

Annex II

To Request for Proposals N° PCD/08/049



Response Requirements

for the

Provision of Team-Building Workshops for WIPO Staff

Response to the RFP Document

This annex summarizes the form and content of the information that the bidders shall provide in response to this RFP:

- ú The response document must be submitted in English.
- ú The responses and description of the solutions shall be comprehensive and focused on the information that is requested in the RFP. Information of general interest, like data sheet, marketing driven brochures may be annexed at the end of the response document.
- ú Proposals must follow the section numbering and framework provided in the following sections. Bidders may, if they so wish, add sub-sections, and are free to write the content of the sections as they think best, as long as all the requested information is provided.

When responding, please use the sections as stated below, i.e. compose your proposal starting with:

- 1) Executive Summary**
- 2) General Information about the Bidder, etc.**

Section 1) EXECUTIVE SUMMARY

Bidders must provide a summary of the key features of their proposals. This should highlight major features that differentiate their offer.

This section must contain the following table filled in:

Date	
Company Name and Address	
Phone number Fax number	
Email address Website	
Authorized representative name	
Authorized representative signature	
Business contact person (name, phone number and email address)	
Technical contact person (name, phone number and email address)	

Section 2) GENERAL INFORMATION ABOUT BIDDER

This section deals with information about your company, your references, as well as any partnerships or alliances you have with other companies who may work for you as sub-contractors.

This section must contain:

Section 2.1) Company background, qualifications and financial stability

- a) A description of your experience in carrying out assignments of a similar nature, and
- b) References to recent experiences on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm's substantive reliability and financial and managerial capacity to provide the services.

Section 2.2) References

- a) Give at least 3 recent references of a similar nature. A short description (a few lines) must be given for each of the references (realization date, size of the project, contact person on the customer side, with phone number and position, etc.).

Section 3) YOUR FIRM'S UNDERSTANDING OF THE REQUIREMENTS FOR SERVICES

- a) Include any assumptions, as well as comments on the definition of tasks, support documentation and proposed time schedules as indicated in the *Terms of Reference* (Annex I) and other annexes, or as you may otherwise believe to be necessary.

Section 4) PROPOSED APPROACH AND METHODOLOGY FOR CARRYING OUT THE TASKS RELATED TO WIPO REQUIREMENTS

- a) You should describe the general methodology for performing the work. Please provide detailed information on how you would envisage your teaching or training process. Specify if items such as pre-requisites, technical tests, role-playing, technical support, etc., are to be employed.
- b) The courses should be evaluated through a feedback questionnaire.
- c) Such methodologies should be appropriately documented in the form of annexes to the bid.

Section 5) LOCATION

- a) All courses could be held on WIPO's premises (there are four training rooms to date). Please specify if a different location is proposed.

Section 6) PROPOSED TEAM STRUCTURE

- a) The composition of the team that you would propose to provide and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the reporting lines, together with a description of the organization of the team structure, should support your proposal.

Section 7) PROPOSED TRAINER(S) WHO WILL BE INVOLVED IN EXECUTING THE CONTRACT

The list of proposed trainers or teachers who will be involved in executing the contract should indicate and/or include:

- a) Area of relevant training or teaching expertise ;
- b) Experience with similar assignments;
- c) Physical location of person;
- d) Languages spoken;
- e) Availability of the person(s); and
- f) Detailed CVs of the proposed trainers(s) or teacher(s). A copy of their licenses/certificates, professional memberships – issued by competent authorities – should be attached to the response.

The trainer/teacher should be bilingual (English and French). Otherwise, the company should provide an additional consultant fluent in the other language. Course documentation should be available in both English and French.

Please note that all courses should be in line with the objectives listed above and respect United Nations practices.

Section 8) CONTRACTUAL CONDITIONS

- a) Confirm whether you would provide a single point of contact to WIPO (Account Manager, Project Manager) for this contract.
- b) Include an example of a typical "Contract" you propose to your clients for this type of project.
- c) Include your company's terms and conditions that would apply to this contract.

- d) Please confirm your acceptance of the *WIPO's General Conditions for the Purchase of Services* by signing your initials on each page of Annex III-B of this RFP, signing and returning it to WIPO with your proposal.
- e) Please confirm your acceptance of the *Officials-Not-to-Benefit and Third-Party Declaration* (Annex V) by signing, dating and returning it with your proposal.

Section 9) PRICE SCHEDULE

The Contractor will quote, on Annex IV – *Price Schedule*, a separate unit price per workshop title, delivery time, and if applicable, the costs for travel and accommodation, *Per Diem* (daily subsistence allowance), course documentation and other costs in Swiss Francs (CHF). Curriculum development and planning/prep time are not billable as separate costs. Said basic unit prices will be valid for the entire duration of the contract. The contractor is also requested to indicate discounts, if possible (please specify amounts and rates).

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