



**INFORMATION AND COMMUNICATION TECHNOLOGY
AGENCY OF SRI LANKA**

Invitation for Quotations

**Procurement of Service Provider for Accommodation &
Training Venues - Training of Trainers**

ICTA/GF-GRANT/SER/NS/2017/08

Information and Communication Technology Agency of Sri Lanka
160/24, 2nd Floor, Kirimandala Mawatha
Colombo 05

October 2017

INVITATION FOR QUOTATIONS

Procurement of Service Provider for Accommodation & Training Venues - Training of Trainers

ICTA/GF-GRANT/SER/NS/2017/08

1. Information and Communication Technology Agency (ICTA) of Sri Lanka has been mandated by the Government of Sri Lanka (GOSL) to implement ICT Development activities in the country. ICTA is the single apex body involved in ICT policy and direction for the nation.

ICTA has initiated a project to improve the skills of school children on logical thinking, creativity and problem solving by introducing coding programme. To implement this project successfully it is essential to provide a comprehensive training to government school teachers on the developed Coding Teacher Instruction Manual (TIM) to brand them as Master Trainers.

Firms are hereby invited to submit the most competitive quotation for providing services for hosting the event as per the schedule of requirements specified in **Annex 1**.

2. **Date of the event:** The training will be scheduled within the period of December – February 2018
3. **Bid Price**
 - a) Bidders are required to quote for providing the services as described in **Annex 1- Schedule of Requirement**. Bidders are required to quote for the total requirement of the event. Evaluation shall be on the basis of the total price quoted. Partial quotations **will not** be accepted and will be treated as non-responsive. The prices shall be given in **Annex 2 - Price Schedule**. Corrections if any shall be made by crossing out, initialling, dating and re-writing.
 - b) Price offered shall include all sales and other taxes already paid or payable excluding VAT (if applicable). The prices shall also include other associated costs whatsoever if any.
 - c) The price quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The prices shall be quoted in Sri Lankan Rupees (LKR) only.
 - e) If the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

4. **Submission of Quotation**

Each bidder shall submit only one quotation. Alternative quotations are not allowed and in case all quotations will be treated as non-responsive.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission of quotations.

6. **Minimum Qualification Requirements.**

The bidder/supplier should be a registered firm, providing similar services. Documentary evidence (i.e. Company Registration and previous experience for last 01 year and minimum of two similar events should have completed) should be submitted in this regard.

Note: If the above information is not submitted along with the quotation, quotation shall be treated as non-responsive.

7. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which:

- (a) are properly filled and signed; and
- (b) conform to the terms and conditions, and schedule of requirements

8. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price for the total requirement.

- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to any affected party.
- The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- Purchaser reserves the right to increase or decrease the quantity by 20% without any change in the unit price or other terms of the bid document.

9. **Payment**

Payment shall be made according to the payment schedule in **Annex 3**.

10. You are requested to **submit your quotation under a sealed cover at or before 1500 hours on November 07, 2017** to the address given below. Late quotations will not be accepted.

Envelope containing the quotation should be clearly marked **“Procurement of Service Provider for Accommodation & Training Venues - Training of Trainers (ICTA/GF-GRANT/SER/NS/2017/08)”**

11. Quotations shall be opened immediately after the deadline for submission for quotations in the presence of those bidders and/ or their representative who wish to be present at the opening.

We look forward to receiving your quotations.

Gamini Karunaratne
Director Procurement
Information and Communication Technology Agency of Sri Lanka
160/24, Kirimandala Mawatha,
Colombo 05.

October 24, 2017

SCHEDULE OF REQUIREMENTS

Background

ICTA is currently formulating programmes and projects towards digital education to develop ICT skills in children. One such initiative is the “All Children Coding Initiative” which will develop their logical and creative thinking, develop problem solving skills, programming and entrepreneurship.

