



**REQUEST FOR PROPOSAL FOR PROVISION OF A TRAINING IN POWER  
AUTOMATE**

**BACKGROUND:**

The Infectious Diseases Institute Limited (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development. IDI has five operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Research, Global Health Security and Laboratory services.

You are requested to submit your proposal/ bid in line with the procedures listed in Part 2 of this solicitation document.

Successful firm(s) may be called for a meeting with the Institute management prior to contract award to provide more information.

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. The Institute reserves the right to add any terms and conditions in the resultant contract.

**Vision:** A healthy Africa, free from the burden of infectious diseases

**Mission:** To strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development.

**PURPOSE:**

IDI seeks a competent firm to train fifteen (25) staff in Power Automate in a Microsoft 365 environment

**STATEMENT OF REQUIREMENT/SCOPE OF WORK**

**Terms of Reference:**

- Enhance learner foundational knowledge of Microsoft Power Automate.
- Create a clear understanding of the basic terms and concepts of Microsoft Power Automate.
- Enable participants discover how to create their own cloud and business process workflows
- Participants taught on how to create workflows that integrate with Microsoft Teams.
- Overview of standard, activity, and virtual tables. ...
- Creating Dataverse tables, relationships, and columns. ...
- Using XLOOKUP. ...
- Microsoft Power Automate: Business Process Flows. ...
- Provide certificates of training to the trainees.



**EXPECTED OUTCOMES OF THE TRAININGS:**

- At the end of the trainings the participants should be conversant with and be able to use Power Automate in a Microsoft 365 environment

**DELIVERABLES:**

At the end of the training, the consultant should be able to provide the following;

- A detailed training curriculum clearly indicating areas covered in the training
- Learning materials and tools for practical skills
- A lesson plan and assessment methodology
- A detailed report on the training proceedings
- Certification of the trainees.

**PROPOSAL PREPARATION PROCEDURES**

**Preparation of Proposals:**

You are requested to prepare your proposal by completing and returning:

- The Bid Submission sheet;
- Documents evidence indicating your eligibility as a firm/ partnership (MOU & Articles of Association, Trading License, Certificate of Incorporation, applicable certificates of membership or affiliation to professional and regulatory bodies or authorities)
- Tax registration and compliance documents,
- Any other relevant information that you may deem important for submission to IDI in response to this RFP.

**SUBMISSION OF PROPOSAL**

The proposal should include:

- Consultant CV including past achievements
- Introduction letter including a brief overview of the assignment as understood by the bidder
- Detailed itemized work plan – including timeframes for submission of drafts
- Detailed itemized budget and price justification
- Annexes: Any documents, such as work samples, or other information, which the consultant feels will assist proposal review team in evaluating the proposal

**SEALING AND MARKING OF PROPOSALS:**

Proposals should be sealed in TWO separate envelopes, clearly marked with the subject of procurement and a sub-heading on each envelope indicating “Technical Proposal” and another “Financial Proposal”. Envelops should be sealed in such a manner that opening and resealing cannot be achieved.



## **PROPOSAL EVALUATION AND AWARD CRITERIA**

### **Opening of Proposals;**

The bids will be opened and evaluated by the IDI select committee and bidders shall be informed of the results within 2 weeks after the deadline of submission of bids. If no feedback is received within this period, please do not hesitate to contact us

### **EVALUATION CRITERIA:**

The evaluation of Proposals shall follow the criteria listed below and firm's characteristic;

1. Preliminary evaluation to determine eligibility (as described above) and administrative compliance of this RFP.
2. Evidence of experience in this field (number of years in service, clients served, types of audit conducted etc.)
3. Organizational governance and management structure, staff members and staff to be assigned to this project with their qualification and experience.
4. Statement of firm's independence in executing its mandate without influence from external parties, political, social, commercial etc.
5. Compliance and adherence to the scope of knowledge translation and engagement with policy makers training.
6. Proposed training budget, applicable taxes and any reimbursable costs to carry out the exercise.
7. Applicable commercial terms to the proposal submitted.

Proposals that do not meet the eligibility criteria (1) above shall be eliminated and shall not be considered for subsequent stages of the evaluation.

### **BEST EVALUATED BID:**

Proposals will be evaluated by a select committee and where there is no outright best evaluated firm, the top qualifying firm(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding firms for any expenses incurred in preparing proposals or presentations in response to this request for proposal or through the entire bidding process.

The best evaluated firm shall be one which is eligible and substantially responsive to the evaluation criteria stated above and shall be recommended for award of contract.

### **AWARD OF CONTRACT:**

Award of contract shall be communicated in writing from the Institute to the winning firm. A formal contract shall thereafter be signed between the institute and the successful firm for the period of three financial years as listed in the background above.



**RIGHT TO REJECT:**

The institute reserves the right to accept or reject any Proposal or to cancel the bidding process and reject all Proposals at any time prior to contract award.

**DEADLINE AND PLACE OF SUBMISSION OF BIDS;**

Sealed bids shall be submitted to IDI Knowledge Centre Building Makerere University at the reception, please sign a bid submission sheet provided at the reception.

The deadline for submission of responses to this RFP shall be **4pm on Wednesday 13<sup>th</sup> September 2023.**

**Late bids shall not be accepted.**

Your bid(s) should be addressed to the undersigned at the address below;

Shadia Namaganda

Procurement Manager

Infectious Diseases Institute — Knowledge Centre Building, Makerere University

Main Campus P.O. Box 22418 | Kampala | Uganda

Mobile: +256- (0)782240608.

Email: [snamaganda@idi.co.ug](mailto:snamaganda@idi.co.ug)

**Canvassing or lobbying in relation to this RFP shall lead to automatic disqualification**



**PART 6: BID SUBMISSION SHEET**

*(Complete this form with all the requested details and submit it as the first page for your Proposal, with the documents requested above as attachments. Ensure that your Proposal is authorized in the signature block. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachment. If your Proposal is not authorized, it may be rejected).*

Proposal addressed to:	
Date of Proposal:	
Subject of procurement:	

1. We offer to provide the said service in accordance with the terms and conditions stated in your Request for Proposal referenced above.
2. We confirm that we are eligible and meet the eligibility criteria specified in part 2 & 3
3. We undertake to abide by the code of ethical conduct for bidders and providers during the procurement process execution of any resulting contract.
4. The validity period of our Proposal is \_\_\_\_\_ months from the time and date of the submission deadline.
5. We confirm that the fees quoted in the activity schedule are fixed and shall not be varied during the period of execution of services.
6. We confirm that our firm is not under any form of conflict of interest in responding to this Request for Proposal. We pledge to disclose any form of Conflict of Interest, real or perceived should a situation arise presenting this state.

**Authorized for and on behalf of:**

Company: \_\_\_\_\_

Name and position \_\_\_\_\_

Address: \_\_\_\_\_

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