

## REQUEST FOR QUOTATION (RFQ):

Solicitation Title:	Access to online training modules
RFQ Release Date:	7 September 2022
Questions Due Date:	9 September 2022
Submit Questions to:	tkha@fhi360.org
Proposal Due Date:	12 September 2022
Submit Proposal to:	ProcurementVietnam@fhi360.org with the subject Online training modules
Anticipated Contract Start Date:	4 <sup>th</sup> week of Sept 2022

### **Background**

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

The **Meeting Targets and Maintaining Epidemic Control (EpiC) project** is a five-year, global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). **EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services** while closing remaining gaps in Vietnam's efforts to meet HIV epidemic control targets and address the COVID-19 pandemic.

We are seeking a qualified vendor to provide access to online training modules for social enterprises supporting our HIV portfolio with the aim of improving their provision of technical services, their own mental well-being, and the management of their businesses.

### **Item Specifications:**

The qualified vendor is expected to provide EpiC Vietnam's project participants access to existing self-paced online training modules in Vietnamese related to any or all of the following:

- **Financial management** for small businesses/non-financial professionals with the goal of equipping new small business owners and their staff to successfully manage business accounts, create financial statements, develop expenditure reports, etc. using free or inexpensive tools like Microsoft Excel.
- **Improving personal mental well-being** covering topics including but not limited to mindfulness, stress management, healthy eating and exercise as part of mental well-being, self-compassion, meditation, etc.
- **Management and team culture** to effectively manage small businesses, create a positive working environment and work culture, and promote retention and work/life balance. Topics may cover items like management skills, providing feedback.

EpiC owns and operates its [own learning management system \(LMS\)](#), known as EpiC Learn. Content that can be integrated into the platform is ideal, but not required. Quotations must clarify if the provided content must be hosted on a third-party platform or if integration into EpiC Learn is possible.

#### **Required Documentation**

The quotation package must include the following items:

- A brief description of the organization, its capabilities, and its ability to provide the required supplies including country of origin and maintenance specifications.
- Information on the specific topics covered, course length, modalities, etc. for each course being applied for, ideally temporary access to the course
- Timeline for delivery of the final product.
- Documentation of legal registration.
- A detailed price offer (including VAT if applicable) in Vietnam Dong (VND) for each course including all relevant considerations like number of users, length of access, etc.

#### **Evaluation Criteria:**

Quotations will be reviewed and evaluated by a committee according to the following criteria for each of the three courses:

- 20% ability to integrate into EpiC Learn platform
- 20% cost
- 40% quality of the training courses and relevance of the content covered
- 10% delivery timeline
- 10% ability to evaluate learner learning outcomes

#### **FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected vendor.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 has the right to issue amendments to the RFQ at any time.