# Letter of Invitation

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| Date: | 23rd March 2023 |
| Loan/Grant No. and Title: | G-0596, Skills Training and Education Pathways Upgradation Project (STEP-UP) |
| RFP No: | MoESD/DNHRD/TDD/19C1/2022-23/NCS-09 |
| Location: | Thimphu, Bhutan |
| Deadline for submission: | 25th April 2023 |
| Advance Contracting: | No |

To

All Eligible Registered Private Training Providers,

Dear Mr./Ms.:

1. The Ministry of Education and Skills Development (MoESD), Royal Government of Bhutan (RGoB) the “Client”) has been allocated grant funds (the “Grant”) from the Asian Development Bankwhich are administered by the Asian Development Bank (“the Bank”) and executed by the Ministry of Education and Skills Development, Royal Government of Bhutan.

TheClient intends to apply the funds to eligible payments under the contract for which this Request for Proposals is issued.

Payments by the Bank will be made only at the request of the Ministry of Education and Skills Development, Royal Government of Bhutan and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the grant agreement. The grant agreement prohibits a withdrawal from the grantaccount for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations[[1]](#footnote-1). No party other than the Ministry of Education and Skills Development, Royal Government of Bhutan shall derive any rights from the grant agreement or have any claims to the proceeds of the grant.

The Client now invites proposals to provide the following non-consulting services (hereinafter called “Services**”):Lot 1: Graphic & Design, Lot 2: Video Making and Content Creation, Lot 3- Web Design Using WordPress and SquareSpace, Lot 4- Music Making and Production, Lot 5-Photography Design and Editing, Lot 6- Bartending, Lot 7-Commercial Accounting, Lot 8- Bakery Confectionary and Barista and Lot 9- Fast Food Production (25 candidates each).** More details on the Services are provided in the Terms of Reference (Section 7).

This Request for Proposals (RFP) has been addressed to All Eligible Registered Private Training Providers Registered with Department of Occupational Standards, Ministry of Labour and Human Resources.

1. It is not permissible to transfer this invitation to any other firm, such as Consultant’s parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a joint venture (JV) partner without the Client’s prior consent, which is given only in exceptional circumstances, e.g., when a JV partner is sanctioned or has been declared bankrupt or an occurrence of force majeure.
2. A firm will be selected under Quality-and Cost-Based Selection (QCBS) proceduresusing a Full Technical Proposal (FTP)format as described in this RFP, in accordance with the policies of the Bank detailed in the *Consulting Guidelines or the Procurement Regulations* which can be found at the following website: <https://www.adb.org/documents/adb-procurement-policy>,

<https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

1. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants, Data Sheet, Summary and Personnel Evaluation Forms, and Grounds for Disqualification of the Experts

Section 3 - Technical Proposal *[FTP]* - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Eligible Countries

Section 6 - Anticorruption Policy

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract *[Lump Sum]*

1. Please inform the Client by **27th March 2023**, in writing at Program Officer, Skills Training and Education Pathways Up-gradation Project (STEP-UP), Department of National Human Resource Development, Thimphu by e-mail rattu@molhr.gov.bt whether you intend to submit a proposal or not.
2. Details on the proposal’s submission date, time and address are provided in Clauses 17.7 and 17.9 of the instructions to consultants (ITC).
3. The Request for Proposal (RFP) can be downloaded freely from the ministry’s website*http://www.education.gov.bt/*

Yours sincerely,

Norbu Wangchuk,

Project Director

DWPSD, MoESD

Thongsel Lam PO BOX 1036

Thimphu: Bhutan

1. Charter of the United Nations, Charter 7 <http://www.un.org/en/sections/un-charter/chapter-vii/> [↑](#footnote-ref-1)