



## REQUEST FOR PROPOSALS

---

### **INDIA GRANT PROJECT ON STRENGTHENING INCLUSIVE EDUCATION SUPPORT UNITS AT HA. AEC (HA. DHIDHDHOO), IHADHDHOO SCHOOL (L.GAN) AND ABOObAKURU SCHOOL (GDH.THINADHOO)**

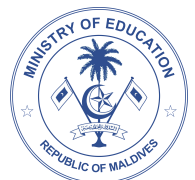
---

(IUL) 22-PU/22/2023/47

---

(Procurement Ref: 22PU-2023-NCS03)

15th February 2023



## 1. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	15 <sup>th</sup> February 2023
Registration deadline	21 <sup>st</sup> February 2023
Clarification deadline	22 <sup>nd</sup> February 2023, 1400 hrs. Local Time
Proposal submission deadline	27 <sup>th</sup> February 2023, 1400 hrs. Local Time

## 2. INTRODUCTION

The Ministry of Education (MoE), on behalf of Department of Inclusive Education (DoIE) invites Proposal from eligible and qualified parties from Republic of Maldives and Republic of India, for the India Grant Project on Strengthening Inclusive Education Support Units at HA. AEC (Ha.Dhidhdhoo), Ihadhdhoo School (L.Gan) and Aboobakuru School (Gdh.Thinadhoo)

## 3. REGISTRATION

Interested parties shall register with the Ministry of Education by submitting the Bid Registration form using the link below before **February 21, 2023.**

**Bid Registration form link:** <https://myoffice.moe.gov.mv/forms>

## 4. CLARIFICATION

During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the address stated below. Requests for clarifications need to be submitted latest by **22<sup>nd</sup> February 2023, 1400 hrs. Local Time**

**Procurement Section,**

Ministry of Education,

9th Floor, H.Velanage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

Phone: :+( 960) 3341403

Email: [procurement@moe.gov.mv](mailto:procurement@moe.gov.mv)

CC Email: [shamym@moe.gov.mv](mailto:shamym@moe.gov.mv)

## 5. AMENDMENTS OF RFP DOCUMENTS

Any additional documentation issued by the MoE during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The MoE may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

## 6. LANGUAGE

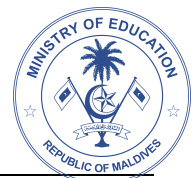
The proposal documents must either be in English or Dhivehi.

## 7. PROPOSAL PRICES

The Tenderer shall indicate on an appropriate Price Schedule, an example of which is contained in these Proposal Documents, the prices of services it proposes to supply under the contract

## 8. PROPOSAL VALIDITY

The proposal shall be valid for 30 calendar days from the submission date.



## 9. TERMS OF PAYMENT

MoE shall effect payments to the Contractor after acceptance by DoIE of the invoices submitted by the contractor, upon achievement of the corresponding milestones as stipulated in the Terms of Reference.

## 10. QUALIFICATIONS AND EXPERIENCE REQUIRED

### Firm Qualification

- Should be a registered business either in Maldives or in India.
- At least minimum of 2 successfully completed contracts in the field of training.

### Training Team

The training party shall have minimum 2 key staff who must meet the following Qualifications and experiences.

### Training Team Qualifications & Experiences

- At least Bachelor's Degree in Inclusive Education or Special Education.
- At least 2 training programmes facilitated on inclusive approaches related to Autism.
- At least 2 training programmes facilitated on teaching strategies for students with learning disabilities.
- At least 2 training programmes facilitated relating to behaviour modification strategies for the students with disabilities.
- At least 2 training programmes facilitated on supporting students with physical impairment.

## 5. CONFIDENTIALITY, ETHICS AND CONFLICT OF INTEREST

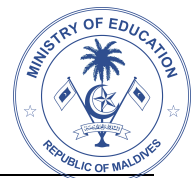
The selected firm undertakes to comply with the Government rules with regard to corrupt and fraudulent practices, conflict of interest and confidentially. The firm shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Client.

