

Ufficio di Yangon

Prot. n. AICSY-OUT-660-2018-09-12

PROJECT: "SUPPORT TO THE ODA COORDINATION IN MYANMAR:
CAPACITY DEVELOPMENT OF DONOR COORDINATION
(CAD-MM) – AID 11087"
CIG (BID CONTRACT IDENTIFICATION No.): 7512535400

SERVICE CONTRACT

(Hereinafter referred to as **"the Contract"**)

between

The Italian Agency for Development Cooperation - Yangon Office

(Hereinafter referred to as **"Contracting Authority"**)

Represented by the Director Maurizio Di Calisto,

41-7B, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon

and

Strategic Synergy Co. Ltd. (trading name Edulink)

(Hereinafter referred to as **"the Service Provider"**)

Represented by The' Poh Poh Tun,

Address:

T 301-3014, 3rd floor, Junction Square,

Pyay Road, Kamayut Tsp, Yangon

(Hereinafter referred to as individually, the **"Party"** and collectively, the **"Parties"**)

WHEREAS

That with Decree n. 20 dated March 10, 2017, the Director of the Italian Agency for Development Cooperation authorized the allocation of funds for the Project "Support to the ODA coordination in Myanmar: Capacity Development of Donor Coordination (CAD-MM) - AID 11087";

That as per the last version of the General Operational Plan approved by the Italian Agency for Development Cooperation, the Project foresees, among other, the provision of the "Technical Support activities to the Foreign Economic Relations Department" such as: provision of trainings, courses and equipment related to the development sector;



In connection with the performance of its Services under this Contract, the Service Provider shall neither seek nor accept instructions from any authority external to the Contracting Authority.

ART. 2 – ACTIVITIES CARRIED OUT BY THE PROVIDER

The activities carried out by the Service Provider are described in Annex I and Annex II, where related quantities and costs are also specified.

The days and hours of work of the Service Provider's personnel shall respect the Myanmar laws, regulations and customs and the requirements of the services.

While executing the Contract, the Service Provider will interact with the Contracting Authority providing regular updates, when needed, to the Director of the Italian Agency for Development Cooperation - Yangon Office and to the experts delegated by the Director for supervising the execution of the Contract.

Based on the tasks listed in the above-mentioned Annex I, the Service Provider is expected to provide through its personnel the following services and deliverables:

- a) Execute an entry-level English language test in order to assess the language skills and needs of students, according to the Framework of Reference for Languages followed by the institution;
- b) Organize training modules according to students' proficiency in English language.
The institutions will be responsible for organizing:
 - general English language courses for students whose level is basic;
 - English language courses with a focus on economic development in theory and practice; political science; finance and banking for students whose language level is intermediate and/or advanced.
- c) Carry out a middle-term evaluation test to assess the progress of the students;
- d) Assess the progress achieved by the students through a final test, to be conducted after the completion of training modules. The test shall assess:
 - the English language level attained, for all students, according to the Framework of Reference for Languages followed by the institution;
 - the understanding of economic development in theory and practice; political science; finance and banking subjects, for the selected students.

ART. 3 – CONTRACT AMOUNT

The Service Provider undertakes to execute and to complete the services and actions indicated in Annex A, according to the timing and modalities agreed settled in Annex B - timeline chart and in full compliance with the provisions of the present Contract at the price of Euro 95,000.00 (ninety-five thousand euro only), as indicated in Annex II – Economic Offer.

The Contract amount is fixed and includes all the activities, consultancies, personnel, vehicles, flights, equipment and supplies, travelling and/or any other charge, even if not specifically mentioned in this Contract, which is necessary to complete all the actions foreseen for the Contract, both in terms of quality and quantity.



The above-mentioned instalments will be disbursed, upon reception and approval of the deliverables by the Contracting Authority as per Annex I.

All the invoices shall be expressed in EURO currency only.

The Service Provider shall commit itself to open a EURO account, in case he/she does not have such an account at the moment of the Bid.

All the above-mentioned documents shall be addressed to the Italian Agency for Development Cooperation (AICS) - Yangon Office – Project AID 11087- CIG 7512535400.

