

# REQUEST FOR QUOTATION (RFQ)



## Surunga Municipality

**Type of Procurement:** Non-Consulting Services

**Title of Services:** Hiring a Firm for Skills Development Training in LL

**Reference ID:** SRM/PMEP/081-082/RFQ/01

**Date of Issue of Request:** B.S. 2081/09/16

सुर्गुण नगरपालिका  
सुर्गुण नगरपालिकाको कार्यालय  
सुर्गुण, सप्तरी  
सुर्गुण प्रवेश, नेपाल



# Surunga Municipality Office of Municipality Executive

Madhupatti, Saptari  
Madhesh Province, Nepal

## Request for Quotation

for

HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING

(Date of First Publication: 2081/09/17 )

1. The Ministry of Labor, Employment and Social Security (MoLESS), Prime Minister Employment Program (PMEP) has received financing from the International Development Association (IDA) toward the cost of Youth Employment Transformation Initiative (YETI) Project. Surunga Municipality, Saptari District has received fund on conditional grant through fiscal transfer from the YETI Project and intends to apply part of the proceeds toward payments under the contract for **Hiring a Firm for Skills Development Training in LL**.
2. A firm will be selected through an open competitive process under the procedures "as specified in the Project Operations Manual of YETI Project from Request for Quotation (RFQ)
3. Surunga Municipality, Saptari District invites sealed quotation from the qualified firms. The brief description of the procurement is as follows.

S.N.	Description	RFQ Document fee (non-refundable)	Deadline of RFQ-document purchase	RFQ submission deadline (Date and Time)	RFQ-Opening Date and Time
1	Hiring a Firm for Skills Development Training in electrical repairs (Proc Ref no. SRM/PMEP/081-082/RFQ/01)	1000	2081/10/02 12:00 pm	2081/10/02 2:00 pm	2081/10/02 3:00 pm

4. The details of the service requirements, eligibility and qualifications required are found in terms of reference as per uploaded.
5. Qualified service providers experience and registered in the same district will get advantage.
6. In case of last date for purchasing, submission and opening of RFQs falls on a Government Holiday, the next working day shall be considered the last day. In such a case, the RFQ validity shall be recognized from the original RFQ submission deadline.
7. The financial proposal should be submitted in a separate envelope. It will be opened only after the technical scores have been finalized, in the presence of the respective bidders.
8. The Surunga Municipality reserves the right to accept or reject any RFQ and to annul the procurement process and reject all RFQs at any time prior to Contract Award, without thereby incurring any liability to Bidders/Applicants.
9. For Quotation Document and other information please consult to the below address.  
Telephone No:9852821980, 9841664334  
Website:https://Surungamun.gov.np

  
Rajendra Kumar Paudyal  
Chief Administrative Officer



## Table of Contents

A. Request for Quotation.....	3
B. Instruction to the Bidders.....	4
C. FORM OF QUOTATION .....	6
D. PRICE SCHEDULE.....	7
E. FORM OF CONTRACT.....	8
F. TERMS AND CONDITIONS OF SERVICE .....	9
Annex-1: Terms of Reference.....	11
Annex-2: General and Specific Work Experience.....	16
Annex-3: Financial and HR Capacity of Firm.....	17



**सुनिल कुमार पासमान**  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)

## A. Request for Quotation

Surunga Municipality, Saptari

Request for Quotation  
for

HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING

(Date of First Publication: B.S. 2081/09/16)



1. The Ministry of Labor, Employment and Social Security (MoLESS), Prime Minister Employment Program (PMEP) has received financing from the International Development Association (IDA) toward the cost of Youth Employment Transformation Initiative (YETI) Project. Surunga Municipality, Saptari District has received fund on conditional grant through fiscal transfer from the YETI Project and intends to apply part of the proceeds toward payments under the contract for *Hiring a Firm for Skills Development Training in LL*.
2. A firm will be selected through an open competitive process under the procedures "as specified in the Project Operations Manual of YETI Project from Request for Quotation (RFQ)
3. Surunga Municipality, Saptari District invites sealed quotation from the qualified firms. The brief description of the procurement is as follows.

