

REQUEST FOR QUOTATIONS (RFQ)

REFERENCE NUMBER*:* SADC/REIS/TRAINING/01/2014

**REQUEST FOR QUOTATIONS TITLE:**

PROVISION OF TRAINING ON LEAD AND TECHNICAL ASSESSING TECHNIQUES BASED ON ISO/IEC 17025:2005

NUMBER OF LOTS: 1

Dear Sir/Madam

RE: REQUEST FOR QUOTATIONS FOR THE PROVISION OF TRAINING ON LEAD AND TECHNICAL ASSESSING TECHNIQUES BASED ON ISO/IEC 17025:2005

1. We kindly request you to submit your quotation for **the provision of training on lead and technical assessing techniques based on iso/iec 17025:2005** as detailed in **Annex 1** of this RFQ.

The purpose of this assignment is to support the implementation of the regional trade agenda (KRA2) by facilitating the training of accreditation lead and technical assessors who may be required to undertake assessments on behalf of SADC Accreditation Service (SADCAS), the regional multi-economy accreditation body

**The minimum technical requirements for the services are attached as Annex 1 to this RFQ.**

1. You must quote for all quantities indicated in this RFQ for your quote to be considered responsive. You can only send one quotation for these services.

3. Your quotation, in the required format **(See Annex 2 to this RFQ),** should be submitted in a sealed envelope, addressed to:

***TRAINING ON LEAD AND TECHNICAL***

***ASSESSING TECHNIQUES BASED ON ISO/IEC 17025:2005***

*Head – Procurement unit*

*SADC Secretariat*

*Plot 54385 CBD*

*Gaborone*

*Botswana*

**and be dropped in the Tender Box situated at the reception of the above address.**

4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is: **15th July 2014; 14:30 pm.**

5. **Quotations by Fax or E-mail *are* acceptable**.

6. The CV of the proposed Trainer(s) must be submited. The CV must clearly demonstrate relevant qualifications and skills, a proven track record of experience in application of the ISO/IEC 17025 standard, experience gained as a lead or technical assessor, an understanding of the roles of inspection, testing, certification and accreditation within the SQAM environment of SADC and, in particular recognized training experience based on ISO/IEC 17025.

7. Your quotation should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.

(i) PRICES: The prices should be quoted in the local currency, including all duties attached to the sale of the ***services*** (such as VAT, customs duties, etc).

(ii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotations determined to be administrative (see Paragraph 2,3,4,5 and 6 ) and technically compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price.

(iv) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.

8. The ***services*** are expected to be delivered at the address indicated below within 14 ***days***from the signature of the Purchase Order.

9. Additional information and clarifications can be requested **in writing**, no later than 5 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: ***SADC Secretariat***

 Contact person: ***Mr Ted Luka***

 E-mail:***tluka@sadc.int******;***

***smmadi@sadc.int***

**ANNEXES:**

ANNEX 1: **Technical Specifications**

ANNEX 2**: Quotation Form**

**Sincerely,**

**Name:** Ted Peter Luka

**Title:** Procurement Officer

**Date:** 08 July 2014

**ANNEX 1.**

**TECHNICAL SPECIFICATIONS**

**SADC REGIONAL ECONOMIC INTEGRATION SUPPORT PROGRAMME (REIS)**

**Terms of Reference for the provision of training on Lead and Technical Assessing Techniques based on ISO/IEC 17025:2005**

**Background**

The Regional Economic Integration Support (REIS) programme is designed to assist SADC to implement its mandate, given to the SADC Secretariat, to effect regional integration in the economic and trade sectors. This falls within the 10th EDF SADC-EU response strategy in the area of regional economic integration, which aims to help promote economic integration and the reduction of poverty in the SADC region, through enhanced cooperation between Member States.

The programme will strengthen the capacity of the Trade, Industry, Finance and Investment (TIFI) Directorate of SADC towards implementation of the Finance and Investment and Trade Protocols, conclusion of negotiations for the Trade in Services Protocol, and conclusion and implementation of the SADC Economic Partnership Agreement (EPA) with the European Union, and to strengthen overall programme coordination and results-oriented performance management.

The overall objective of the Programme is to promote sustainable economic growth and poverty reduction in the SADC Region. This objective corresponds to the general objective of the Regional Indicative Strategic Development Plan (RISDP) and the various Protocols that constitute the basis of SADC’s regional integration Agenda.

The Specific Objective of the Programme is to create an enabling environment through the SADC Secretariat to enhance the movement of goods and services within SADC, facilitate investment, and secure World Trade Organization (WTO) compatible market access arrangements between SADC EPA countries and the EU.

The REIS programme focuses its assistance on the following Key Results Areas (KRAs):

* KRA1 - Support provided to the implementation of the Finance and Investment Protocol;
* KRA2 - Support provided to the implementation of the regional trade agenda;
* KRA3 - Support provided to the negotiation and implementation of the SADC EPA; and
* KRA4 - Results-oriented programme performance management capacities strengthened

As part of the need to support the implementation of the regional trade agenda (KRA2), SADC Secretariat is facilitating the training of accreditation lead and technical assessors who may be required to undertake assessments on behalf of SADC Accreditation Service (SADCAS), the regional multi-economy accreditation body.

**Description of the Assignment**

**Purpose**

The purpose of this assignment is to support the implementation of the regional trade agenda (KRA2) by facilitating the training of accreditation lead and technical assessors who may be required to undertake assessments on behalf of SADC Accreditation Service (SADCAS), the regional multi-economy accreditation body

**2.2 Submission of proposals**

Interested parties are required to submit details of their existing courses that meet the requirements of these terms of reference as specified in section 5 and as outlined below.

