**REQUEST FOR QUOTATION**

From: Norwegian Refugee Council (NRC), 3rd Street of Qala-e-Fatullah,PD 10, Kabul Afghanistan

Date: 11 December 2019

No. of pages including this page:6

**Subject: Provision of training of trainers (ToT) to NRC staff working on small-enterprise development activities for displaced youth**

**Manner of Submission:**

Please submit your quotation in accordance with the requirements detailed below by

* by hand delivery to Norwegian Refugee Council (NRC), 3rd Street of Qala\_-e- Fatullah, PD #10, Kabul, Afghanistan

Deadline for submission of quotations is 17th December 2019 before 04:00pm promptly. Companies who do not submit their quotation by this deadline will not be considered.

Esteemed companies, may send related questions on the following e-mail address:

af.procurement@nrc.no

Questions related to office location/direction should be enquired through telephone numbers: 0728932799

**Requirements:**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following service:

|  |
| --- |
| **Overview of requirements for requested services** |
| **Service description**  | Provision of Training of Trainer (ToT) to NRC staff (business mentors) who are supporting displaced men and women to establish small business in Herat and Mazar. The aim of the ToT is to equip NRC’s business mentors with the necessary skills and teaching tools/ techniques, so that they are able to provide quality business start-up training/ mentorship to displaced people enrolled in NRC’s small enterprise development activities. The majority of people enrolled in these programmes are illiterate or have very basic literacy/ numeracy skills (especially female beneficiaries), aged 18 – 40, and were displaced in the past 5 years (returnees or internally displaced). *Please note that this tender is for provision of* ***training of trainers*** *(i.e. NRC staff) –* ***NOT*** *for training of actual beneficiaries/ people starting businesses.*  |
| **Quantity** | Training of 10 NRC staff in Herat and 10 NRC staff in Mazar, before end of January 2020 (20 staff total) |
| **Location where services should be provided** | Herat and Mazar |
| **Date of service provision** | ToTs to be carried out in mid-January 2020 (must be finished by end of January 2020), for both Mazar and Herat. |

**Quotation template:**

Please use the below table to submit your quotation to NRC. Please do not use another template, and please fill in every line.

|  |
| --- |
| **Quotation Template to be filled in and submitted to NRC by Supplier** |
| **Information required** | **Supplier answer** |
| 1. Quotation/ offer (in USD currency)
	1. Staff costs
	2. Travel & accommodation costs
	3. Other costs (specify)
	4. Total
 | 1.1 Staff |
| 1.2 Travel and accommodation |
| 1.3 Other (specify) |
| 1.4 Total  |
| 1. Confirmed delivery schedule:
	1. Earliest start and end date of ToTs (DD/MM/YY), for each Herat and Mazar
	2. Number of days per ToT
 | 2.1. Mazar:  Herat:  |
| 2.2. |
| 1. Description of training modules and structure
	1. Is this ToT training package accredited by any national or international organization/ ministry? If yes, please specify.
	2. Name & overview of content of each training module
 | 3.1. |
| 3.2. |
| 1. Description of company’s past experience with similar ToTs for business start-up trainers/ mentors, over the past 2 years. For each project/ client, please specify:
* Client name
* Contract start and end date (MM/ YY)
* Training locations
* Number of trainers trained (with male/ female breakdown).
* Profile of people trained (NGO/ UN staff, Chambers of Commerce staff, private sector company staff, supplier’s own staff, etc.)
 | * 1. Client 1
* Name:
* Contract start & end date (MM/ YY)
* Location
* # trainers trained (M/ F)
* Profile of people trained:
 |
| * 1. Client 2
* Name:
* Contract start & end date (MM/ YY)
* Location
* # trainers trained (M/ F)
* Profile of people trained:
 |
| * 1. Client 3
* Name:
* Contract start & end date (MM/ YY)
* Location
* # trainers trained (M/ F)
* Profile of people trained:
 |
| 1. Company human resources
	1. Total number of certified master trainers employed/ sub-contracted by the company? (with male/ female breakdown)
	2. Number of certified master trainers available to work on this project (with male/ female breakdown)
	3. Type of certification of master trainers (who were their certified by, when?)
 | 5.1.  |
| 5.2. |
| 5.3. |
| 1. Validity of the offer (Preferably 30 days)
 |  |

**Your quotation should clearly indicate the following essential criteria;**

|  |  |
| --- | --- |
| Confirmed delivery schedule: |  |
| Validity of the offer (Preferably 30 calendar days) |  |
| Do you have AISA or licence from other related ministry. If so, is a copy of this attached? Yes/No |  |
| Bank account:  |  |

**Selection Criteria:**

|  |  |
| --- | --- |
| Price:  |  |
| Delivery Time:  |  |
| The right quality:  |  |
| Relevant Experience:  |  |
| Update Business License:  |  |

**Conditions of quotation:**

Payment will be made within 30 days of provision of services, by bank transfer/cheque only.

NRC is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

(NRC shall specify whether VAT, customs, or other relevant fees shall be included or excluded)

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

**Currencies of bid and payment**

All prices shall be quoted by the Bidder in <. USD.>), unless otherwise stated. Similarly, all payments will be made in <. USD.>).

**Inspection**

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

**Supplier Information**

Company name………………………………………………Stamp…………………………...

Address…………………………………………………………………………………...............

Contact person……………………………………………………………………………………

Contact Telephone number……………………………………………………………………..

Email/Fax………………………………………………………………………………………….

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers will be required to submit samples of each item. Please be sure to have all samples available at short notice, and wait for a response from NRC if you have been shortlisted.