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| Description: C:\Users\Carl\Documents\PwC\Projects\6355_CDKN\CDKN Main Logo_Orange.pngRequest for Quotations  |
| **Project Name**: E-learning on CCD in LAC**Project Reference**: KNLA-0011d**Date**: 17th June 2016 |

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1. Instructions for completion

Bidders are invited to submit a proposal (including Non-disclosure agreement) electronically to the cdknetwork.procurement@uk.pwc.com detailing how they would deliver the programme of work as set out in this document. Section 3 is to be completed by the Supplier and returned to the CDKN Procurement team.

Declaration of Intent to Bid

Bidders must email confirmation of their intent to bid to cdknetwork.procurement@uk.pwc.com

RfQ Closing Date

Bidders must email their submissions the Closing Date **17.00 UK time on Thursday 30th June 2016.**

Submissions received after this deadline will not be accepted**.**

Delivery of the RfQ

The bid must be marked “Proposal in response to RfQ for “**E-learning on CCD in LAC, KNLA-0011d”** and emailed to cdknetwork.procurement@uk.pwc.com.

Tenders must also be submitted in electronic form using Microsoft Office 2000 compatible applications.

Timetable of Events

Note that this timetable is provided on a best information basis only. CDKN reserves the right to adjust dates and add further events if a programme requirement arises. CDKN undertakes to keep Bidders submitting tenders informed of any change.

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| **Event** | **Date** |
| Date Tender Advertised | 17th June 2016 |
| Closing date for questions and answers to be provided | 17.00 (UK time) Thursday 23rd June 2016 |
| Closing date for receipt of bid | **17.00 (UK time) Thursday 30th June 2016** |
| Target date for CDKN contract award decision | 8th July 2016 |

Communication during Tender period

All questions relating to the contents of this RfQ or the submission of a proposal are to be submitted (by e-mail) to the following address no later than 17.00 (UK time) Thursday 23rd June 2016:

|  |  |  |
| --- | --- | --- |
| **Questions** | **Contact** | **Email Address** |
| Commercial **OR**Technical | CDKN Procurement Team | cdknetwork.procurement@uk.pwc.com |

PwC will respond to all reasonable requests for clarification as soon as reasonably possible. All questions must be sent by e-mail only. Responses will be published on the CDKN website during the Tender period. PwC reserves the right to issue the response to all Bidders.

If a Bidder wishes PwC to treat a request as confidential and not issue the response to all Bidders, it must state so at the time of request for clarification, stating the reasons for the desired confidentiality.

If, in the opinion of PwC, the content of a request is not considered to be confidential, PwC will inform the Bidder and it will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within the timeframe specified by PwC, the response will be issued to all Bidders.

PwC may itself issue clarification requests to the Bidder. The Bidder is asked to provide a single point of contact (including telephone and e-mail details) in their organisation for the receipt of such requests.

PwC will expect the Bidder to provide a prompt response to all clarifications issued.

Non-Disclosure Agreement (NDA) – Annex A

An NDA allows PwC and the bidder to have open discussions about the project in advance of the contract being signed. Please complete the first paragraph of the first page with your company details, then print and sign two hard copies and return them to me at the address below.

**Rachael Nicholl, CDKN Procurement, PwC, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR**

Following this, CDKN Procurement will send you a copy of the NDA countersigned by the leading partner for your records upon request. **An electronic copy of the signed NDA must accompany the proposal and this must be followed up with hard copies.** Without receipt of your signed hard copy NDA we would be unable to award a contract to you.

Contract Value

The budget available for this project is between GBP 18,000 and GBP 25,000. Bidders will have to provide a detailed budget against the proposed activities that includes all costs for technical human resources and expenses.

**Bidders must use the budget template provided** (Annex B) and rework the activities on the spreadsheet to suit the individual project.

Contract Term

CDKN anticipates that this project is expected to start in July 2016 and end in February 2017.

1. Project specification

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| --- | --- |
| CDKN Project Manager | Mairi Dupar/ Maria Jose Pacha |
| Procurement Officer | Rachael Nicholl |
| Project Reference Number | KNLA-0011d |

|  |  |
| --- | --- |
| Project Title | E-learning on CCD in LAC |
| Background | E-learning brings with it new dimensions in education and building capacity of professionals and policy makers. It reduces the costs traditionally associated with education, to the point that it becomes affordable to participants in developing countries. The purpose of this project is to develop an e-learning course on climate compatible development in Spanish for Latin American audiences. This course will have 5 – 6 modules highlighting the basic concepts and also serve as a platform for sharing CDKN case studies on climate compatible development in practice in Latin America and other developing regions. |
| Proposed contract start date | July 2016 |
| Proposed contract duration  | February 2017 |
| Project objectives  | The purpose of this project is to develop an e-learning course on climate compatible development in Spanish for LAC audiences. The expected audiences would be professionals working in climate change and policy makers. This course will have 5 – 6 modules highlighting the basic concepts of climate compatible development and also serve as a platform for sharing CDKN case studies on climate compatible development in practice in Latin America and other developing regions. The modality of a massive online open course (MOOC) or similarly free, open and inclusive course format would ensure high number of participants. Also it will be promoted widely through CDKN’s LAC channels, especially tailored to Spanish language speakers. |
| Deliverables  |

