

“Trainers/Facilitators for the ‘Hand in Hand-Innovation Hub’ project”

The Palestinian Association for Empowerment and local Development – REFORM is seeking experienced trainers/facilitators/ consultancy firms in different themes to carry out trainings and facilitation sessions for the “Hand in Hand – Innovation Hub” project.

REFORM seeks in this project to contribute to bridging the gaps between the various community components, providing a secure and interactive platforms to enable all members of different groups of society to improve their living conditions, through the establishment of productive social dialogue and enhance social responsibility, and increase participation of the different social components in regulatory processes, through the following directions:

- Provide an incubator for small projects.
- Provide consulting and technical support to various projects for institutions and individuals.
- Facilitate brainstorming sessions to contribute to developing the thinking of the target groups and build plans to suit their needs.
- Establish an interactive platform for the different social groups.
- Contribute to the development of women and youth partnership in society.
- Highlight the living conditions in marginalized areas.
- Develop prospects of employment for women and youth.
- Upcycle and reuse materials as innovative products.

Training fields:

- Business incubation.
- Drafting policy papers.
- Facilitating weekend solution sessions.
- Upcycling.

Notes:

- All offers must deliver in ILS and include VAT.
- Advertising fees will be paid and divided among winners.
- Companies/ individuals who wish to participate in this tender must communicate with the organization during its office hours from 08:00am – 04:00pm in order to receive tender specifications which will be available during 25.08.2015 – 01.09.2015 excluding Friday and Saturday.
- Price Offer which is signed and closed should be delivered by hand on the following address: The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah, Tel: 02-2966645.
- Tender documents can be viewed via our website www.reform.ps or receive a hard copy from REFORM office. Please contact with questions or concerns via our email info@reform.ps.
- **For those who did apply previously, Please be advised that there is no need to apply again as your applications will be considered.**

Issue Date: **Tuesday, 25 August 2015**

Dear Respected Messers:

REFORM, The Palestinian Association for Empowerment and Local Development, invites qualified Trainers/ Facilitators to submit proposals/bids to provide as per the specifications in the tender attachment, and training schedule using minimum required specifications.

Synopsis:

1. Office Address for Submitting Office furniture proposal: Email Address :	The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2 nd floor in Al Masyoun, Ramallah, Tel: 02-2966645. info@reform.ps
2. Due date for receiving and submitting all Proposals:	Tuesday, September 1 st , 2015 at 16:00 PM local time, Ramallah
3. Contact Person	Field Coordinator – Rawan Sharqawi – 0592333039 - info@reform.ps
4. Requirements for accepting a suitable Trainer/ Facilitator	<ul style="list-style-type: none">• A Company/individual specialized in the tender quotation.• Offers should be submitted in closed envelopes.• CV and cover letter.• General framework for the training plan, the number of facilitation/training days required for any intervention.• Valid Deduction at Source, in the absence of the certificate REFORM will deduct (5%) of the contract value payable to the internal revenue service.• Provide training Agenda and proposed schedule for each topic.• Technically complete offers.• Financial offer in NIS (for each working day of eight hours).

5. Border for acceptance	The best offer should be technically completed, taking into consideration that price offers should be reasonable and justifiable.
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1. Request for Proposal – Service inquires

1. General Instructions	<ul style="list-style-type: none"> The Company/individual must commit to the due dates mentioned under section 1, item 2. Late bids will be rejected. All offers should be delivered by hand to the association's office, at Al Masyoun, Ramallah. Offers should be drafted in English (يمكن التقديم) (لاعادة التدوير والانتاج باللغة العربية أيضاً) in a closed envelop and submitted in one currency (ILS) including Vat and must state the name of proposed training field mentioned in the tender.
2. Price Summary and payments	Companies/individuals, who win the tender, will receive all their dues within 2 weeks from the date of receiving the trainer/facilitator report.
3. Determination of Responsibility	<p>When assessing an offer , the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Practical experience in facilitation/training should be specified. 2. Ability to prepare plans and training materials. 3. Be qualified and eligible to perform work under the applicable laws and regulations. 4. Price in ILS including VAT.
4. Time framework	The training workshops/sessions will be implemented and finalized between September/2015 and November/2016. All tasks including reports should be edited and completed before 30/11/2016, based on coordination with the targeted groups.

REQUIREMENTS FOR QUOTES TO BE DETERMINED AS RESPONSIVE

- REFORM will evaluate and compare the quotations and determine those that are substantially responsive to the below notes:
 - Proposal should be closed and signed.
 - Conform to the specifications mentioned in the tender.
 - Ability to commit in delivering all required services or assignment within the time validity term of this quotation.

2. Negotiations: **Best-offer quotations are requested.** It is anticipated that awards will be made solely on the basis of these original quotations; however, REFORM reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
3. **REFORM may choose to award this service to more than one company/individual for fields requested in the tender.** Furthermore REFORM may award a purchase order without discussions. Therefore, initial quotes should contain the company/individual best terms from a price and technical specifications standpoint.
4. **Attachment A-** Scope - Description of services with price per training day (8 hours), and training days needed.
5. **Attachment B-** Quotation Summary Cover Letter (Preferably On Company Letterhead) and CV or Company Profile indicating the CV of lead trainer.
6. **Attachment C-** Refill the training agenda that is found on REFORM website.
7. **Attachment D-** REFORM Quotation checklist.