S.N.	Description	RFQ Document fee (non-refundable)	Deadline of RFQ-document purchase	RFQ submission deadline (Date and Time)	RFQ-Opening Date and Time
1	Hiring a Firm for Skills Development Training in LL (Proc Ref no. SRM/PMEP/081-082/RFQ/01)	1000	2081/10/02 12:00 pm	2081/10/02 2:00 pm	2081/10/02 3:00 pm

4. The details of the service requirements, eligibility and qualifications required is found in terms of reference (Annex-1).
5. Qualified service providers experience and registered in the same district will get advantage.
6. In case of last date for purchasing, submission and opening of RFQs falls on a Government Holiday, the next working day shall be considered the last day. In such a case, the RFQ validity shall be recognized from the original RFQ submission deadline.
7. The financial proposal should be submitted in a separate envelope. It will be opened only after the technical scores have been finalized, in the presence of the respective bidders.
8. The Municipality/Rural Municipality reserves the right to accept or reject any RFQ and to annul the procurement process and reject all RFQs at any time prior to Contract Award, without thereby incurring any liability to Bidders/Applicants.
9. For Quotation Document and other information please consult to the below address.

Address:

Telephone No:

Website:

3/15/2081  
सुनिल कुमार पासमान  
प्रमुख प्रशासकीय अधिकृत  
(जयसिद्ध)





## B. Instruction to the Bidders

1. To assist you in the preparation of your price quotation, the necessary technical specifications, Service requirements and price schedule with required quantity are enclosed herewith.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered in the following address:

Municipality/Rural Municipality Address:  
Municipality/Rural Municipality Name:  
Telephone:  
Email:

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (In English language) including names and addresses of firms providing service facilities.
4. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
5. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions/Terms of Reference of goods and services is an integral part of the Contract.
  - (i) **PRICES:** The prices should be quoted for goods and *services required* and delivery to the Surunga Municipality, Saptari District (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).
  - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications/*Services* will be evaluated by comparison of their technical capabilities and prices as indicated below. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Municipality will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Municipality will adjust for any arithmetical errors as follows:
    - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
    - (b) Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
    - (c) If a Service Provider refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include Value Added Tax (VAT).

The selection of service provider will be based on the Project Operations Manual accepted by The World Bank and Ministry of Labour, Employment and Social Security. The brief process is described below.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be evaluated applying the following **rated and weighted evaluation criteria**.

1	Number of years of experience of Firm in any vocational skills training	10
2	Experience in relevant trades	25
3	Experience and Registration in the same district if yes gets full marks, if no gets no marks	5
4	Approach, Methodology, work plan and responding to Terms of Reference	20
5	Cost of the Proposal/Financial Proposal	40
	Total	100

At least 3 qualified firms are required for competitive proposal. If three qualified quotations are not received

4 | Page  
सुर्गुणा नगरपालिका  
सुर्गुणा नगरपालिकाको कार्यालय  
सुर्गुणा नगरपालिका  
सुर्गुणा नगरपालिका



In the first call, LL shall re-advertise second time. A single quotation shall be accepted if it meets eligibility and qualification criteria after second call of quotation. LL can approach to the market directly in the absence of single qualified proposal or no proposal after second call.

6. Further information can be obtained from:  
Municipality Address: Madhupatti  
Municipality Name and District: Surunga Municipality, Saptari  
Telephone: 9852821980, 9841664334  
Email: Surunagamun@gmail.com
7. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Surunga Municipality, Saptari District.
8. Bidders should submit their quotations with the following documents.
- A completed Form of Quotations (Attached) with details of cost.
  - Approach, Methodology, work plan and response to terms of reference.
  - Information of experience; General and specific of the firm in vocational and skills development training with supporting documents-Annex-2
  - Best 3 years turnover of the firm over the period of the last 7 years- Annex-3(C)
  - Information of trainers/co-trainers (with name and Brief CVs-Maximum 2 pages) with the years of experiences, education and qualifications - Annex-3(D)
  - Registration certificate of firm in any government entities such as company registrar or Cottage and Small Industry Office or in Local Level.
  - PAN and VAT Registration with Latest Tax Clearance of FY 2080/081 or Date extension for tax clearance if it is under clearance process.
  - Documents showing affiliated and renewed with CTEVT as a short-term training provider.
9. Under the World Bank's Anticorruption Policy, bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Municipality/Rural Municipality will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Sincerely,

Chief Administrative Officer  
Surunga Municipality



सुनिल कुमार पासवान  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)

## C. FORM OF QUOTATION



To: Chief Administrative Officer,  
.....Municipality/Rural Municipality,.....District.