|  |  |  |
| --- | --- | --- |
| No. | Deliverables  | Proposed Due Date |
| 1. | Initial plan and schedule including design and dissemination | 15th July 2016 |
| 2. | First draft of course lay out | 15th August 2016 |
| 3. | Didactic materials and multimedia | 15th September 2016 |
| 4. | First draft of course | 15th October 2016 |
| 5. | Course launch | 15th November 2016 |
| 6. | Final report on the course (number of students, difficulties, lessons learned, need for modifications) | 15th of February 2017 |

 |
| Scope of work | This course will have 5 – 6 modules highlighting the basic concepts of climate compatible development and also serve as a platform for sharing CDKN case studies of climate compatible development in practice, in Latin America and other developing regions.**Learning objectives**By the end of the course students should be able to:a) Understand what climate compatible development is, and its main characteristics in Latin America.b) Know the different case studies in the region that are examples of climate compatible development at different geographical scales and in different sectors.c) Analyse their own contexts – including development planning and programming opportunities – through the lens of climate compatible development. The **target group are** development professionals that have average knowledge of climate change.The **general characteristics** of the e-learning course on climate compatible development:* Combinations of self-paced and facilitated courses where learners will have the possibility to access all materials at all times and complete the course/module in the timeframe they want. Also students could choose to be involved in a 6-weeks course with facilitation and interaction between peers and the possibility of having a certificate of completion.
* Provide a base line of a course that can be modified, updated and used in other regions and languages.
* Course and platform using free software that can contribute to the sustainability of the course.
* Provide technical support and teachers that can facilitate the course.
* Proposed course of 5-6 modules that have a duration of 5-6 weeks.
* Include at least 3 videos recorded and edited by the supplier for each module of the course.
* The course will be offered free of charge.
* Any number of users can access the course at any time.
* The course will be in Spanish.
* A test course needs to be available by October to be revised by CDKN and in November we can launch the course. It should be available in the platform of the supplier for an extended period of time, until March 2018.
* Ensure that the course is personalized following CDKN branding.

The supplier will need to:* Adjust or develop a web platform tailored to the CDKN brand guidelines.
* Work with CDKN to define the course structure and syllabus.
* Design the course based on the above.
* Develop teaching activities, learning and instructive materials.
* Develop an e-book summarising the course.
* Design multimedia for the course (video, animation, dynamisation tools)
* Implement the course ensuring technical and teaching assistance (CDKN staff will also be involved in the facilitation).
* Hosting the course in the supplier’s platform until March 2018 free of charge with future possibilities of updating it if the funding is available.
* Ensure an excellent technical performance in the running of the course (e.g. suitable video streaming technology )
 |
| Contract Management  | The project will be reviewed through monthly performance meetings |
| Pricing Proposal | CDKN requires a detailed breakdown of costs including: staff time/day rate; expenses such as design costs; proof reading costs; indicative number of days per task etc.Prices to be quoted in GBP exclusive of UK VAT and inclusive of any other tax.Please present the budget breakdown in a separate Excel Sheet. |

* 1. Procurement Information

|  |  |
| --- | --- |
| Date for RFQ return  | Thursday 30th June 2016 at 5pm UK time |
| Instructions for return  | The submissions should be emailed to cdknetwork.procurement@uk.pwc.com. Please send in the budget breakdown in separate excel document. |
| Evaluation (Quality / Price)  | **Overall quality-60%**1. Experience in delivering e-learning courses– demonstrated track record of proposed team, number of students, number of e-courses elaborated - 15%
2. Creativity and design of e-courses - innovative format for a diverse audience within the budget ranges that CDKN provides.-15%

The Supplier will need to:* Adjust or develop a web platform tailored to the CDKN brand guidelines.
* Work with CDKN to define the course structure and syllabus.
* Design the course based on the above.
* Develop teaching activities, learning and instructive materials.
* Develop an e-book summarising the course.
* Design multimedia for the course (video, animation, dynamisation tools)
* Implement the course ensuring technical and teaching assistance (CDKN staff will also be involved in the facilitation).
* Ensure an excellent technical performance in the running of the course (e.g. suitable video streaming technology )
1. Resource allocation - capacity to deliver the work - 10%
2. Methodology- Proposed project management approach - 20%

