

Holeta Polytechnic College - EASTRIP

Ref. No: EASRIP/ 1115/2022

Date: 06 May 2022

To: AAU.

Addis Ababa

Subject: -Request for Quotation for Delivering Different Trainings

Holeta Polytechnic College has received financing from the World Bank toward the cost of the East Africa Skills for Transformation and Regional Integration Project (EASTRIP), and intends to apply part of the proceeds for different trainings as described herein. An Instruction, Terms of Conditions of the contract is enclosed to serve as a binding rule between our college and your organization. Please give us your Qualification and Cost Breakdowns proposal for the training activities specified with this document.

1. Please keep your price valid for period of 15 days.
2. Please submit your proposal invoice in sealed envelope.
3. At any time, all proposals received will be opened in the presence of the Tender Committee members.
4. Enclosed thirteen pages of instruction terms, conditions of the contract, TOR and detailed lists of the service.

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With regards,

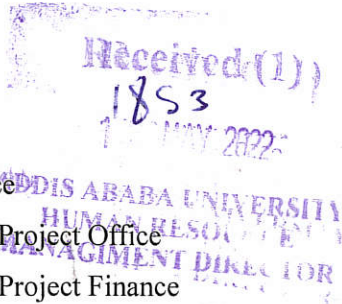


Handwritten signature: Chibsa Jebesa
Dean

CC//:

- Dean Office
- EASTRIP Project Office
- EASTRIP Project Finance

HPC





Section I

Instructions & Terms of Conditions of the contract

The service provider is expected to furnish all information required by the request for quotation. Bidders shall quote unit price for all activities described in the schedule of requirement for a period requested.

A prospective service provider requiring clarification shall request such clarification from the purchaser in writing, by cable, telex, or fax not later than two days before the deadline for submission of Performa invoice.

The Performa invoice shall be signed, sealed and addressed to the Holeta Polytechnic College EASTRIP Office. The price should be quoted by the service provider in Birr inclusive of all taxes duties paid over or payable on the services, if the contract is awarded. VAT collector shall submit legal Registration License.

The proposal form shall be signed by the service provider or a person or persons duly authorized to the service provider to the contract. The price quoted by the service provider remains binding till the expiration of proposal validity.

The service provider shall attach the following documents /evidences:/

- a copy of their trading license,
- a copy of their tax clearance certificate,
- a copy of VAT registration certificate and
- a copy of Trainers CV and Experiences.

Quotation will be evaluated for each types of training package under this RFQ. If a Price Schedule shows activities listed but not priced, their prices shall be assumed to be included in the prices of other activities. An activity not listed in the Price Schedule shall be assumed not included in the Quotation, and provided that the Quotation is substantially responsive, the average of the activity price as quoted by substantially responsive Service providers will be added to the Quoted Price and the equivalent total price of the Quotation so determined will be used for price comparison.”

Contract award will be made to the lowest evaluate responsive proposal whose service meets requirements of the specifications & who has necessary capability to carry out the contract satisfactorily within five days after opening of the Performa invoice.

- N.B. Please also include VAT (15%) in your price.

Quotation Proposal must be submitted **on or before 10 May 2022, 10:00 AM Local Time**, Holeta Polytechnic College which is found in Holeta Town at a distance of 30km from Addis



Section II: Technical Qualification Requirements for the Trainings

The Proposer of the training should present the followings in their offer:

- 1) General Information of the company: Include a description of the institution/company's history and experience to demonstrate that the institution /company has the capacity to undertake the training.
- 2) Training Methodology of the organization.
- 3) Qualification and Experience of Trainers.
- 4) Experiences of the organization in delivering similar trainings (have experience in delivering similar programs to governmental and non-governmental institution)
- 5) Be available to be contacted by Holeta Polytechnic College representative to discuss specific needs of the organization.
- 6) Confirm classroom set up and requirements prior to the course starting.
- 7) Confirm availability training materials and/or equipments.
- 8) Partial Quotes Allowed [The bidders may apply for one, more than one or all training packages.]
- 9) Evaluation of bids will be made on Training package-wise basis



Section III: Types of Trainings, Number of Participants, Duration of Trainings and Cost Break down (to be priced by proposal)

Table 1: Types of Trainings, Number of Participants and Duration of Trainings

Types of Training Titles	Number of Participants	Number of the services days	Remark
Training Administrative staff on Customer Service	45	5	Training date to be arranged.
Training Academic Staff on pedagogy, student management, and use of ICT	50	5	”
Training Academic staff on Surveying and aerial photo interpretation	10	5	”
Training Academic staff on Software operation (Auto CAD, SAS, SPSS, R-software)	30	5	”
Training Academic staff Dairy product preservation, Processing, handling & food safety	15	5	
Training Academic staff Vegetable and fruit product preservation, processing, handling & food safety	15	5	
Training on Queen Rearing	10	5	

1.- Different or same trainees may attend each of the trainings.





Table 2: Cost Breakdown for different Trainings listed above (Please copy this format and fill the cost separately for each Training)

Training Title: _____

SN	Training Activities Requirement	Cost Breakdown for one package of Training	Remarks
1	Professional Fees for Trainers		
2	Training Materials for Participants (Training Module, Note Book & Pen)		
3	Training Hall for Trainees with facilities such as LCD Projector, Flip chart Stand, Flip chart Stand, Mic, dividers, etc		
4	Refreshment for Participants (Twice a day including half liter bottled water)		
5	Certificates for each Trainees		
6	Over head Cost (if any)		
Total Cost for one Package Training			

NB.:- The cost break down for each training mentioned above and partial quotes allowed (the bidders may apply for one, more than one or all trainings packages).