We offer to execute the RFQ dated ..... 2024 for Purchase of Services for "HIRING A FIRM FOR SKILLS DEVELOPMENT TRAINING" in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRs. .... (Amount in words: .....). We propose to complete the delivery of goods and services described in the Contract within the Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory:

Name of Service Provider:

Address :

Phone Number :

Fax Number, if any:

Email address:

सुजिता कुमार् पासमान  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)



## D. PRICE SCHEDULE

Name of Service Provider: \_\_\_\_\_

Summary of Total Cost



Item	
Cost of the Financial Proposal	Total Price in NPR
(1) Remuneration	
(2) Reimbursable	
<b>Total Cost of the Financial Proposal:</b>	
VAT @ 13%	
<b>Total Training Cost for an Event Training</b>	

### 1. Remuneration:

No.	Name	Number/Quantity (Nos)	Person-month Remuneration Rate	Time Input in Person/Month	Total in NPR
Total cost of Remuneration					

**Note: Please rate only key experts and non-key experts such as Main Trainers/Co-Trainers/Life skills trainer and other support staff as needed who are assigned during the training**

### 2. Reimbursable Expenses

SN*	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	Total Cost in NPR
Total Costs for an Event					

**Note: Reimbursable Cost may include: Training materials cost, equipment cost, DSA for trainers, food and snacks, rental of hall, utilities and travel etc.**

Total Price for the training services ..... (In words)- Inclusive of VAT.

Signature of Service Provider \_\_\_\_\_

Note: In case of discrepancy between unit price and total, the unit price shall prevail

7 | Page  
**सुनिल कुमार पालमान**  
 प्रमुख प्रशासकीय अधिकृत  
 (उपसचिव)





### E. FORM OF CONTRACT

THIS AGREEMENT number made on ....., ....., 2024, between (Name of LL) hereinafter called "the ..... Municipality/Rural Municipality") on the one part and .....(hereinafter called "the Service Provider") on the other part.

WHEREAS the Municipality/Rural Municipality has requested for quotation for "Hiring a Firm for Skills Development Training in LL", (hereinafter called "Contract") and has accepted the Quotation by the service provider for the services under Contract at the sum of NPR ..... (.....) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation, Terms and Conditions of Service, Terms of Reference - Annex 1, Price Schedule and Proposed HR/key trainers.
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Municipality to the service provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the Municipality to execute and complete the supply of goods and *services* under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Municipality hereby covenants to pay, in consideration of the acceptance of Contract, delivery of the services and supports therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Municipality:  
For and on behalf of

Signature and seal of the Service provider:  
For and on behalf of

.....  
(Chief Administrative Officer)  
Name of Authorized Representative

.....  
Name of Authorized Representative





## F. TERMS AND CONDITIONS OF SERVICE

### 1. Schedules for Activities

Activities Description	Tentative Timeline
Commencement of the service	.....(please mention date)
Inception Report	Within 10 days from the contract signing
Mid Term Report	Within 45 days from the contract signing
Final Training completion Report	Within 3 month from the contract signing

All the services in price Schedule and Performance Specifications/Requirements as per TOR shall be completed within 3 months of contract signing.

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Activity Schedule: The services should be completed as per above schedule.
4. Insurance: The *services* supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.
6. Resolution of Disputes: The Municipality and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Municipality and the Service Provider, the dispute shall be settled in accordance with the provisions of the relevant Nepal's arbitration law as defined by Nepal Council of Arbitration.
7. Delivery and Documents: Upon service delivery, the Service Provider shall provide the following documents to the Municipality/Rural Municipality:  
Copies of the Service Provider's invoice with,
  - a. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
  - b. **Mid-Term Report:** Training progress report of LL with the information on Participants, trades participated, within 45 days of contract effective date.
  - c. **Final Report:** Within One weeks of completion of all training, the service provider shall submit the Training completion report with,
    - Consolidated Report covering the number of participants trained in each trade, Learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries,
    - Recommendation on the potential areas of improvement,
    - A Final Report in Nepali or English Language.
8. Payment: Payment of the contract price shall be made in the following manner:

Payment shall be given to the service provider after successful delivery of the items of services.

