

# Quotation Submission Form

**IMPORTANT:** This sheet should serve as a front page of the Proposal. If any Bidder fails to submit the prices in this sheet, bids will be rejected at the Bid Opening stage.

## **Title:**

**Staff Engagement & Development Training Program 2<sup>nd</sup> Announcement**

**Iulaan Number: (IUL)RDC/RDC/2021/51**

#	Description	UOM	QTY	Total Price (MVR) Excluding GST
1	Staff Engagement & Development Training Program	Sessions	30	
<b>TOTAL Excluding GST</b>				
<b>Total in Words: (</b>				<b>)</b>

<b>Delivery</b>	<b>Calendar Days</b>
<b>Delivery Period allocated</b>	365 Days

- **Delivery Location: RDC Site within Grater Male' area.**
- **Payment will be made in Maldivian Rufiyaa.**
- **Payment Term: Equal monthly payments (12 months) starting from 2<sup>nd</sup> month.**
- **Payment shall be made upon receipt of invoice after delivery and acceptance. Invoice shall be submitted along with the acceptance document from RDC.**

## **Evaluation Criteria:**

Pricing	50%
Training content & Proposal	20%
Trainers' Experience & Qualification	20%
Previous Corporate Training Experience	10%

**Check list for documents submitted (please tick the appropriate box)**

		Yes (✓)	No (✗)
1	Submission Form (this form) completed & signed		
2	Supporting Documents to prove the past experience		
3	Methodology (Must include below details) <ul style="list-style-type: none"> <li>- Training Modules (comprehensive training outline)</li> <li>- No of Sessions per month</li> <li>- Course content (should cover major areas relevant to RDC such as construction industry, project management, project financing, marketing, excel training etc. Additionally, staff soft skill</li> </ul>		
4	Details of the Team members (CVs, Experience documents and Educational details (Certificates) must be included)		
5	Business Profile		
6	Copy of Business Registration Certificate		
7	Copy of GST Registration Certificate ( <i>where applicable</i> )		
8	Vendor Registration Form (for parties who have not registered as vendors with RDC)		

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Signature and Stamp