

REQUEST FOR PROPOSALS

RFP No: POST/PMD/06/02/2018

Selection of Consultants

**Consultancy Organization following Quality and Cost
Based System (QCBS) method**

Department of Post



Department Of Posts

Invitation for Proposals

Leadership and Skills Development Programme for Senior Executive Officers

(POST/PMD/06/02/2018)

The Department of Posts request proposals from Consultancy firms for the above training programme. Specific tender document can be Downloaded from department official web site(www.slpost.gov.lk/) or Procurement division of postal headquarters. The Hard copy of filled bidding document should be submitted to the Department's procurement division on or before at 2.00Pm on 20th of July 2018

Further details (0114-927249/0115-746194)

Chairman,

Department Procurement Committee,

Department of Posts,

No.310, D.R.WijewardhanaMawatha,

Letter of Invitation

[insert: Name and Address of Consultant.]

Leadership and Skill development training programme for senior executive officers

1. The department Posts request for Proposals, to provide consultancy service on leadership and Skill development training programme to department senior executives' officers. More details on the Services are provided in the Terms of Reference.
2. It is not permissible to transfer this invitation to any other organization or consultant
3. A firm will be selected under Quality and Cost Based System (*QCBS*) procedures in a format as described in this RFP, in accordance with the Selection and Employment of Consultants, published by National Procurement Agency.
4. This RFP includes the following documents:
 - Letter of Invitation
 - Instructions to Consultants (including Data Sheet)
 - Technical Proposal
 - Financial Proposal - Standard Forms
 - Terms of Reference (TOR)
5. Financial proposal shall indicate the cost of preparing project proposal for each output listed in the document inviting bids. The Consultants must price all cost in Sri Lanka Rupees only.
6. Please inform us in writing at the address given below, upon receipt:
 - that you received this Letter of Invitation; and
 - Whether you will submit a proposal alone or in association.

Address- Accountant (Procurement)
Procurement Branch,
Postal Headquarters,
No.310, D.R.Wijewardhana Mw,
Colombo-10.

D.L.P.R.Abeyaratne
Postmaster General

Instructions to Consultants

DATA SHEET

Paragraph Reference	Instructions
1.1	Name of the Client: Postmaster General, Department of Post
1.2	<p>The assignment is:</p> <p>Training Programme on Leadership and Skills development to senior executives of Postal department of Sri Lanka. The Department of Post proposes to engage the services of individual consultants or consultancy organization for the detailed proposals for leadership and skills development programme. The consultants or consultancy firm should be keen on build up contemporary conceptual thinking beyond the traditional framework to achieve the goals and objectives of the department.</p>
1.3	Proposals must remain valid until (31/12/2018)
1.4	<p>Clarifications may be requested not later than 04 days before the submission date.</p> <p>The address for requesting clarifications is:</p> <p>Chairperson , Procurement Committee, Department of Post, Postal Headquarters, No.310,D.R.wijewardhana Mw,Colombo-10</p> <p>Facsimile: 0114-927249/0115-746194</p>
2.0	The consultant must submit the original and one copy of the Technical and Financial Proposal.
2.1	<p>The Proposal submission address is;</p> <p>Chairman, Procurement Committee, Postal Department Headquarters, No.310,D.R.Wijewardhana MW, Colombo-10</p> <p>Proposals must be submitted no later than the following date and time: on 20th of July 2018 at 2.0 pm</p>

	<p>Bid opening shall take place at: Address- Accountant ,Department of posts, Postal Headquarters, Procurement Division,No.310,D.R. Wijewardhana Mw, Colombo 10</p>
<p>2.2</p>	<p>Criteria and sub-criteria for the evaluation of Technical proposals are,</p> <ol style="list-style-type: none"> i. Specific experience of the Consultants relevant to the assignment ii. Methodology and Work plan iii. Key professional staff qualifications and competence for the assignment. (a format of curriculum vitae attached) <ol style="list-style-type: none"> a) Team Leader b) Insert position or discipline as appropriate c) Insert position or discipline as appropriate <p>The evaluation should be determined considering the following three sub criteria and relevantpercentage weights:</p> <ol style="list-style-type: none"> 1. General qualifications (30%) <ul style="list-style-type: none"> ▪ Relevant Pre-experience ▪ Safety and security healthcare ▪ Institutional conditions related to trainings 2. Adequacy for the assignment (50%) <ul style="list-style-type: none"> ▪ Content of the course ▪ Facilities Providing for training programme ▪ Feedback process <p>Total weight consists of Following two main Criteria</p> <ol style="list-style-type: none"> 1. Technical Proposal -80% 2. Financial Proposal – 20% <p>Total -100%</p>
<p>2.3</p>	<ol style="list-style-type: none"> 1. General qualifications (30%) <ul style="list-style-type: none"> ▪ Relevant Pre-experience– 15% <ul style="list-style-type: none"> • Details on pre-experience • Documents confirming evaluations given by previous clients - • Formal certificates on quality received by the institute for training • Qualification of trainers ▪ Safety and security healthcare -10% <ul style="list-style-type: none"> • The steps taken for providing first aids when emergency situation. • Measures that can be taken for the security at the training ▪ Institutional conditions related to trainings -5% 2. Adequacy for the assignment (50%) <ul style="list-style-type: none"> ▪ Content of the course -20% <ul style="list-style-type: none"> • Preparing module related to the topic • How to prepare the goals • Training methods(activities) • Training plans and time frame • Other specialties ▪ Facilities Providing for training programme -20% <ul style="list-style-type: none"> • Resident Facilities • Positional facility (Close to Colombo ,Parking, environment etc) • Foods and accommodations • Providing Certificates • Hall facility and other training needs ▪ Feedback process -10% <ul style="list-style-type: none"> • Evaluation method(During /after the training) • Details on giving s final Report

Technical Proposal (80%)

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

- Consultant's Organization
- Consultant's Experience

TECH-3 Description of the Approach, Methodology and Work Plan for performing the assignment

TECH-4 Team Composition and Task Assignments

TECH-5 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-6 Work Schedule

TECH-1
TECHNICAL PROPOSAL SUBMISSION FORM

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]. 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, i.e., before the date indicated in the Data Sheet, 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 consulting services related to the assignment not later than the date indicated in the Data Sheet.

