

## REQUEST FOR PROPOSALS

NUMBER	(IUL)7-ADMN/7/2018/10
PUBLICATION DATE	11 October 2018
PRE-BID MEETING	None
PROPOSAL SUBMISSION DATE	Before 18 <sup>th</sup> October 2018, 15:00Hrs
PROPOSAL SUBMISSION ADDRESS	Auditor General's Office, 1st Floor, Ghaazee Building, Ameeru Ahmed Magu, Male, Republic of Maldives.

### Section 1: Instructions

- 1.1 The Auditor General's Office is accepting proposals to provide trainings stated in Section 2 of this RFP.
- 1.2 Interested parties may submit proposals for all or some of the items. Prices for each item must be quoted separately.
- 1.3 Interested parties must submit a copy of the Company registration certificate and a copy of MIRA registration certificate and if selected, will also be asked to submit a copy of the Tax Clearance Report from MIRA.
- 1.4 No part of the proposals should be written in hand.
- 1.5 The prices should be quoted inclusive of all taxes and in Maldivian Currency (MVR).
- 1.6 You are required to study all instructions and requirements carefully, and submit the proposals with the detailed specifications of all items. Failure to furnish all information required in the proposal document may result in the rejection of the proposal.
- 1.7 The delivery period and proposal validity period for all items should be stated **days**.
- 1.8 Details of the evaluation criteria (for all items) are given in the Section 3 of this RFP.
- 1.9 Questions regarding this RFP must be directed to the following three email addresses. All communications will be made only via email, and no clarifications will be made verbally. [mohamed.saleem@audit.gov.mv](mailto:mohamed.saleem@audit.gov.mv)  
[nishwa@audit.gov.mv](mailto:nishwa@audit.gov.mv) , [zabeen@audit.gov.mv](mailto:zabeen@audit.gov.mv)

## Section 2: Scope of Work

<b>Item 1</b>	Basic First Aid Training
<b>Duration</b>	7 Hours
<b>Minimum requirements</b>	<ol style="list-style-type: none"> <li>1. Incident management</li> <li>2. Recognition and care of unconscious casualty</li> <li>3. CPR – adults and children</li> <li>4. Management of blood loss and burns</li> <li>5. Recognition and management of fractures</li> <li>6. Recognition and care of casualties with spinal injuries</li> <li>7. Transportation of casualties</li> <li>8. Medical condition – recognition and treatment</li> </ol>

<b>Item 2</b>	Advance Excel Skills
<b>Duration</b>	15 Hours
<b>Minimum requirements</b>	<ol style="list-style-type: none"> <li>1. Introduction to Advance Functions</li> <li>2. Constructing Cell Data</li> <li>3. Using Formulas and Advanced Functions</li> <li>4. Formatting the Worksheet</li> <li>5. Using Pivot Tables</li> <li>6. Auditing Worksheets</li> <li>7. Data Tools – Analysing Data and Working with Charts</li> <li>8. Sharing, Protection and Security</li> <li>9. Recording and Using Macros</li> <li>10. Customizing Excel Preferences</li> <li>11. Viewing and Printing Workbooks</li> </ol>

<b>Item 2</b>	Project Management
<b>Duration</b>	5 Hours
<b>Minimum requirements</b>	<ol style="list-style-type: none"> <li>1. Understand what is meant by a project.</li> <li>2. Planning a project</li> <li>3. Implementation (How to execute the project)</li> <li>4. Use simple techniques and tools for planning and tracking a project.</li> <li>5. Use methods for keeping the team focused and motivated.</li> <li>6. Evaluating project performance.</li> </ol>

- Proposal price must be inclusive of all payments that are required to be made. This includes training materials and resources.

### **Section 3: Evaluation Criteria**

Below are the Evaluation Criteria for all items.

- **Price (60%)**
  - Each proposal's price is used to identify their relative positions on a 0 - 60 point scale. This is done by allocating the lowest priced proposal 60 points and calculating the remaining proposals' scores in relation to this scale.
  - $\text{Price percentage} = 60 \times (\text{lowest price} / \text{bid price})$
  
- **Experience (40%)**
  - Points for past experience will be given for reference letters signed by previous clients for similar trainings. In this way, each reference letter will be given 10points with a maximum of 40points. Points will not be given for unrelated trainings. For example, only reference letters for first aid trainings will be considered for item 1 (Basic First Aid Training). Similarly, only reference letters for excel trainings will be considered for item 2 (Advanced Excel Skills) and only reference letters for project management trainings will be considered item 3 (Project Management).