ART. 6 - CONTRACT ENTRY INTO FORCE

The present contract will entry into force following its signature by both Parties. Following the countersignature of the contract a Notice to Commence will be sent by the Contracting Authority to the Provider.

ART. 7 - DURATION OF THE CONTRACT AND PENALTIES

The duration of the Contract is 12 months, starting from the official Notice to Commence that will be sent by the Contracting Authority to the Provider following the countersignature of the Contract.

The duration of the Contract may be extended following a written and duly justified request presented by the Service Provider to the Contracting Authority.

The Contracting Authority will evaluate the request and will inform the Service Provider whether an extension period could be granted or not.

Without prejudice to the application of other remedies laid down in the Contract, the Contracting Authority will retain the right to apply the following penalties in the observance of the fulfillment of the activities foreseen in the present Contract and whenever they will be only and exclusively ascribed to the responsibility of the Service Provider.

If the Service Provider fails to carry out the activities indicated in the present Contract and its Annexes within the lead time stipulated, the Contracting Authority shall, without prejudice to its other remedies under the Contract, deduct from the Contract price, as liquidated damages, a sum equivalent to 0.2% of Contract value for each day of delay until actual delivery, up to a maximum deduction of 10% of the Contract value.

ART. 8 – LIABILITY

The Contracting Authority accepts no liability for damage to persons or property related to the performance by the Service Provider of the activities specified in this Contract.

The Service Provider shall execute the Contract with due care, efficiency and diligence in accordance with the best professional practice and shall comply with any administrative orders given by the Contracting Authority.

The Service Provider shall supply, without delay, any information and documents to the Contracting Authority upon request, regarding the conditions in which the Contract is being executed.

ART. 10 – INTELLECTUAL AND INDUSTRIAL PROPERTIES RIGHTS

All reports, data and supporting records or materials acquired, compiled or prepared by the Service Provider in the performance of the Contract shall be confidential and shall be the absolute property of the Contracting Authority.

The Service Provider shall, upon completion of the Contract, deliver all such documents and data to the Contracting Authority.

The Service Provider may retain copies of such documents and data but shall not use them for purposes unrelated to this Contract without the prior written consent of the Contracting Authority.

The Service Provider shall not publish articles relating to the Services or refer to them when carrying out any service for others, or divulge information obtained from the Contracting Authority, without its prior written consent.

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be the absolute property of the Contracting Authority, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where intellectual or industrial property rights already exist.

ART. 11 – VISIBILITY

The Service Provider is committed to ensuring that all materials produced and distributed, will bear the logo of AICS, as per Annex IV, along with their own.

The Provider is committed to working with the Contracting Authority, through regular contacts, to ensure full visibility of AICS and the Government of Italy with the Central and Local Institutions, as well as with International Agencies and the Donors community.

ART. 12 – SUPERVISION

The Contracting Authority may carry out at any time and if deemed necessary, technical and/or administrative verifications of the activities entrusted to the Service Provider.

Any employee of the Service Provider involved in the Project under this Contract, who is, in the Contracting Authority's reasonable opinion, incompetent or in any other way unacceptable, will be promptly replaced, by acceptable employee at no cost for the Contracting Authority.

The Contract may be suspended in order to verify whether presumed substantial errors or irregularities or fraud occurred during the award procedure or the performance of the Contract. If these are not confirmed, performance of the Contract shall resume as soon as possible.

During the period of suspension, the Service Provider shall take such protective measures as may be necessary.





- a) Consistently fails to meet its obligations after repeated reminders; or
- b) Suspends the progress of the Service or any part thereof for more than 90 days for reasons not specified in the Contract, or not attributable to the Provider breach or default.

ART. 15 - FORCE MAJEURE

Neither party shall be considered to be in default or in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure which arise after the date when the Contract becomes effective.

The term Force Majeure, as used herein, covers any unforeseeable events, not within the control of either Party and which by the exercise of due diligence neither party is able to overcome such as acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions.

A decision of the Italian Government/ the Italian Agency for Development Cooperation to suspend the Cooperation activities with the Beneficiary Country is considered to be a case of force majeure when it implies suspension of funding the Contract.