We remain,

Authorized Signature [In full and initials]: -----

Name and Title of Signatory: -----

Name of Consultancy Organization: -----

Address: -----

TECH-2
CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.

No.	Description
01.	Name of the Firm
02.	Name and address of the client
03.	Duration of assignment
04.	Name of associated consultants, If Any:
05.	Any other remarks

TECH-3
METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT

Methodology and work plan are key components of the Technical Proposal. Suggested to present the Technical Proposal divided into the following three chapters:

- a) Methodology
- b) Work Plan, and
- c) Organization and Staffing

a) Methodology.

Explain your understanding of the objectives of the assignment, approach to the services, and methodology for carrying out the activities and obtaining the expected output. Should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan.

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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form

c) Organization and Staffing.

Should propose the structure and composition of the team. Should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. Should be consistent with below mentioned format.

TECH-4
TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical And Supporting Staff				
No.	Name of staff	Area expertise	Position Assigned	Task/Output assigned

TECH-5

CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Staff: -----

Date of Birth: ----- Nationality: -----

Education: -----

Membership of Professional Associations: -----

Other Relevant Qualifications: -----

Total Years of Professional Experience: -----

Employment Record:

From [Year]: to [Year]: -----

Employer: -----

Positions held -----

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience of me/Technical/supporting staff that proposed to undertake the consultancy. I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.

Sig. -----

Date-----

TECH-6

WORK SCHEDULE

Activity No.	Activity	Day		
		1	2	3

Financial Proposal (20%)

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under clause 06 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FINANCIAL PROPOSAL SUBMISSION FORM

To: Postmaster General,
Department of post,
Postal Department Headquarters,
No.310, D.R.Wijewardhana MW,
Colombo-10

We, the undersigned, offer to provide the training programme for [Insert title of assignment] 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]. .

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, i.e. before the date indicated in the Data Sheet.

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

Authorized Signature: -----

Name and Title of Signatory: -----

Name of Firm: -----

Address: -----

SUMMARY OF COSTS

No.	BREAKDOWN OF CONTRACT PRICE	Cost (LKR)
01.	Charges for consultant & Support staff	
02.	Other Expenses (Printing, Accommodations, transport, communication, etc...)	
03.	Total Costs of Financial Proposal carried to Financial Proposal Submission Form	

Terms of Reference

Leadership and Skill development training programme for senior executive officers

Purpose

The Department of posts expects to develop leadership qualities and skills of its senior staff officials for enhancing the service value. Furthermore, department hopes to build up personality, communication skills ,inter-relationship, conceptual thinking ability, developing positive attitudes and dynamic decision making in accordance to appropriate environment for their future carrier progress through the practical training.

Objectives

- ✓ Development of leadership skills of the officers who bear the responsibilities of executive level of the postal department
- ✓ Develop new attitudes on the institute among the executive level officers of the department and motivate them to act with the sense of the team
- ✓ Change the attitudes of the executive level officers in relation to change the organizing culture of the department
- ✓ Develop personal leadership qualities and the targets of personal life with parallel to the institutional targets
- ✓ Make aware the top level officers on requisites analysis and requisites prioritization

Background

Although the Department needs to apply innovative and creative ideas suits for daily operations, we recognized this training requirement is essential. This training programme should be help full to selected group of officers to carry out their appointed duties beyond the traditional framework of the department. Except developing management skills and operational skills, this training programme should assists to take accurate decisions and to allow officials problems in humanitarian manner.

Institutional Background

- It is expected five year experience in connection with preparation and implementation of training programme
- The documentary confirming that should be submitted for procurement
- It should be certified by the evaluation receive from the institutes that were taken the services from your institute before this on conducting these programmes.
- If there are proposals received from the government institute, it may be a special qualification.

Duration of Assignment: The assignment should initiate within 30 days from the date of awarding the contract.

Implementation

1. This is a 3days residential training programme and 35 selected senior staff officers will be participated. Through this training programme we hope to cover below mentioned subject areas.
 - Organizational Leadership Development
 - Organizational motivation and attitude shifting
 - Organizational team building and bounding
 - Organizational culture changing
 - Personal leadership and personal goals align with the organizational goals development
 - Need analysis and Prioritization
2. Training programme and training materials should be prepared by the relevant institute that is providing specialist services in relation to the above facts.
3. Training programme should be conducted in an environment with facilities including that close to Colombo city.
4. The officers should be provided with sufficient facilities including residence with air condition and parking.
5. All the expenses in relation to the training should be borne by the service providing institute. It may be included the expenses such as providing training facilities, breakfast, lunch , dinner and tea, transport facilities (if it is necessary during the training session), recreational events and creation, preparing of certificate and printing affairs etc.

Consultants reporting obligations

A final comprehensive report on the course should be given by the relevant institute (Providing specialist services) after the training course. It should be analyze separately the training method, activities used for the training programme and used qualitative and quantitative data.

- The medium of the training programme should be English /Sinhala and final report should be in English.

Resource persons and skill level of the staff

It should be shown the proficiency with the five years in the relevant field and confirmed through the documents.