Payment Modality shall be as follows.

9/ Page  
सुनिल कुमार पासमान  
प्रमुख प्रशासकीय अधिकृत  
(उपस्थित)





- An advance payment equivalent to 10 % of the bank guarantee.
- 1<sup>st</sup> installment: 10 % Payment against the inception report comprising the service provider's work plan, information on enrolled trainees, confirmation of training locations and venues after Inception Report.
- 2<sup>nd</sup> installment: 30% of Payment upon 50% completion of training and submission and approval of mid-term report after, Mid-Term Report
- 3<sup>rd</sup> installment: Final 60% Payment upon successful completion of training and submission and approval of final report by LL after Final Report.

9. Warranty: Not Applicable

10. Defects: All defects related with training quality will be corrected by the Service provider without any cost to the Municipality/Rural Municipality within 7 days from the date of notice by Municipality/Rural Municipality.

11. Force Majeure: The Service Provider shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Municipality/Rural Municipality in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Service Provider shall promptly notify the Municipality/Rural Municipality in writing of such condition and the cause thereof. Unless otherwise directed by the Municipality/Rural Municipality in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications and Description of Services: (with attachments as necessary)

- (i) Specific details and technical standards, description of services and service requirements, Approach and Methodology as indicated in TOR Annex-1 (attached herewith)

Service Provider confirms compliance with above specifications.

13. Failure to Perform: The Municipality/Rural Municipality may cancel the Agreement if the Service Provider fails to deliver the Goods and Services, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Municipality/Rural Municipality, without incurring any liability to the Service Provider.

NAME OF SERVICE PROVIDER:

Authorized Signature: \_\_\_\_\_

Place:

Date:

10/08/2018  
मुख्य प्रशासकीय अधिकारी  
(आयुक्त)



## Annex-1: Terms of Reference

Training Provider for the Vocational and Life Skills training at LLS

Name of Local Level: Surunga Municipality

Number of Trades: 2

Name of the Trades: Masonry brick and stone masonry and Plumbing

### Background

Prime Minister's Employment Program (PMEP) is Government of Nepal's flagship program which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public works programs (PWPs) or provide a subsistence wage in the absence of work, to eligible households. Youth Employment Transformation Initiative (YETI) project supports PMEP to improve the employment support services and labor market outcomes of the youth.

The YETI project will aim to address gaps in the labor supply-side interventions and complement ongoing initiatives on the labor demand side. On the supply side, the project will aim to address the lack of a systematic approach to the provision and management of employment promotion services and systems to support job seekers. On the demand side, the project will aim to generate short-term temporary employment opportunities for the most vulnerable, which can improve their short- and medium-term productivity. The focus on youth will address risks of fragility and conflict.

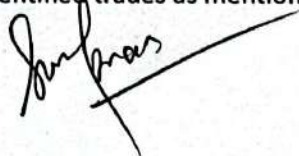
The Project Development Objective (PDO) is to improve employment services and labor market outcomes, especially for youth. Improved labor market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project.

YETI aims to supplement temporary employment through cash for work with up to 40 days of on-the-job training and up to 10 days of life-skills training in an effort to introduce elements of productive inclusion in PMEP. The training is expected to increase skills and employability of the beneficiaries, to help them to become less vulnerable to shocks and reduce their reliance on public works.

The skills training is intended to help temporary employment beneficiaries acquire skills that are relevant to the work they are doing. The target group is largely unskilled beneficiaries of PMEP. The sessions will be delivered at the local level, by locally procured firm(s). Trainees will continue to receive wages from the PMEP during the duration of training.

Various agencies across the government, projects and programs have been delivering skills training in Nepal for a long time. In the government two agencies, Council for Technical Education and Vocational Training (CTEVT) under Ministry of Education, Science and Technology and Vocational and Skill Development Training Center under Ministry of Labor, Employment and Social Security, have curriculums for training provision. Typically, short-term skills training modules are three months long (390 hours) and combine theoretical and practical aspects. For YETI, MOLESS has prepared shorter training modules and curriculum in five identified trades as mentioned below:

1. Road repair and maintenance
2. Masonry (brick and stone masonry)
3. Plumbing
4. Electrical repairs
5. Carpentry



One additional module of Life Skills Training has been envisioned to enhance entrepreneurship and self-employment initiatives of the ministry to support the trained cash for work beneficiaries who want to find employable opportunities. The life skills sessions will cover a range of topics and are expected to



Page  
Surunga  
रुजिल कुमार पर्समान  
प्रमुख प्रशासकीय अधिकृत  
(जयसचिव)





promote goal setting, decision making, self-esteem among beneficiaries and financial literacy to promote some behavioral changes and help them engage in more productive and sustainable activities.

