

REPUBLIC OF LIBERIA



**Diaconia                      Microfinance                      Deposit  
Institution**

**I/NCB Ref: N° 0001/DMDI /2021.**

**NATIONAL AND INTERNATIONAL COMPETITIVE  
BID**

# ***Invitation for bid***

## **INSTRUCCTIONS TO BIDDERS**

### **Invitation for Bid**

### **(National & International Competitive Bid)**

#### **1. Introduction**

The bidders must comply strictly with these instructions and provide all the necessary information; otherwise, they could be disqualified.

#### **Background**

Diaconia Microfinance Deposit-taking Institution Inc. (DMDI), a limited liability company. The institution being the first initiative in Africa of Alliance Microfinance AS (AMAS), Norway, is here to help small business succeed in their drive to create for themselves a middle-income status through the provision of microfinance services in urban and rural Liberia. The Institution will support micro, small and medium Enterprises (MSMEs) in sectors such as small skill manufacturers, home improvement/reconstruction, wholesale and retail traders. DMDI is based on the Christian diaconal principle of service to those in need.

DMDI has received fund for capacity building and institution strengthening to provide financial services to those in need.

For this purpose, DMDI is launching this consultation and all eligible bidders are invited to participate in the competition by preparing and submitting bids that will be assessed by an independent committee. The training firm that will emerge from this process will be issued a contract.

#### **TERMS OF REFERENCE FOR INTERNATIONAL / NATIONAL FIRM**

The firm is required to provide training on how to manage people and give crucial foundational skills to shift from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance. The training should be able to improve on key weakness areas, play to strengths and get the best results from every member of the team.

Gain a deeper understanding of their roles and responsibilities

Improve communication to effectively set expectations for themselves and their direct reports

Adapt leadership style to meet the needs of individual team members

Communicate organizational goals that get results

Apply delegation strategies to increase productivity and motivation

Use effective coaching techniques to maximize their team's performance

Target audience  
Managers 7  
Supervisors 6

## **COURSE CONTENTS:**

Managerial Effectiveness for Supervisor

Areas of focus:

- Your role as Manager
- Performance Management
- Coaching for performance
- Effective communication
- Understanding and appreciating situational Leadership
- Creating a motivational climate
- The key to emotional intelligence
- Delegation for growth and development

Managing Conflict

**Note: See appendix No. 05 for the detail list.**

## **2. Preparation of Bids**

All interested and eligible bidders may obtain further information from DMDI, Tel. +231775016612 Located 135 Carey Street, Monrovia, Liberia; E-mail: [procurement@diaconiamdi.com](mailto:procurement@diaconiamdi.com)

### **I. Administrative documents**

This section will be composed of the following documents:

- a) Article of Incorporation/Registration
- b) Accreditation

**EXPIRATION DATE 22<sup>ND</sup> OF APRIL 2021. All copies of bid documents should be in at 4:00 pm prompt daily.**

### **. Technical Quotation**

This section will be built around the following documents.

- a) A presentation of firm ability to deliver customized management training; you're kindly requested to fill in the table of appendix No-1.
- b) A list of similar training provided by the firm with details references and contacts the template in appendix No-2.
- c) Detail background/professional profile of facilitators

### **II. Financial Quotation:**

This section of your quotation will provide key information including:

- a) The price schedule table filled, dated signed, stamped and designed as per the template in appendix No-3
- b) The letter of submission dated, signed stamped and designed as per the template in appendix No-4

**3. Physical presentation of the bid and mention on the envelope**

You are kindly invited to submit your quotation in three (03) copies and Two copies, each one clearly bearing the mention <<ORIGINAL> or <<COPY>>. The original will serve as the reference in case there may be any variance between both.

Envelopes should be sealed in way that does not reveal the origin quotations. Besides the indication of <<ORIGINAL> or <<COPY>>' they will only bear the following text **"BID FOR Managerial Effectiveness for Supervisors and Managers Date and mode of submission**

Quotations prepared as per the instructions set above should be sent to Diaconia MDI Head Office at the address indicated below before or on the April 20 2021 at 04.00 Pm.

135 Carey Street  
Monrovia, Liberia

For International firms Kindly send all relevant documentations via [procurement@diaconiamdi.com](mailto:procurement@diaconiamdi.com)

**4. Bids received after the closure date:**

Any Bid received by DMDI following the Bid closure dated and hour will not be accepted.

**5. Evaluation of Bids and Awarding**

Determination of compliance with the Bidding Documents is based on the content of the Bid itself.

<b>Evaluation Criteria</b>	
1.1	Compliance with requirements relating to firm's experience and professional profile.
1.2	Compliance with Special and General Conditions specified by this Solicitation Document.
1.3	Compliance with delivery deadlines set by the procuring entity.
1.4	Documentary evidence of demonstrated ability to comply with critical provisions such as execution of the contract
1.5	Bidders' past performance, bidders should provide documentary evidence of having conducted similar work

For the assessment of the financial Bid, arithmetic errors will be corrected based on the following:

- If there is an inconsistency between the unit cost and the cost obtained after the cross checking of unit cost with quantity, then the unit cost will prevail and the total amount will be adjusted accordingly
- If an inconsistency arises between letters and figures, the corrections will be made accordingly.
- The contract will be awarded to firm who will have submitted the quotation assessed the most compliant with specification at the best cost.

**6. Currency of Submission and payment**

The amount of the submission and payment will be the United States Dollar.

**7. Notification of Award**

Following the expiration of the period of Bid validity and Bids analysis, DMDI will send the successful Bidder a letter of Bid award and the Contract. The contract may only be accepted after the firm’s signature and each party have received a copy of the Contract. Acceptance of the Contract shall be binding on the parties to which the rights and obligations of the parties shall be governed solely by the terms and conditions of this contract.

**8. Award Criteria:**

The Client shall award the contract to the Bidder whose offer has been determined to have lowest price and technically qualified Bidder. The client reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to the award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the client’s action.

**9. Submission Fees**

You will bear all the costs linked with the preparation and the submission of your quotations and DMDI will, under no circumstance, be responsible for them, neither held responsible for reimbursing you whatever the process will be.

**Appendix No. 1/ Technical Specifications**

No.	Items	Description/Specification	Unit/ Quantity	Remarks

Signature of Bidder .....

Date, Name, Signature & Stamp of the company

**Appendix No.2/ List of similar services**

Year	Address Organization/Company	of	Amount of the	Nature of the mission and	Referee contact details	Duration of service

		service(in USD)	description of executed tasks		

Signature of Bidder .....

Date, Name, Signature & Stamp of the company

### Appendix No. 3/ PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Technical descriptions for each proposed materials/topics must provide sufficient detail to allow the client to determine compliance of Bid with training needs as per Schedule of Requirements.
3. All prices/rates quoted must be inclusive of all taxes.
4. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.

Name of Bidder.....					
Item	Description	Qty Unit	Unit Price *	Quantity Required	Total Price per item
GRAND TOTAL					

- Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Signature of Bidder .....

Date, Name, Signature & Stamp of the company

## Appendix No. 04/Bid Form

Date:

To,  
Managing Director  
Diaconia MDI  
135 Carey Street  
Monrovia, Liberia

Subject: Bid for <<.....>>

Dear Sir

Having examined the Bidding Documents, including, the receipt of which is hereby acknowledged, we, the undersigned, offer a customize training under the above-named Contract in full conformity with the said Bidding Documents for the sum of:

(Hereinafter called "the Total Bid Price") or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Signed: (Authorized Person Name & Signature) \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of the Company:



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**Appendix No. 06/Bid Topics to be Covered**

Description	Specification	Quantity