Thought this initiative, ICTA has taken steps to develop and deliver a coding curriculum for children. To carry forward this curriculum, it is important to provide a comprehensive training to teachers on this developed curriculum. Understanding the importance ICTA has decided to provide Training of Trainer (TOT) training to 200 government school teachers on the developed Coding Teacher Instruction Manual (TIM) to deliver the content successfully to the children.

ICTA needs to procure the service of registered firm to organize, manage and handle the logistics of the training & other services by providing the following requirements.

Scope of Services:

The total number of 200 training participants will be divided in to four batches, as 50 participants per batch. Batches will be grouped language wise. Each batch will undergo session 1 and session 2 training as per the table given below.

Group & Session Breakdown

Batch	Number of Training Participants per Batch	Session 01	Session 02
Batch 1	50	2.5 days (20 hours)	3.5 days (28 hours)
Batch 2	50	2.5 days (20 hours)	3.5 days (28 hours)
Batch 3	50	2.5 days (20 hours)	3.5 days (28 hours)
Batch 4	50	2.5 days (20 hours)	3.5 days (28 hours)

*One participant will be attending for 2 sessions (ie session 1 & 2)

Food & Accommodation requirement

per Batch	Session 1 <i>Curriculum Level 1 & 2</i>			Session 2 <i>Curriculum Level 3 & 4</i>					
	Arrival Day	Day 1	Day 2	Day 3	Arrival Day	Day 1	Day 2	Day 3	Day 4
Breakfast	-	✓	✓	✓	-	✓	✓	✓	✓
Morning Refreshments (2 snacks with tea/coffee)	-	✓	✓	✓	-	✓	✓	✓	✓
Lunch	-	✓	✓	✓	-	✓	✓	✓	✓
Evening Refreshments (2 snacks with tea/coffee)	-	✓	✓	-	-	✓	✓	✓	-
Dinner	✓	✓	✓	-	✓	✓	✓	✓	-
Accommodation	✓	✓	✓	-	✓	✓	✓	✓	-

The following tasks are expected to be carried out by the Service Provider for “TOT Training”:

1. Conference Menu (for training participants & resource persons)

Item	Required Quantity per Batch	Number of days per Batch	Number of Batches
Session 01 - Full Day Conference Menu (Morning & Evening Refreshments + Lunch)	55pax	2	4
Session 01 - Half Day Conference Menu (Morning Refreshment and Late lunch)	55pax	1	4
Session 02 - Full Day Conference Menu (Morning & Evening Refreshments + Lunch)	55pax	3	4
Session 02 - Half Day Conference Menu (Morning Refreshment and Late lunch)	55pax	1	4

Refer ANNEX 4

2. Training facilities & Accommodation

	Item	Description	Required for	No Of Units/ Qty. Required per Batch	No of Occurrences	No. of Days per Occurrence
2.1	Training Venue	<ul style="list-style-type: none"> - Venue should be within Colombo or suburb. - A Hall with seating capacity for 50 participants - Cluster type seating arrangement - Air Conditioned - Podium - Whiteboard - Flip Chart - Sufficient number of Marker pens in different colours - Note book & pencil for each participant - Water bottles available throughout the event - Projector with Screen <ul style="list-style-type: none"> ▪ 2000ANSI Lumens - Professional sound system <ul style="list-style-type: none"> ○ Amplifier & mixer ○ 01 Hand held FM mike ○ 01 podium fitted mike ○ 01 Clip-on mike - Uninterrupted power supply 	Session 1	1	4	2.5
			Session 2	1	4	3.5