**Overall price - 40%** |
| Any further information | The contract of the course would be until February 2017, however we are asking the supplier to host the course until March 2018 at no extra cost. Only if extra funding is available could we update the e-learning course during 2017, but it would be important to ensure that the course is available for more than 4 months to ensure proper uptake and dissemination. |

1. Supplier Response
	1. Supplier details

|  |  |
| --- | --- |
| Supplier Name |  |
| Supplier Country | [Please indicate which country your main office is located] |
| Type of Organisation | [Please indicate the legal status of your business – such as, Commercial Organisation, Government Agency, NGO, Charity] |
| Lead Contact |  |
| Supplier Address: |  |
| Supplier Tel: |  |
| Supplier Email: |  |
| Supplier website: |  |
| UK Service Agent | [In order to manage its risks, and because all our contracts are let under UK law, we require non-UK organisations to have an agent in the UK who can represent the organisation in receiving legal papers or notice should that become necessary. This agent may for example be a branch of their organisation in the UK, embassy, solicitor or a commercial organisation that offers such services We do not require companies to have a UK Service Agent at the proposal stage, only once the contract has been awarded. If you already have a UK Service Agent that can fulfil this role, please include their details hereIndividual consultants based outside of the UK (and who will be contracted by CDKN as individuals) do not need to put a service agent in place.] |
| Insurance requirement | Please confirm if you have public liability and professional indemnity insurance and the value of this cover? Please confirm if the insurance is valid and mention the expiry date (should not be expired)? |
| Terms and Conditions | * The Terms and Conditions associated with the funding for this piece of work are non-negotiable.

Please confirm that you have understood the above statement, and that you have read, understood and accepted our Terms and Conditions (Annex C) of contract. |

* 1. Evaluation Criteria

Please provide evidence of the following criteria in no more than two A4 pages per each criteria

|  |  |
| --- | --- |
| Experience (15%) | Experience in delivering e-learning courses– demonstrated track record of proposed team, number of students, number of e-courses elaborated |
| Creativity and design (15%) | Innovative format for a diverse internet-connected audience across developed and developing countries and across different types of device (mobile, tablet, laptop and desktop) within the budget ranges that CDKN provides. The Supplier will need to:* Adjust or develop a web platform tailored to the CDKN brand guidelines.
* Work with CDKN to define the course structure and syllabus.
* Design the course based on the above.
* Develop teaching activities, learning and instructive materials.
* Develop an e-book summarising the course.
* Design multimedia for the course (video, animation, dynamisation tools)
* Implement the course ensuring technical and teaching assistance (CDKN staff will also be involved in the facilitation).
* Ensure an excellent technical performance in the running of the course (e.g. suitable video streaming technology )
 |
| Resource allocation (10%)  | Capacity to deliver the work |
| Methodology (20%) | Proposed project management approach |
| Price (40%) | Providing a value for money solution within the budget CDKN has available. |

* 1. Pricing Information

Please summarise the pricing information below and send in a separate detailed budget breakdown.

|  |  |
| --- | --- |
| Project Cost (excluding expenses) | £ [Day rates etc.][Please quote the fee price for this piece of work, breaking down any components costs in excess of £500. We encourage you to attach a spreadsheet if appropriate] |
| Indicative Expenses | £ [Please break down any components costs in excess of £250] |
| Total Price excluding VAT and Taxes | £ |

* 1. Expenses Policy

|  |  |
| --- | --- |
| **Please confirm you have read and understood our Expenses Policy (Annex D)** | Yes/No |

* 1. Monitoring and Evaluation

|  |  |
| --- | --- |
| It is the responsibility of the Supplier to work in conjunction with the Service Recipient and CDKN to propose and agree upon key success factors which are specific to the project. The Supplier will be expected to outline suitable indicators for each success factor, including sources of information, collection methods and timeframes for collecting the information. CDKN will provide suitable templates and guidelines to assist the Supplier in developing such success factors.The Supplier will also be required to complete a short report on completion of the project which will assess its success and identify lessons learned. This report will include a short written summary of the report, identification of any key lessons learned, an estimate of the extent to which the project was success or not and recommendations for the future.**Please confirm that you have read and understood this requirement** | Yes/No |

* 1. Statement of Compliance

|  |  |
| --- | --- |
| The bidder must confirm the following. Failure to include this declaration may result in the bid being disqualified |  |
| 1. I have completed and enclosed all information required in the RfQ in the format and order required.
 | Yes/No |
| 1. I declare that this is a bona fide response to your RfQ.
 | Yes/No |
| 1. I declare that the organisation will comply with the terms and conditions of contract
 | Yes/No |
| 1. I declare that I am aware of the next steps of the procurement process, if appropriate
 | Yes/No |
| 1. I declare that the organisation is not aware of any connection with a member of staff from PwC or any of the CDKN Alliance Partners which could affect the outcome of this procurement process.
 | Yes/No |
| 1. I declare that I am not aware of any potential conflicts of interest in submitting this RfQ
 | Yes/No |

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| If you have replied NO to any of the above, please provide a detailed explanation below |
|  |

1. Conditions of Procurement Process

Note: These conditions of the procurement process are associated with the requirements of submitting an RfQ to PwC for the delivery of the aforementioned CDKN project. These are not the terms and conditions of contract which are provided separately.