Training Service Provider is a professional firm with knowledge and experience in the areas of skill based vocational training and life skills training.

**I. Objectives of the assignment**

The main objective of the assignment is to deliver vocational skills in five trades and life skills training using the approved curriculum for the YETI cash for work beneficiaries alongside cash for work to improve their skills.

**II. Scope of Work**

1. Prepare the training schedule and plan with appropriate approach and methodology in collaboration with the relevant LL. The plan should define training event by trade, location, number of trainees in each group not exceeding 25 trainees per training event.
2. Provide 40 days of vocational training and 10 days of Life Skills training in the trades selected for the LL to 40 YETI beneficiaries of the LL as per the curriculum provided below;

S. N.	Trade	link for curriculum
1	Road repair and maintenance	<a href="https://pmep.gov.np/uploads/syllabus/1724738210-Road-Repair-and-Maintenacne-.pdf">https://pmep.gov.np/uploads/syllabus/1724738210-Road-Repair-and-Maintenacne-.pdf</a>
2	Masonry	<a href="https://pmep.gov.np/uploads/syllabus/1672996299-house.pdf">https://pmep.gov.np/uploads/syllabus/1672996299-house.pdf</a>
3	Plumbing	<a href="https://pmep.gov.np/uploads/syllabus/1672996208-plumber.pdf">https://pmep.gov.np/uploads/syllabus/1672996208-plumber.pdf</a>
4	Electrical repairs	<a href="https://pmep.gov.np/uploads/syllabus/1672996261-electrichomes.pdf">https://pmep.gov.np/uploads/syllabus/1672996261-electrichomes.pdf</a>
5	Carpentry	<a href="https://pmep.gov.np/uploads/syllabus/1672996322-carpenter.pdf">https://pmep.gov.np/uploads/syllabus/1672996322-carpenter.pdf</a>
6	Life Skill Training	<a href="https://pmep.gov.np/uploads/syllabus/1672996216-development.pdf">https://pmep.gov.np/uploads/syllabus/1672996216-development.pdf</a>

3. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum,
4. Monitor participants attendance during training,
5. Provide training completion certification in the related trades for participants,
6. Consult and coordinate with the employment service center (ESC) at the local level for implementation support,
7. Prepare training completion report with acknowledgement of completion by the relevant LLs,

**a. Training Approach**

The training to YETI beneficiaries from Local Level will be delivered through total of estimated 2 events, in groups of 20-25 (Maximum) trainees.

Each training session will be for a total of 50 days (40 days of each trade and 10 days of life skills).

**Details on numbers of trainings session and group of trainers**

1	Number of trainees per LL	40
2	Number of trainees per training event	Maximum 25
3	Number of training events per LL	2

The training shall be delivered using a method that includes slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. The training should also comply with social and environmental safeguard provisions of the project.

**III. Assignment Duration**

The assignment to be completed within 3 months from the contract effective date.

12 Page  
सुनिल कुमार पासमान  
प्रमुख प्रशासकीय अधिकृत  
(उपस्थिति)





**IV. Major Outputs and Deliverables of the Assignments:**

1. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
2. **Mid-Term Report:** Training progress report of LL with the information on Participants, trades participated, within 45 days of contract effective date.
3. **Final Report:** Within one weeks of completion of all training, the service provider shall submit the Training completion report with
  - a. Consolidated Report covering the number of participants trained in each trade, Learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries,
  - b. Recommendation on the potential areas of improvement,
  - c. A Final Report in Nepali or English Language.

**V. Support to be provided by LL**

- a. List of trainees and coordination, Service provider must coordinate with LLs and facilitate to ensure trainees participation.
- b. LL shall provide 50 days of wages during the training period for all beneficiaries.
- c. Training curriculum for all trades.