It is expected that the proposal will include:

* A detailed programme that lists the activities to be undertaken and presented in an ISO/IEC 17025 based accreditation training for 25 candidates. This must be presented as part of the submission of the proposal.
* Provision of a folder for each candidate containing detailed and ready-to-use training materials, that include as necessary: PowerPoint presentations, graphics, hand-outs, questionnaires, aides-memoires, notes or other materials to enable the training to be held with minimal technical intervention by the SADC Secretariat, a copy of the standard (also in French and Portuguese for candidates from DRC, Angola and Mocambique respectively)
* An examination administered at the end of the training to determine the candidates’ acquired level of understanding;

* The technical content of the training should address all the main elements of ISO/IEC 17025; it is expected that the requirements of the standard will be covered in full and that suitable scenarios will be presented to illustrate implementation of the clauses;
* A brief questionnaire aimed at evaluating the quality of the training will be administered by SADC Secretariat at the end of the training;
	1. **Facilities to be provided by SADC Secretariat**

The Bidders are advised that the SADC Secretariat will provide the following:

* A training venue
* Interpretation facilities as required
* Writing pad and pen
* Teas and lunches for candidates and trainer(s)
* Name badges for the candidates
* Full board accommodation for all candidates
* Travel costs for all candidates

**Project Organisation/Management**

**Expert Profile Required**

The CV of the proposed Trainer(s) must clearly demonstrate relevant qualifications and skills, a proven track record of experience in application of the ISO/IEC 17025 standard, experience gained as a lead or technical assessor, an understanding of the roles of inspection, testing, certification and accreditation within the SQAM environment of SADC and, in particular recognized training experience based on ISO/IEC 17025.

**Location and Duration**

The training will take place in Gaborone, Botswana at a venue to be determined by the SADC Secretariat

The expected dates for the training are **28th July to 1st August 2014.**

The Trainer will be expected to arrive in Gaborone on the day before the commencement of the training. Arrangements can be made with SADC Secretariat to take delivery of the prepared training materials for each candidate ahead of the commencement of the training.

**Provisional Dates**

Arrival of Trainer(s): 27th July 2014

Starting date for training: 28th July 2014

Finishing date for training: 1st August 2014 (this will depend on the length of the training course offered by the Bidder)

**Reporting**

A Report will be required within five (5) working days of completion of the training and the following shall be submitted:

* Assessment results of all the candidates following an examination at the end of the training;
* An interpretation of the completed course evaluation forms completed by participants at the end of the course; and
* A file containing the training material presented to the candidates.

**Quotation submission procedure**

Interested firms must submit detailed quotations including the Curriculum Vitae of the Trainer(s) to SADC Secretariat at the address given below.

The quotation must specifically include the following:

1. An all-inclusive fee on a per head basis for training of 25 candidates on Lead and Technical Assessing Technical Techniques based on ISO/IEC 17025:2005, taking account of the facilities/costs to be met by the SADC Secretariat.
2. Full details of all training materials to be provided, including a timetable for the course and a summary of the course content;
3. A copy of the CV for the trainer(s)
4. A description of the room lay-out and requirements such as flip-charts, projector etc;
5. Presentation of the course in Gaborone, Botswana on the given days;
6. Preparation and supply of all course materials for each of the candidates;
7. The examination;
8. An end of training report;
9. Certificates for those that pass the course. The certificates must contain the statement:  “This training was made possible with funding from the EU funded SADC Regional Economic Integration Support (REIS) Programme”and must bear the SADC and EU logos.
10. A certificate of attendance for those who do not pass the course but who fully participated for the full duration of the course.
11. The terms of payment.
12. Any other information relevant to the training event.

No other costs other than the per-head fee will be covered under this contract. All costs related to the provision of the training (including the costs of the trainers) must be included in the per head fee.

**ANNEX 2. QUOTATION FORMAT**

The quotation must specifically include the following:

1. An all-inclusive fee on a per head basis for training of 25 candidates on Lead and Technical Assessing Technical Techniques based on ISO/IEC 17025:2005, taking account of the facilities/costs to be met by the SADC Secretariat.

2. Full details of all training materials to be provided, including a timetable for the course and a summary of the course content;

3. A copy of the CV for the trainer(s)

4. A description of the room lay-out and requirements such as flip-charts, projector etc;

5. Presentation of the course in Gaborone, Botswana on the given days;

6. Preparation and supply of all course materials for each of the candidates;

7. The examination;

8. An end of training report;

9. Certificates for those that pass the course. The certificates must contain the statement: “This training was made possible with funding from the EU funded SADC Regional Economic Integration Support (REIS) Programme” and must bear the SADC and EU logos.

10. A certificate of attendance for those who do not pass the course but who fully participated for the full duration of the course.

11. The terms of payment.

No other costs other than the per-head fee will be covered under this contract. All costs related to the provision of the training (including the costs of the trainers) must be included in the per head fee

| **Item****N°** | **Description** | **Qty** | **Your description and/or any deviations from Technical Specs.** | **Unit** **Price****(BWP)** | **Total price****BWP)** |
| --- | --- | --- | --- | --- | --- |
|  | An all-inclusive fee on a per head basis for training of 25 candidates on Lead and Technical Assessing Technical Techniques based on ISO/IEC 17025:2005, taking account of the facilities/costs to be met by the SADC Secretariat. | 25 |  |  |  |
|  |  |  |  | **TOTAL :** |  |