If either Party considers that any circumstances of force majeure have occurred which may affect the performance of its obligations, it shall promptly notify the other Party giving details of the nature, the probable duration and the likely effect of the circumstances.

ART. 16 – CONFLICT OF INTEREST

The Service Provider shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract.

Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.

Any conflict of interests which may arise during performance of the Contract shall be notified to the Contracting Authority without delay.

In the event of such conflict, the Service Provider shall immediately take all necessary steps to resolve it.

The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Service Provider shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. Without prejudice to its obligations under the Contract, the Service Provider shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

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The provisions of this Contract may be amended only by a formal Act signed by both Parties:
Addendum.

Any amendment or technical modification about activities to be carried out or the duration of the Contract, preferably not implying additional costs or modifying the total amount of the Contract, must be in writing and recorded in an Addendum to the Contract, only after the prior consent of the Contracting Authority.”

In witness whereof, the Parties hereto have signed the Contract.

Yangon, 12/09/2018

FOR

Strategic Synergy Co. Ltd. (trading name Edulink)

The Representative
The' Poh Poh Tun



**THE POH POH TUN
BOARD OF DIRECTORS
STRATEGIC SYNERGY CO., LTD.**

FOR

The Italian Agency for Development
Cooperation - Yangon Office

The Director
Eng. Maurizio Di Calisto





Ufficio di Yangon

Project AID 11087 – CIG Code n. 7512535400

Invitation to bid for the provision of English training courses to FERD staff for the project activities of the Italian Agency for Development Cooperation – AID 11087.

ANNEX A

TERMS OF REFERENCE

1. BACKGROUND

Since 2013 Myanmar has been going through a process of developing a coordination mechanism with International Donors to have an effective management of Official Development Assistance (ODA) in the country and in January 2013 the first Myanmar Development Cooperation Forum (MDCF) between the Government of Myanmar and Bilateral and Multilateral donors was held. During the forum the Government of Myanmar presented the Framework for Economic and Social Reform (FESR) and the National Comprehensive Development Plan (NCDP) and the first Memorandum on development cooperation between the Myanmar Government and Development Partners (DPs), the Nay Pyi Taw Accord for Effective Development Cooperation (NPT-Accord), was signed. The NPT-Accord is aligned with the Busan principles regarding the Global Partnership and lists a number of mutual commitments for the Government of Myanmar and DPs in the area of development cooperation. The NPT-Accord also defined the first coordination mechanism between Government of Myanmar and DPs. In the following years the coordination mechanism has been restructured leading to its current organisation and to the establishment of the Cooperation Partners Group (CPG), the main forum for discussion and sharing of information regarding aid coordination and aid effectiveness.

Moreover, Myanmar Government has established a new architecture for ODA management. First of all, a governmental oversight body, the Development Assistance Coordination Unit (DACU) was created. This unit assesses all initiatives to be funded through ODA and it follows the procedures of the Development Assistance Policy. In order to better dialogue with donors and implementing partners working in the priority development sectors for the government, a thematic coordination mechanism has been set up: Sector Coordination Groups (SCG).

On February 26th 2018, the first Development Effectiveness Roundtable (DER), a coordination forum among the Government and all stakeholders involved in the development of the country (including Private sector), was held. During this event, Myanmar Government has launched both the final version of the DAP and the first draft version of the Myanmar Sustainable Development Plan (MSDP), asking DPs to support Myanmar in its development in a coordinated manner.

	methodology should also clearly show possible changes into the items listed under paragraph “8.4 Logistics”. In any case, updates in the methodology will not have to lead to any increase of project costs that have been detailed in the economic offer	
Activity 3 Training modules Part 1	Organize training modules according to students’ proficiency in English language. The Selected Bidder will be responsible for organizing: <ul style="list-style-type: none"> - general English language courses for students whose level is basic; - English language courses with a focus on economic development in theory and practice; political science; finance and banking for students whose language level is intermediate and/or advanced. 	
Activity 4 Mid-term test	Carry out a mid-term evaluation test to assess the progress of the students;	Production of report detailing the outcome of the mid-term evaluation test.
Activity 5 Training modules Part 2	Continue the training modules according to students’ proficiency in English language and outcome of the mid-term report.	
Activity 6 Final test	Following the completion of training modules, carry out a final test to assess the overall progress of students. The test shall assess: <ul style="list-style-type: none"> - the English language level attained, for all students, according to the Framework of Reference for Languages followed by the institution; - the understanding of economic development in theory and practice; political science; finance and banking subjects, for the selected students 	Produce an end of training report detailing the initial and final level of English proficiency of FERD staff that attended the training, including recommendation on typology of further English training programs that could be attended by the beneficiary.

