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**REQUEST FOR PROPOSALS**

**PROVISION OF TRAINING**

**FOR THE ENERGY CHAMBER LEARNING CENTRE**

**BACKGROUND:**

The Energy Chamber’s Learning Centre began operations in September 2011. We initially started with the provision of computer-based training and expanded into classroom based delivery of training. At present we offer a wide range of face to face and online training programs to our members as well as the public. Programs that have been widely accepted and have been delivered successfully. We consistently seek to provide relevant, quality, customized and general training to our customers.

**SUMMARY:**

The Energy Chamber Learning Centre is requesting proposals from training institutions or individuals in Trinidad and Tobago to provide short professional training in the following areas: **Safety, Corporate Executive and Continuous development**. Our aim is to deliver these courses via an online platform or develop them as computer-based training.

**EDUCATIONAL QUALIFICATIONS**

Each training provider must meet ALL of the following **minimum** qualifications:

1. 10 years teaching experience in the specific training area
2. First Degree in the specific area of training
3. Certified Trainer with the certification body (if applicable)

**REQUIREMENTS**

* Resume/Curriculum Vitae
* At least 3 Professional References preferably from companies to which you have delivered training
* Relevant certificates
* Training proposal with fee structure for each delivery mode
* A statement confirming all the online platforms you currently use to deliver training and how long you have you been using them

**PERSONAL CHARACTERISTICS**

* Engaging
* Dynamic
* Patient
* Personable
* Honest

**SELECTION AND EVALUATION CRITERIA:**

Trainers selection and evaluation will be based on the following:

* References’ feedback
* Minimum educational qualifications
* Verification of resumes and certificates
* Interview (if applicable)
* Acceptance of Training proposal and fee structure
* Financial member of the Energy Chamber

**Note: non-financial members are still encouraged to apply**

**RESPONSIBILITY OF THE TRAINING PROVIDER**

* Provision of all related content for the programmes
* All international certification, where applicable
* Executing training in accordance with the highest international standards
* All the necessary resources needed for an online delivery
* Signing and adhering to the ECLC Code of Conduct

**SUBMISSION OF PROPOSALS**

Your offer must be submitted in **separate PDF documents** and must contain a technical proposal which includes a list of companies you provide or have provided services for and a financial proposal.

* The **technical proposal** must describe, but not limited to, your operations, course offerings classified as per the Training areas identified above, various delivery modes, the duration of all programmes, all facilitators to be used by your organizations with their relevant qualifications, your availability and all relevant accreditations. It must also include a listing of companies worked for and references from at least 3 of those companies.
* The **financial proposal** must be a detailed quotation that will provide the exact cost for the provision of each training module e.g. the cost for online delivery of the named safety course. The financial proposal will form part of our evaluation. If your firm is selected and there are any deviations from the quoted price, this may result in your firm being disqualified for this service.

The proposals must be sent via email and should reach the following email address [natasha@energy.tt](mailto:natasha@energy.tt) no later than the deadline of **April 23rd, 2021** The final decision on the proposal will be communicated no later than **May 14th, 2021**

All questions pertaining to the RFP must be submitted by **April 21st 2021**. Questions must be submitted via email to [natasha@energy.tt](mailto:natasha@energy.tt) and will be answered within 2 business days via email. Questions received after the date will not be entertained.

**EVALUATION CRITERIA:**

Proposal will be assessed based on the following:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Suggested Documentation** | **Weighting %** |
| Price quoted | Financial proposal | 45% |
| Training experience | Company profile, customer references from at least three references; course offerings | 50% |
| Chamber Membership | Internal verification | 5% |

**Note: A simulated course delivery session will be required once selections are made.**

**Proposals receiving a score of less than 85% will not be considered**

**In instances where proposals attain the same score, consideration will be given to the**

**Company or individual with the most teaching experience and competitive costing**