Consortium bid

If a bid is submitted by a consortium, PwC will require any agreement(s) to be entered into by a lead single entity on behalf of the consortium. In addition, other consortium members may be required to enter into direct agreements with PwC in connection with their subcontracts and PwC will require a right of approval over subcontracts.

Change in circumstance

Bidder must inform PwC in writing of any change in control, composition or membership of a Bidder or its consortium members and of any other material change to the Bidder’s response to the RfQ, if any, which has taken place subsequent to their expression of interest. PwC reserves the right to disqualify any Bidder subject to such changes from any further participation in the procurement process.

Tender validity

All responses must remain valid without change or qualification following the response submission for a period of 90 days.

Bidder costs

PwC shall not, under any circumstances, be liable for any costs incurred by the Bidder in relation to their participation in this procurement process or otherwise.

Copyright

The copyright in this documentation and its related materials belongs to PwC. The Bidder should not reproduce any of the documentation or materials in any form (including photocopying or storing by electronic means) without the permission of PwC, other than the purposes of preparing their response and/or responding to this tender.

Law

The Laws of England and Wales shall apply to this procurement and in connection with any proceedings arising there from. Likewise, the English courts shall have exclusive jurisdiction in respect of any disputes arising out of or in relation to the procurement.

Publicity

This RfQ document is only to be used in connection with the preparation and submission of responses by Bidder in relation to this procurement. No publicity regarding the project or the award of any contract will be permitted unless and until PwC have given express written consent to the relevant communication. For example, no statements may be made to the media or other similar organisations regarding the nature of any response, its contents or any proposals relating thereto without the prior written consent of PwC.

Conflict of interest

The Bidder is instructed to ensure that their potential appointment as the service provider to PwC for the project has not and will not create any conflict of interest or any situation that might compromise or prejudice PwC's duty to manage an open, fair, non-discriminatory and competitive procurement process. In the event of a conflict (or potential conflict) arising at any time during the procurement, the affected Bidder shall be responsible for reporting the occurrence of potential or actual conflict and the means for resolving it to PwC forthwith. In the absence of any compelling reason acceptable to PwC, the assumption will be that the conflicted party shall have no further involvement in the procurement.

Discontinuance or Suspension

PwC may elect to discontinue or suspend the procurement at any time without accepting any response or entering into an agreement with the Preferred Supplier. PwC may discontinue or suspend without responsibility or liability to any Bidder including (without limitation) any liability for any costs or expenditure incurred by, or inconvenience caused to, any Bidder.

Should PwC decide to suspend the procurement, PwC will issue instructions to the Bidder regarding the suspected duration of the suspension and any other relevant information.

Revisions to the RFQ and Associated Documentation

PwC reserves the right to make revisions to the RfQ and any associated documents at any time. No additional time in relation to submission deadlines will be granted following notification of any such revision unless the Bidder is expressly notified of any extension by PwC.

PwC may issue updates to the Bidder at any time containing details of any revisions to this RfQ document, together with any further information which may assist the Bidder in the preparation of their responses. It is the Bidder's sole responsibility to ensure that they have understood PwC's requirements and all instructions and information issued under this RfQ.

Marketing Material

Under no circumstances should the Bidder provide general marketing and sales brochures or other materials.

For the avoidance of doubt, PwC reserves the right to:

* Waive the requirements of this RfQ and the Terms of Reference;
* Disqualify bids that do not comply with the instructions in this RfQ document, or does not submit a compliant response in accordance with the instructions relevant to that Response;
* Withdraw this RfQ at any time or to re-invite responses on the same or any alternative basis;
* Not to award any contract as a result of the current procurement process; and
* To make whatever changes it sees fit to the timetable, structure or content of the procurement process, dependent on approvals processes or for any other reason.

**Annexes:**

Annex A - D can be found on the CDKN website.

www.cdkn.org

This document is an output from a project funded by the UK Department for International Development (DFID) and the Netherlands Directorate-General for International Cooperation (DGIS) for the benefit of developing countries. However, the views expressed and information contained in it are not necessarily those of or endorsed by DFID or DGIS, who can accept no responsibility for such views or information or for any reliance placed on them.

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