2.2	Equipment & Connectivity <i>(Technical support should be available throughout the workshop)</i>	Laptop Computers <ul style="list-style-type: none"> o 2.20Ghz 2nd Gen Intel Core i3 o Memory – 4GB DDR3 o Screen - 15.6 inch o 500GB Hard drive o Windows OS o Web Browsers – Chrome & Firefox 	Session 1	25	4	2.5
			Session 2	25	4	3.5
		Uninterrupted Connectivity <ul style="list-style-type: none"> o 4G Connections (one connection for 5 laptop computers) 	Session 1	5	4	2.5
			Session 2	5	4	3.5
2.3	Training Feedback Form	Draft training feedback form on accommodation and training venue facilities in consultation with ICTA and print.	Session 1	50	4	-
			Session 2	50	4	-
2.4	Accommodation for participants	<ul style="list-style-type: none"> - Accommodation facility should be within same premises where training programme is conducted. - Rooms should be on twin sharing basis - Rooms should be with basic facilities such as a ceiling fan, beds with clean pillows, mosquito nets, bed sheets and attached bath and toilets. - Accommodation facility should cover Morning bed tea, Breakfast and Dinner. Meals should be served in buffet style. <i>Refer ANNEX 4</i> <p><i>(should be accepted by ICTA)</i></p>	Session 1	25	4	3
			Session 2	25	4	4

Bidder's Compliance to the Service Requirement

Item No.	Item Description	Compliance (Yes/No)	Remarks
1	Conference Menu		
2	Training facilities & Accommodation		
	2.1 Training Venue <i>(Please specify Training Venue)</i>		
	2.2 Equipment & Connectivity		
	2.3 Training Feedback Form		
	2.4 Accommodation for participants		

PRICE SCHEDULE**1. Conference Menu (for training participants & resource persons)**

Item	Required Quantity per Batch	Number of days per Batch	Number of Batches	Unit Price (Exc. VAT) LKR	Total (Exc. VAT) LKR
Session 01 - Full Day Conference Menu (Morning & Evening Refreshments + Lunch)	55pax	2	4		
Session 01 - Half Day Conference Menu (Morning Refreshment and Late lunch)	55pax	1	4		
Session 02 - Full Day Conference Menu (Morning & Evening Refreshments + Lunch)	55pax	3	4		
Session 02 - Half Day Conference Menu (Morning Refreshment and Late lunch)	55pax	1	4		
				<i>Sub Total - Conference Menu</i>	

2. Training facilities & Accommodation

	Item	Description	Required for	No Of Units/ Qty. Required per Batch	No of Occurrences	No. of Days per Occurrence	Unit Price (Exc. VAT) LKR	Total (Exc. VAT) LKR
2.1	Training Venue	<ul style="list-style-type: none"> - Venue should be within Colombo or suburb - A Hall with seating capacity for 50 participants - Cluster type seating arrangement - Air Conditioned - Podium - Whiteboard - Flip Chart - Sufficient number of Marker pens in different colours - Note book & pencil for each participant - Water bottles available throughout the event - Projector with Screen <ul style="list-style-type: none"> ▪ 2000ANSI Lumens - Professional sound system <ul style="list-style-type: none"> ○ Amplifier & mixer ○ 01 Hand held FM mike ○ 01 podium fitted mike ○ 01 Clip-on mike - Uninterrupted power supply 	Session 1	1	4	2.5		
			Session 2	1	4	3.5		
2.2	Equipment & Connectivity <i>(Technical support should be available through-out the workshop)</i>	Laptop Computers <ul style="list-style-type: none"> ○ 2.20Ghz 2nd Gen Intel Core i3 ○ Memory – 4GB DDR3 ○ Screen - 15.6 inch ○ 500GB Hard drive ○ Windows OS ○ Web Browsers – Chrome & Firefox 	Session 1	25	4	2.5		
			Session 2	25	4	3.5		
		Uninterrupted Connectivity <ul style="list-style-type: none"> ○ 4G Connections (one connection for 5 laptop computers) 	Session 1	5	4	2.5		
			Session 2	5	4	3.5		

2.3	Training Feedback Form	Draft training feedback form on accommodation and training venue facilities in consultation with ICTA and print.	Session 1	50	4	-		
			Session 2	50	4	-		
2.4	Accommodation for participants	<ul style="list-style-type: none"> - Accommodation facility should be within same premises where training programme is conducted. - Rooms should be on twin sharing basis - Rooms should be with basic facilities such as a ceiling fan, beds with clean pillows, mosquito nets, bed sheets and attached bath and toilets. - Accommodation facility should cover Morning bed tea, Breakfast and Dinner. Meals should be served in buffet style. <i>Refer ANNEX 4</i> <p><i>(should be accepted by ICTA)</i></p>	Session 1	25	4	3		
			Session 2	25	4	4		
<i>Sub Total - Training facilities & Accommodation</i>								

