that activities are completed within specified timeframes. The vendor should demonstrate how they plan to integrate sustainability measures in the execution of the contract.

- The plan should also entail an identification of potential risks and challenges that may arise during the implementation process, assessing the impact and likelihood of each risk and develop strategies to mitigate or address them.
- Additionally, the implementation plan should define the plan for monitoring and evaluating the progress of the requested services and trainings.
- The implementation plan should specify the documentation requirements and reporting processes, as well as the types of reports, their formats, and the frequency of reporting. This ensures that project information, progress updates, and any relevant documentation are appropriately recorded and shared.

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
<u>Vendor Qualifications</u>				
The vendor must be a legally registered entity.				
The vendor shall have a minimum of 5 years of relevant experience.				
The bidder must have a proven track record in providing capacity strengthening and training services, specifically within the field of community development. This should include experience in training personnel from both governmental and non-governmental entities, especially in the areas of decentralization, local economic development,				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
local planning and service improvement.				
The vendor must have conducted at least 3 contracts of similar value, nature and complexity, which have been successfully implemented over the last 5 years.				
<p>The vendor must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Bidder must submit last official fiscal/financial report, revised by authorized Egyptian/International Audit firm.</p> <p>The vendor must submit annual certified financial statements over the last 3 years.</p> <p>The vendor must have an average annual turnover for the last 3 years (Minimum EGP 1,000,000 Or equivalent value in USD.</p>				
No consistent history of court/arbitral award decisions against the				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
Bidder for the last 3 years. Bidder must submit certificate from previous clients that the company has satisfactorily delivered and completed works/contracts, within the last 3 years.				
Non -performance of a contract did not occur as a result of contractor default for the last 3 years. Bidder must submit certificate from previous clients that the company has satisfactorily delivered and completed works/contracts, within the last 3 years.				
The vendor shall submit an Implementation plan including a proposed workplan and agenda, with definitive delivery targets and timeline, as specified in Form E.				
<u>Qualifications of Key Personnel</u>				
The selected vendor is required to provide 3 key personnel, as part of their key personnel, with the qualifications outlined in the Terms of Reference. The				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
vendor shall Provide CVs for the required key personnel.				
Team Leader / Training Lead Consultant The training lead consultant is responsible for: <ul style="list-style-type: none"> • Interview and recruit trainers • Manage and supervise the team performance • Coordinate the training activities and the deliverables under this assignment • Ensure completion of activities by set timeframe of all deliverables. • Assure delivering high quality deliverables under this consultancy assignment. 				
Training Coordinator The training coordinator is responsible for: <ul style="list-style-type: none"> • Follow up the implementation of the training events according to agree upon plan • Handel administrative tasks and Logistics of executing the training events • Manage in-house training facilities and equipment 				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(Confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(Indicate discrepancies)</i>		
<ul style="list-style-type: none"> • Maintain updated curriculum database and training records • Ensure availability of stationery (pens, block notes, flip charts, etc.) • Maintain and update trackers of the training activities including training events, pre-post evaluation, trainees' feedback, etc. 				
Documentation Officer The documentation officer is responsible for: <ul style="list-style-type: none"> • Collect, review, and organize all training documents • Collect all the needed data for reporting on the training activities and work with the team on the required reports • Keep a well-organized photo library for all the training activities • Make a short video on the training events, feedback from participants and trainers 				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date (Confirm that you comply or indicate your delivery date)	Comments
	Yes, we comply	No, we cannot comply (Indicate discrepancies)		
Scope of Work and Expected Outputs				
Deliverable 1: Submission of a technical report following the implementation of the first 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.				
Deliverable 2: Submission of a technical report following the implementation of the second 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of				

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date (Confirm that you comply or indicate your delivery date)	Comments
	Yes, we comply	No, we cannot comply (Indicate discrepancies)		
trainers, main challenges and lessons learned.				
<u>Deliverable 3:</u> Submission of technical report following the implementation of the third and last 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.				
<u>Deliverable 4:</u> Final report on the whole mission in Arabic language (with summary in English), including the final results of the mission, lessons learnt and recommendation to be considered in the next year training plan.				

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Resources and capacity: the bidder's resources, such as the size of their team, availability of specialized staff and capabilities, is important. It ensures that the firm has the necessary capacity to successfully handle the design and supervision responsibilities throughout the project's lifecycle.
- 3.3 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: Egyptian Pound

Price Schedule

Item #	Deliverables	UOM	Quantity	Unit Price %	Total Price
1	Deliverable 1: Submission of a technical report following the implementation of the first 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.				
2	Deliverable 2: Submission of a technical report following the implementation of the second 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre				

Item #	Deliverables	UOM	Quantity	Unit Price %	Total Price
	and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.				
3	Deliverable 3: Submission of technical report following the implementation of the third and last 5 training rounds, documenting the completion of training workshops, in the Arabic language, including photos of the workshop, results of the training tests (pre and post training session), summary of training components and agenda, list of participants, list of trainers, main challenges and lessons learned.				
4	Deliverable 4: Final report on the whole mission in Arabic language (with summary in English), including the final results of the mission, lessons learnt and recommendation to be considered in the next year training plan.				
Transportation/Delivery Cost (if applicable)					
Training (if applicable)					
GRAND TOTAL					

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

[insert: address and email address]