## 11. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bid to be considered sufficiently responsive.

Bidders should submit their Proposal containing the following documents and Standard forms in ANNEX A

- Document Checklist (Form 1)
- Technical Proposal Submission Form (Form 2)
- Tenderer Information Sheet (Form 3)
- Description of approach, methodology and work plan for performing the assignment (Form 4)
- Copy of Business Registration Certificate (Valid)
- Business Profile
- Copy of GST Registration – if applicable
- Copy of SME Registration – if applicable
- Copy of Pension Registration – if applicable
- Training Team members Information (Form 5)
- Curriculum Vitae (CV) of the Training Team (Form 6)
- Educational Certificates of the Training Team
- Work completion documents of projects/assignments (Training Team)



- Letter of Commitment (Form 7)
- Specific Experience of Contracts of Similar Nature (Form 8)
- Required experience documents listed in Form 8
- Financial Proposal Submission Form (Form 9)
- Financial Proposal (Form 10)

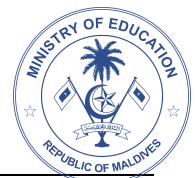
## 12. PROPOSAL SUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the request for Proposal via given link below: <a href="https://bit.ly/3IteqFz">bit.ly/3IteqFz</a>
Submission Deadline	The deadline for the submission of Proposal is: Date: <b>27th February 2023</b> Time: <b>1400 hrs. Local Time</b> <b>Late submission will not be accepted.</b>

## 13. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Proposals are:

DETAILS	MAXIMUM POINTS
<b>Technical Proposal</b>	
<b>Firm experience</b> 5 Points for each additional contract completed successfully	<b>20</b>
Description of approach, methodology and work plan for performing the assignment	<b>10</b>
<b>Training Team</b>	
<b>Education Qualification</b> <i>Bachelors' degree in Inclusive Education or Special Education 10 Points, 5 Points for Each additional qualification</i>	<b>20</b>
<b>Experience</b> <i>Experience in conducting training programme on inclusive approaches for the autism spectrum disorder. (1 point per Training up to 5 Training)</i> <i>Experience in conducting training programme on teaching strategies for students with learning disabilities. (1 point per Training up to 5 Training)</i> <i>Experience in conducting training programme on behavior modification strategies for the students with disabilities. (1 point per Training up to 5 Training)</i> <i>Experience in conducting training programme on supporting students with physical impairment. (1 point per Training up to 5 Training)</i>	<b>20</b>
<b>Financial Proposal</b>	
Price (prorate)	<b>30</b>
<b>Total</b>	<b>100</b>



## 14. TERMS OF REFERENCE

### 1. Introduction

India Grant Project on Strengthening Inclusive Education Support Units at HA. AEC (HA. Dhidhdhoo), Ihadhdhoo School (L.Gan) and Aboobakuru School (Gdh.Thinadhoo).

- Inclusive approaches for the autism spectrum disorder
- Teaching strategies for students with learning disabilities
- Behavior modification strategies for the students with disabilities
- Supporting students with physical impairment.

### 2. Programme Background

Under Indian Grant Project on Strengthening Inclusive Education Support Units at HA. AEC, Ihadhdhoo School and Aboobakuru School, the Department of Inclusive Education develops accessible infrastructure, providing accessible resources and build teacher capacity in specific areas at these three schools. Currently, the project focuses on building teacher capacity on inclusive approaches for the autism spectrum disorder, teaching strategies for the students with learning disabilities, behaviour modification strategies for the students with disabilities and strategies for supporting students with physical impairment. The duration of the training programme is for maximum 12 days thus, the Department of Inclusive Education needs to hire a firm for providing an overseas training as per the deliverables of this Terms of Reference (ToR) and arrange all expenses for 25 participants from Maldives to travel to abroad and get the required training mentioned in this programme.

### 3. Objectives

Find a firm to arrange all the expenses of 25 participants from Maldives to travel to abroad and get required training programme.

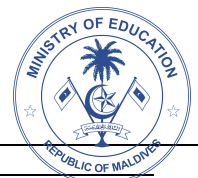
The specific objectives are:

- Arrange up and down air tickets for 25 participants to arrive and departure from the selected area.
- Arrange internal travelling for 25 participants (within proposed country, Airport Pickup and Drop, School Visits)
- Arrange food and accommodation for 25 participants during the stay at proposed country.
- Arrange 3 school visits within 2 days period.
- Arrange 6 days training as per the below mentioned activities.