Attachment A - Scope of Description of services with cost per training day, and training days needed using minimum required specifications

Ref No.	DESCRIPTION	Experience	Ability to prepare reports in Arabic /English	Advance and documented expertise in working with grassroots institutions	knowledge of the social and political reality, and the development uniqueness of some target areas like area 'C'	Ability to prepare plans and training materials	Training days for each training session	Cost per training day in Shekel including vat for 8 hours.	Total cost including vat
1	<p>Business Incubation for 36 days during project period.</p> <ul style="list-style-type: none"> - Experience not less than 5 years. - Provide an incubator for small projects. - Provide consulting and technical support to various projects for institutions and individuals. - Prepare training agendas. - Advice and providing technical support for the project team. - Ability to work within a team. 								

Ref No.	DESCRIPTION	Experience	Ability to prepare reports in Arabic /English	Advance and documented expertise in working with grassroots institutions	knowledge of the social and political reality, and the development uniqueness of some target areas like area 'C'	Ability to prepare plans and training materials	Training days for each training session	Cost per training day in Shekel including vat for 8 hours.	Total cost including vat
2	<p>Drafting policy papers for 6 days during project period.</p> <ul style="list-style-type: none"> - Experience not less than 2 years. - Participate in the training\facilitation team, on specific dates. - Participate in the reflection sessions with the facilitation team. - Highlight the living conditions in marginalized areas - Proven experience in writing policy papers among different topics. 								

Ref No.	DESCRIPTION	Experience	Ability to prepare reports in Arabic /English	Advance and documented expertise in working with grassroots institutions	knowledge of the social and political reality, and the development uniqueness of some target areas like area 'C'	Ability to prepare plans and training materials	Training days for each training session	Cost per training day in Shekel including vat for 8 hours.	Total cost including vat
3	<p>Facilitating weekend solution sessions for 18 days during project period.</p> <ul style="list-style-type: none"> - Experience not less than 2 years. - Facilitate brainstorming sessions to contribute to developing the thinking of the target groups and build plans to suit their needs. - Establish an interactive platform for the different social groups. - Develop prospects of employment for women and youth. - Follow up on beneficiaries' performance. - Participate in the facilitation team, on specific dates. 								

	المحددات	مجال التدوير وإعادة الانتاج	تقديم تقارير عن مجريات التدريب المنفذ	صاحبة تجربة موثقة في مجال العمل والتدريب على اعادة التدوير والانتاج	معرفة بالواقع الاجتماعي والسياسي الفلسطيني، والخصوصية التنموية التي تحتاجها بعض المواقع المستهدفة سيما المناطق (المصنفة ج)	عدد سنوات الخبرة في المجال المذكور	عدد أيام التدريب اللازمة	تكلفة التدريب لليوم الواحد بالشيكول وشاملة لضريبة القيمة المضافة	المجموع شامل الضريبة
4	<p>إعادة التدوير والانتاج خلال 36 يوم طوال فترة المشروع، وذلك ضمن المجالات التالية: (التطريز، تصنيع الدمى والألعاب، تصنيع الأخشاب)</p> <ul style="list-style-type: none"> - تدوير وإعادة استخدام المواد في منتجات ابداعية. - تيسير جلسات مع الجمهور المستهدف في اطار اعادة التدوير والانتاج. - خبرة عملية في مجال التدريب لا تقل عن سنتان. - خبرات متقدمة وموثقة في العمل مع المؤسسات القاعدية. - <u>ملحوظة: يمكن للمتقدمين في هذا المجال تقديم عرض السعر باللغة العربية.</u> 								

REFORM reserves the right to award a purchase order to more than one company/individual for specific fields requested in the Tender # 3/2015.

Cost per day in ILS includes VAT.

Total Cost = (cost per day X No. of days)

Notes:

- **Training is provided to youth groups and grassroots institutions.**
- **Companies should specify the lead trainer on behalf of the company.**
- **Companies/individuals should fill the attached training agenda.**
- **Advertising fees will be paid and divided among winners.**
- **For those who did apply previously, Please be advised that there is no need to apply again as your applications will be considered.**

Financial information needed for proposal

- **Companies/individuals should mention prices in ILS including VAT**
- **All interested companies have to approve their commitment in paying taxes.**

Attachment B: Quotation Cover Letter (Preferably On Company Letterhead)

<Insert date>

TO:

REFORM

Tirawi Building, 2nd Floor

ALMasyoun

Ramallah

Ladies and Gentlemen:

We, the undersigned, provide the **Request for Proposal – [Subject]** in accordance with your Tender Quotation dated Tuesday, 25th of August, 2015. Our attached quotation is for the total price <Sum in Words (LIS 0.00 Sum in Figures) > including VAT.

By signing this letter we confirm that we are not aware of anything that may prevent us from passing vetting for your mentioned requirements.

We certify a validity period of _____ **days** for the price above. Our proposal shall be binding upon modifications resulting from any upcoming discussions.

We understand that REFORM is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Company/Individual:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment D: REFORM QUOTATION CHECKLIST

Request for Quotation – [Subject]

Companies/individuals: _____

Does your proposal include the following?

- Attachment A- Properly filled out.
- Attachment B- Cover Letter, completed & signed (use template)
- Attachment C- Refill the training agenda that is found on REFORM website.
- Copy of Registration Certificate along with a valid Deduction at Source (شهادة تسجيل و شهادة خصم (مصدر)
- Company Profile / Brochure or individual CV.