Authorised By:

Signature: _____ Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorized for and on behalf of: _____

Company: _____

The following attachments are appended to clarify the Description of Services:

[List each attachment e.g. detailed schedule of the trainings]

For any clarification, the addresses are:

Holeta Polytechnic College which is found in Holeta Town at a distance of 30km from Addis Ababa on the way to Ambo town.

Attention: Project Manager, EASTRIP.

EASTRIP PIU Office

Telephone: Office +251(0)-112-37 0919 or +251(0)911819080

E-mail: hptc2019@gmail.com ORteferid.eastrip@gmail.com

Holeta, Holeta Polytechnic College.



ANNEX: TOR for Trainings

HOLETA POLYTEHNIC COLLEGE

East Africa Skills for Transformation and

Regional Integration Project

(EASTRIP)



May, 2022

Holeta, Ethiopia.



1. Introduction

1.1. General Description of Holeta Polytechnic College

Holeta Polytechnic College is one of the oldest government-owned colleges and it is located at a distance of 30km from the capital city, Addis Ababa, on the way to Ambo. Holeta Polytechnic College was established as Holeta Agricultural Training Center (HATC) in 1975 to deliver short term trainings (from few weeks to six months) for framers and agriculture practitioners in agriculture until 1993. The types of training offered in the center were home economics, vegetable production, field crops production, pest control, animal health care, animal breeding, agricultural cooperative and book keeping, soil and water conservation. Meanwhile the agricultural training was interrupted; instead, training of rural road technicians was commenced in 1994 and lasted for three years. Then the center started training development agents (DAs) for 9 months' program until it was upgraded to Agricultural TVET (ATVET) College with a capacity of enrolling 80-120 trainees from 1997 – 2000. The training center was upgraded to College so that HATC was said to be Holeta Agricultural TVET College (HATVETC) in 2001 & started to train in three fields of agriculture, namely Animal Science, Plant Science & Natural Resource. Middle level agricultural practitioner training, which was input based, was replaced by outcome-based training that is based on labor market demand and modular in approach. The last batch of input-based trainees were registered in 2011 and graduated in 2013. At the same time the so called new Ethiopian Occupational Standard (EOS) was put into practice which is targeted to produce agricultural entrepreneurs instead of agricultural extension workers, even though the reality is not implied this i.e., many graduates continued to be hired as agricultural extension workers in different areas of the region rather than become self-employed.

Since 2013 new occupation such as Animal Health, ICT, Building Electrical Installation and GMF currently called Mechanics were beginning to be delivered in the College. This becomes an advantage for the College to be up graded to Polytechnic College in 2018. Ongoing the College was selected as one of the satellite campuses to train the future TVET trainers at Short and long term training, Diploma and BSc Degree level in Agro and food processing and Agriculture occupations in collaboration with the Federal TVET institute.

Since 2011 beside to the formal trainings additional mandate has been assigned to the college to delivering industry extension services for the small and micro enterprises. Thus, the college has



to thematic areas; delivering quality outcome based training and technological transfer and technical support for SMEs. As per Ethiopian TVET Strategy (2008) the College is working to become the best College in delivering market oriented and gender sensitive quality training based on EOS through student-centered and practical oriented education and training in the agricultural occupation in order to produce self-reliant citizens.

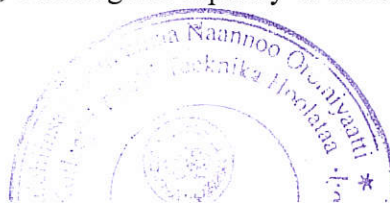
The Vision of the Holeta Polytechnic College is to be a Center of Excellence in Agro and Food processing in the East Africa that produces skilled and employable work force through acquiring and adapting modern technologies.

Mission is to become a well-equipped international training center that serves the needs of stakeholders in the Agro-processing industry.

The overall objectives are to deliver quality outcome-based work shop to supply competent, motivated, responsive and innovative middle and low-level workforce with the necessary technological skills to ensure the implementation of an agriculture-led industrial economy of Ethiopia. Currently, the college running different program on the area of agro processing with technical and financial support by loan of the World Bank Group the Eastern Africa Skills for Transformation and Regional Integration Project (EASTRIP) has been launched in Addis Ababa, Ethiopia, on June 2019. The project supports the development of highly specialized Technical and Vocational Education and Training (TVET) programs as well as industry-recognized short-term and long term certificate level training and long term Diploma and Degree level, and will target regional priority sectors in Agro and Food processing.

4. Purpose of Training

As mentioned above, Holeta Polytechnic College is planning to establish a Center of Excellence in Agro-Processing (CEAP) through the East Africa Skills for Transformation and Regional Integration Project (EASTRIP) funded by the World Bank (WB). Thus, as it is indicated in the Strategic Investment Plan (SIP) (Strategic Investment Plan) of the college, building the capacity of the college staff and PIU is required.





2. Types of Trainings

1. Training Administrative staff on Customer Service
2. Training Academic staff on Surveying and aerial photo interpretation
3. Training Academic staff on Software operation (Auto CAD, SAS, SPSS, R-software)
4. Training Academic staff Dairy product preservation, Processing, handling & food safety
5. Training Academic staff Vegetable and fruit product preservation, processing, handling & food safety
6. Training Academic Staff on pedagogy, student management, and use of ICT
7. Training on Queen Rearing

Objective and Expected outcomes of the Trainings

The major objective of the Training is to increase the understanding level of the participants as per the trainings.

Expected outcomes/outputs

By the end of this work shop, trainees should be able to understand

- Assist their organization in better management of various aspects
- Help the organization in prompt regulatory compliance
- Learn the key principles of Conceptual Framework for each discipline, etc

Based on the knowledge and skills obtained, the trainees will be requested what they understand from this trainings and collect information their trust level for this kind of training.

Participant/Trainees

The Training participants are invited from different staffs and different academic areas.