Grand Total

	Description	Total (Exc. VAT) LKR	Total (Including VAT) LKR
1	Sub Total - Conference Menu		
2	Sub Total - Training facilities & Accommodation		
	TOTAL		

We agree to provide the Goods/items and Services stipulated in the Schedule of Requirement in accordance with the specifications / requirements for a total contract price of LKR..... (amount in figures) LKR.....
(amount in words), excluding VAT within the period specified in the Invitation for Quotations.

Signature of Supplier:

Name of Supplier:

Date :

Company Name:

Address :

PAYMENT SCHEDULE

	Deliverable	Due Date	Payment
1	Submission of Inspection report with training plan and draft feedback form on accommodation & training venue facilities.	Commencement date + 2 week	10% of the total contract price.
2	<ul style="list-style-type: none"> • After satisfactory completion Session 1 TOT Training for batches 1 & 2 and acceptance of the completion report including following; <ul style="list-style-type: none"> ○ Participants details & attendance ○ Analysis Feedback from participants on accommodation and training venue 	Commencement date + 6 weeks	20% of the total contract price.
3	<p>After satisfactory completion Session 1 TOT Training for batches 3 & 4 and acceptance of the completion report including following;</p> <ul style="list-style-type: none"> ○ Participants details & attendance ○ Analysis Feedback from participants on accommodation and training venue 	Commencement date + 8 weeks	20% of the total contract price.
4	<p>After satisfactory completion Session 2 TOT Training for batches 1 & 2 and acceptance of the completion report including following;</p> <ul style="list-style-type: none"> ○ Participants details & attendance ○ Analysis Feedback from participants on accommodation and training venue 	Commencement date + 10 weeks	20% of the total contract price.
5	<p>After satisfactory completion Session 2 TOT Training for batches 3 & 4 and acceptance of the completion report including following;</p> <ul style="list-style-type: none"> ○ Participants details & attendance ○ Analysis Feedback from participants on accommodation and training venue 	Commencement date + 12 weeks	30% of the total contract price.

Following are the suggested menus for refreshment, lunch & dinner during the training programme. Same menu should not be served in continuous days

Breakfast

Breakfast Menu 1 – Milk Rice, Pol Rotti, three dishes and a Dessert - (Dishes : Fish curry, Dhal curry, Dry Fish Kattasambal/ Dessert : one fruit item)

Breakfast Menu 2 – String hoppers, Bread, three dishes and a Dessert – (Dishes: Fish curry, Potato curry and Pol Sambol/ Dessert: one fruit item)

Morning & Evening Tea Breaks

Refreshments - One savoury, one sweet item, and Tea.

Lunch

Lunch Menu 1 – White rice, Red rice, five dishes and a Dessert - (Dishes : Chicken curry, fish curry, two vegetables, Dhal Curry and papadam / Dessert: Fruit Salad)

Lunch Menu 2 – Fried rice, Red rice, five dishes and a Dessert - (Dishes: Chicken curry, fish curry, two vegetables, Potato tempered and Chilli paste / Dessert: Curd & Treacle)

Dinner

Dinner Menu 1 - String hoppers, Bread, three dishes and a Dessert – (Dishes: Fish curry, Dhal curry and Dry Fish KattaSambal/ Dessert: one fruit item)

Dinner Menu 2 – White rice, Pol Rotti, four dishes and a Dessert – (Dishes: Chicken Curry, Dhal curry, Tempered beans and Soya tempered and papadam/ Dessert: one fruit item)

Dinner Menu3- Noodles, Bread, three dishes and a Dessert – (Dishes: Fish curry, Potato curry and PolSambol/ Dessert: one fruit item)