**VI. Eligibility, Qualifications and Technical Qualifying Criteria and Selection of Service Provider:**

A. The targeted service providers are the firms having demonstrated experience in conducting, managing, supervising and implementing short term market-oriented skills training with the following eligibility and qualification requirements,

1. The service providers should have registered in the office of the company registrar or Small or Cottage Office or in Local Level.
2. PAN and VAT Registration with Latest Tax Clearance of FY 2080/081 or Date Extension for tax clearance if it is under clearance process.
3. The service provider should be affiliated and renewed with CTEVT as a short-term training provider.
4. Should have at least 3 years of proven track record of experience of conducting vocational training program of minimum 390 hours of duration in relevant at least in One trade proposed.
5. Should have at least NPR 2 million annual turnover in the best 3 of the last 7 fiscal years.

**B. HR Requirement and Qualification:**

Following are the tables for key experts and support staffs necessary to conduct a training event.

S. N.	Key Experts	Minimum Qualification
1.	Main Trainer	Short Term Training Level-II/TSLC with ToT (General/Instructor/Occupational) from TITI in the relevant occupation/subject. 1. In the trades/occupations like Road Repair and Maintenance, Carpentry, Masonry (brick and stone masonry), Plumbing and Electrical Repairs, if no Level-II is available in academic program, Level-I with ToT (General/Instructor/Occupational) from TITI and one year experience will be taken as minimum qualification).
2.	Co-trainer	Short Term Training Level-I or TSLC in the relevant occupation/subject.
3.	Main Trainer or life skills (unless either of the above are qualified to deliver life skills as well)	+2 or equivalent, at least 5 years of general work experience, has received TOT for life skills and conducted at least two life skills sessions.
<b>Support Staff (Non-Key Human Resource)</b>		
3.	Training Coordinator	+2 or equivalent
4.	Monitoring Officer	+2 or equivalent

13 | Page  
सुनिम कुमार पासगाँज  
प्रमुख प्रशासकीय अधिकृत  
(सहायिता)





**C. Selection of Service Providers:**

The selection of service provider will be based on the Project Operations Manual accepted by MoLESS and World Bank.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be scored applying the following criteria.

S.N.	Criteria	Score
1	Number of years of experience of Firm in any vocational skills training	10
2	Experience in relevant trades (1. Masonry (brick and stone masonry); 2. Plumbing; 3. Electrical repairs; 4. Carpentry)	25
3	Experience and registration in the same district	5
4	Approach, Methodology, work plan and responding to Terms of Reference	20
5	Cost of the Proposal/Financial Proposal	40
	<b>Total</b>	<b>100</b>

A public notice shall be published giving the minimum of 15 days of public notice by LLs. If at least 3 qualified proposals are not received at first call, second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensured from at least 3 qualified firms. If there is only one quotation received during the first call, LL shall re-advertise second time. If only one proposal submitted or no any proposal received in the second call, even a single proposal shall be accepted if met eligibility and qualification criteria. LL can approach to the market for direct contracting in the absence of single qualified proposal even after second call.

**सुनिल कुमार पासमान**  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)





# Sample Templates for Proposal

- (A). General Work Experience
- (B). Specific Experience
- (C). Financial Capacity
- (D). Key Trainers

सुनिल कुमार पासमान  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)



## Annex-2: General and Specific Work Experience



### (A). General Work Experience

(Details of assignments undertaken by firm or member of a JV)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						

(Note: Supporting documents for General Experience should be submitted for the above)

### (B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

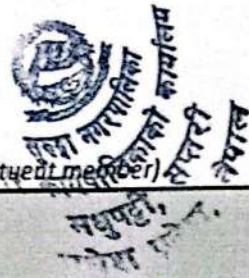
Firm's Name: \_\_\_\_\_

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						

(Note: Supporting documents for Specific Experience should be submitted against the above information.)



### Annex-3: Financial and HR Capacity of Firm



**(C). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Turnover
FY	
FY	
FY	

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

*(Note: Supporting documents for Average Turnover should be submitted against the above information such as Tax Clearance Certificates of the previous 3 Fiscal years)*

**(D) Key Trainers (Include details of Key Trainers only)**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

*(Please insert more rows as necessary)*

**सुनिल कुमार पासनाज**  
प्रमुख प्रशासकीय अधिकृत  
(उपसचिव)