### 4. Major tasks to be accomplished

#	Major Activities	Details of the tasks	Dates (working days)	Deliverables
1	Arrange up and down air tickets for 25 participants	Arrange up and down air tickets for 25 participants from Maldives to proposed Country and proposed Country to Maldives.	10 days	Up and down air ticket for 25 participants.
2	Arrange internal travelling for 25 participants at proposed country.	a. Arrange internal travelling from airport to accommodation block and accommodation block to	10 days	Internal travelling tickets from airport, accommodation area, training institutions as per

		airport for 25 participants. b. Arrange internal up and down travelling for 25 participants to attend training institution and go back to accommodation area as per training schedule.		schedule.
3	Arrange food and accommodation for 25 participants while stay at proposed country.	a. Arrange non-vegetarian food for 25 participants during the stay at proposed Country. b. Arrange accommodation for 25 participants during the stay at proposed Country <b>7 Single Room</b> <b>9 Double Room</b>	10 days	Food and accommodation services.
4	Arrange minimum 3 school visits. (Must be related to Training Modules)	a. Arrange school visits for 25 participants	10 days	Travel services to visiting schools.
5	Arrange travel visa for 25 participants	a. Arrange travel visa for 25 participants to stay at proposed country	10 days	Travel visa
6	Arrange training expenses	a. Arrange Lecturer cost for providing training for 25 participants on Inclusive approaches for the autism spectrum disorder, Teaching strategies for students with learning disabilities, Behaviour modification strategies for the students with disabilities, Supporting students with physical impairment b. Arrange venue for conducting the training on Inclusive approaches for the autism spectrum disorder, Teaching strategies for students with learning disabilities, Behaviour modification strategies for the students with disabilities, Supporting students with physical impairment c. Arrange venue for conducting the training on Inclusive approaches for the autism spectrum disorder, Teaching	10 days	<ul style="list-style-type: none"> <li>lecturers training cost arranged</li> <li>Arrange venue for conducting the training programme</li> <li>Arrange materials and resources for conducting the training programme.</li> </ul>



		strategies for students with learning disabilities, Behaviour modification strategies for the students with disabilities, Supporting students with physical impairment		
--	--	--	--	--

**5. Estimated Training duration**

It is estimated that the project will take approximately 15 days

**6. Deliverables and expected timeline**

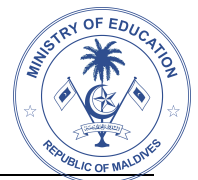
Deliverable	Expected timeline for submission of each deliverable
Up and down air ticket for 25 participants.	During the visit to proposed country
Internal travelling tickets from airport, accommodation area, training institutions as per schedule.	While stay at proposed country
Food and accommodation services.	While stay at proposed country
Travel services to visiting schools.	While stay at proposed country
Travel visa	While stay at proposed country
Facilitator training cost arranged <ul style="list-style-type: none"> <li>• Arrange venue for conducting the training programme</li> <li>• Arrange materials and resources for conducting the training programme.</li> </ul>	While stay at proposed country

**7. Reporting**

The successful party is expected to work closely with the Department of Inclusive Education and will report directly to Project Supervisor.

**8. Contract duration**

The successful party is expected to be available to deliver the Training Programme in February/March 2023 and duration of the contract shall be 15 Days.





## 15. ANNEXES

### ANNEX A - FORMS

#### FORM 1 – DOCUMENT CHECKLIST

#	BID DOCUMENTS	
1	Technical Proposal Submission Form ( <b>Form 2</b> )	
2	Tenderer Information Sheet ( <b>Form 3</b> )	
3	Description of approach, methodology and work plan for performing the assignment ( <b>Form 4</b> )	
4	Copy of Business Registration Certificate (Valid)	
5	Company Profile	
6	Copy of SME Registration – if applicable	
7	Copy of GST Registration – if applicable	
8	Copy of Pension Registration – if applicable	
9	Team members Information ( <b>Form 5</b> )	
10	Curriculum Vitae (CV) of Training Team ( <b>Form 6</b> )	
11	Educational Certificates of Training Team	
12	Work completion documents of projects/assignments (Training Team)	
13	Letter of Commitment ( <b>Form 7</b> )	
14	Specific Experience of Contracts of Similar Nature ( <b>Form 8</b> )	
15	Required experience documents listed in Form 8	
16	Financial Proposal Submission Form ( <b>Form 9</b> )	
17	Financial Proposal ( <b>Form 10</b> )	

