



UNDP Invitation for Prequalification

Provision of English Language Training Courses in Jerusalem, West Bank and Gaza

Reference:	PQ-2011-001
Closing date for submission of pre-qualification documents:	14 March 2011
Closing date for submission of clarifications:	28 February 2011
Clarifications posting date:	04 March 2011

(A) Summary of project

UNDP PAPP is seeking qualified companies / institutes operating and has branches in Jerusalem, Gaza and the west bank to undertake English languages training courses in order to develop English language and professional skills.

The aim of this prequalification is to establish a long Term Agreement (LTA) with single supplier for a minimum period of one year. The LTA will include the following services:

- Training of UNDP Staff
- Training of individual external to UNDP but contracted by UNDP.
- Training of staff within other UN agencies for which the sister agency will place a purchase order on the basis of the LTA.

Instruction in English Language will be in the following areas:

- Spoken English,
- Professional training
- Written English – Business Correspondence and Report Writing.

Objectives:

The objective of the program is to raise the level of knowledge and ability to effectively communicate in the English language, in particular understanding, speaking and professional writing , including proper grammar and building an appropriate vocabulary for professional interaction and positive impact on the employee's daily work.

Program Design

The program is expected to be an instructor-led, progressive learning, two - three month course for a group of students sharing the same level of proficiency, which will be determined by a pre-requisite test for assessment.



Two case scenarios regarding timing will be considered. One during working hours: 8:00 am to 3:30 pm, M-F in Jerusalem and S-Th for Gaza and Ramallah; and a second for after working hours.

Methodology and Key features required:

- Classes for the following proficiency levels and not limited to :
 - ✓ Basic
 - ✓ Basic advanced
 - ✓ Intermediate
 - ✓ Intermediate advanced
 - ✓ Advanced
 - ✓ Report writing
 - ✓ Public speaking
 - ✓ Presentation skill
- Placement testing for each potential student to identify the appropriate level
- Pre-set curricula with learning objectives and time frame for each level
- Competency based testing to monitor acquisition of learning objectives and to measure achievement of learning objectives
- Written evaluation by instructor of each student
- Certificates of Completion based on merit – successful completion of learning objectives
- Experienced instructors - training in ESL “English as a second Language” desired. Instructors should be able to demonstrate that they have a high level of experience in teaching English and come with excellent references.
- Capacity to assess the proficiency levels of potential students
- Instructor-led courses with printed reference and training material
- Provision of all required training materials for all courses

(B) Eligibility criteria

The supplier must be able to demonstrate that they have significant experience in providing English Language training skill courses.

Below are a list of the minimum required criteria and documents that should be submitted, in order to be considered to be pre-qualified and provided with the tender documents for quotation purposes.

- Cvs of the trainers who will be involve in this process
- institution profile
- Official registration form from the concerned authorities
- Valid registration with MOF & Tax Clearance Certificate or Tax exempted certificate.
- Working experience with corporate clients including contact details.
- Work Plan
- Methodology for provision of services.
- Programme Overview

United Nations Development Programme
Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



- Brochures
- Duration of each course and course schedule.

Documentation listed above should be sent to:

Khaled Shahwan
UNDP/PAPP
4A Ya'qubi Street
Jerusalem

Documents should be clearly marked "Pre-qualification – Provision of English Language Training skill Courses in Jerusalem, West Bank and Gaza"

The requested documents must be received in a sealed envelope no later than 2pm (Jerusalem time) on 14 March 2011.

Any submission received after this time will not be accepted.

Based on the evaluation of documentation received, suppliers will be short listed to participate in the subsequent bidding process. Short listed firms only will be invited to participate in the tender process. Submitting a reply to advertisement does not therefore automatically guarantee that the supplier will receive the tender documents when issued.

Suppliers will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations, for inclusion into a shortlist for a forthcoming tender. Submissions from suppliers failing to provide the request information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rule and procedures of UNDP.

This advertisement does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the grounds.

Any requests for clarification or additional information should be sent to the following address by 28 February 2011:

E-mail: proc6.papp@undp.org

All requested clarifications or additional information will then be posted publically on-line by 04 March 2011

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Shehadeh', is written over a horizontal line.

Shehadeh Habash
Head of Procurement a.i,