#### FORM 2 – TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the Training service for “INDIA GRANT PROJECT ON STRENGTHENING INCLUSIVE EDUCATION SUPPORT UNITS AT HA. AEC (HA. DHIDHDHOO), IHADHDHOO SCHOOL (L.GAN) AND ABOOBAKURU SCHOOL (GDH.THINADHOO)” in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:





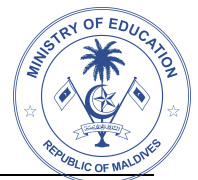
**FORM 3 – TENDERER INFORMATION SHEET**

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Announcement No:

1. Tenderer's Legal Name	{insert Tenderer's legal name}
2. Tenderer's actual or intended Country of Registration:	{insert actual or intended Country of Registration}
3. Tenderer's Year of Registration:	{insert Tenderer's year of registration}
4. Tenderer's Legal Address in Country of Registration:	{insert Tenderer's legal address in country of registration}
5. Tenderer's Authorized Representative Information	
Name:	{insert Authorized Representative's name}
Address:	{insert Authorized Representative's Address}
Telephone/Fax numbers:	{insert Authorized Representative's tel/fax numbers}
Email Address:	{insert Authorized Representative's email address}
7. Attached are copies of original documents of: {check the box(es) of the attached original documents}	
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above.	



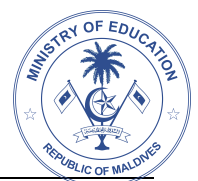
**FORM 3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (5-10 pages, inclusive of charts and diagrams) divided into the following two chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*



### FORM 4 – TRAINING TEAM INFORMATION

List all Members in the team as per TOR

(Team Members Curriculum Vitae and supporting documents should be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Team member Name	ID/PP No

### FORM 5 – CURRICULUM VITAE (TRAINING TEAM)

- Name:**
- Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
- Membership of professional associations**
- Other Training**
- Countries of work experience** [List countries where the consultant has worked in the last ten years]:
- Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
- Experience/ employment record** [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]  
From [Month/Year] – To [Month/Year]:  
Employer:  
Positions held:
- Summary of projects/assignments undertaken/ role**  
Name of project/ assignment:  
Experience classification: General / specific  
Scope of project/ assignment:  
Role/ Position undertaken:  
Period of project/ assignment:



**FORM 6 – LETTER OF COMMITMENT (TRAINING TEAM MEMBERS)**

[Location, Date]

To: [Name and address of Client]

Re: INDIA GRANT PROJECT ON STRENGTHENING INCLUSIVE EDUCATION SUPPORT UNITS AT HA. AEC (HA. DHIDHDHOO), IHADHDHOO SCHOOL (L.GAN) AND ABOOBAKURU SCHOOL (GDH.THINADHOO),

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as a \_\_\_\_\_ to the firm for the given project.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Education's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

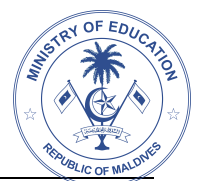
Name:

Passport /ID card No:

Date:

Signatory:

Signatory:



**FORM 7- SPECIFIC EXPERIENCE OF CONTRACTS OF SIMILAR NATURE**

List all contracts performed in the last 60 Months

(Reference letters of the completed Projects shall be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Name of Client	Name of the Training Programme	Contract Duration	Contract Signed Date	Contract Completed Date	Contract Value (MVR)

**FORM 7 – FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide ..... in accordance with your Request for Proposal dated [.....] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the all taxes.

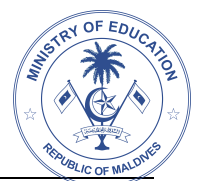
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:



**FORM 8 – FINANCIAL PROPOSAL**

<b>SUMMARY OF COSTS</b>		
<b>#</b>	<b>Description</b>	<b>Amount (in MVR)</b>
1	Up and down air ticket for 25 participants.	
2	Internal travelling tickets from airport, accommodation area, training institutions as per schedule.	
3	Food and accommodation services.	
4	Travel services to visiting schools.	
5	Travel visa	
6	Facilitator training cost arranged <ul style="list-style-type: none"><li>• Arrange venue for conducting the training programme</li><li>• Arrange materials and resources for conducting the training programme</li></ul>	
	<b>Subtotal :</b>	
	<b>All applicable taxes :</b>	
	<b>Total Amount of Financial Proposal:</b>	

**Note:**

- All parties shall express the price of their services in Maldivian currency
- Bidder is liable to clarify and include all relevant tax for the assignment.