Based on the main activities listed in the above table, Bidders will be responsible to propose a detailed list of activities that they envisage should be carried to implement the Contract and the English training courses. The list of activities should also be accompanied by a timeline chart with clear description of period for execution of activities and proposed period for deliverables submission. Furthermore, Bidders should take into account that deliverables will need to be submitted and approved by the Contracting Authority. These documents will be part of the methodology that will be submitted by Bidders as part of the technical offer.

In order to favour a smooth communication process with the Contracting Authority and the Beneficiary, the Selected Bidder will be responsible for providing the name of a contact Focal Point that will be in charge for liaising with AICS-Y and FERD, as well as for providing updates on the activities carried out by the Selected Bidder.

Bidders are informed that following the placement test results an update of the proposed training methodology will be required. This might consist in a confirmation of the proposed methodology or

- For the Managers / Admin and Finance: previous experience on project management, Administration, Finance, accounting; experience on project funded through ODA; experience in Myanmar.

Moreover, the institution/ company shall identify a focal point tasked to supervise the work of the trainer(s) who will carry out the courses. His/ her CV could be requested in order to facilitate the assessment of the institution

8.4. Logistics

- Number of participants: The selected company is expected to provide trainings for 80 people among FERD staff. In order to provide a high-quality education, it is strongly recommended that students are organized in small groups of a maximum of 20 participants each.
- Timetable: courses must be delivered before or after regular offices hours (i.e. 9.00am - 4:30pm Monday-Friday), in order to allow FERD staff to comply with their working duties and not to interfere with their performance. Courses must be delivered within a maximum period of one year and shall not fall during the month of April (Thingyan festivity).
- Venue: the courses will be organized in Nay Pyi Taw in a venue provided by the Ministry of Planning and Finance. The company is thus required to provide a trainer based in the capital for the whole duration of the courses and to include all related expenses – if applicable- in its financial offer.
- Class organization: The awarded institution is expected to run the assessment test at the beginning of the contract and to update the training methodology based on test results. Updates in the methodology might result in changes of the class organisation and ingroup composition that will be agreed and approved by the Contracting Authority before the commencement of training modules.4

8.5. Payment

The Selected Bidder will be contracted over a period of 1 year. The estimated value of the contract is up to Euro 135.000,00 over this period. Please note that the payment will be settled in euro only. The contract will be awarded applying the best value for money selection criteria. The payment will be settled in three tranches:

- Tranche n. 1: **15%** of the total of the Contract - upon execution of the entry-level test and approval of the updated methodology (deliverables of Activity 1 and Activity 2);
- Tranche n.2: **40%** of the total of the Contract - upon execution of the mid-term and production of the mid-term report (Deliverable of Activity 4);
- Tranche n. 3: **45%** of the total of the Contract - upon execution of the final test and production of the final report (Deliverable of Activity 6)

Please note that the payment will be settled in EURO only.

8.6. Language skills

The contractor shall give evidence of the professional capacity of its employees in conducting the language courses for non-English native speakers.

8.7. Other aspects

Contractor should favourably consider calling on the expertise available on the local market whenever possible and in respect of equal treatment of all experts of eligible nationality. The Contractor is expected to reflect the local market fees when the institution is providing its service on the local market.

The assignment is expected to be executed by the institution, who is responsible for selecting the personnel who will carry out the trainings in accordance to the requirements of the ToRs. The institution is expected to identify a focal point to supervise the work carried out and report to AICSY.



STRATEGIC SYNERGY CO. LTD

Strategic Synergy Company Limited
T 301-304, Third Floor, Junction Square, Pyay Rd, Kamaryut Township, Yangon, Myanmar
Phone: +95 9 42111 9895, +95 7316 2586
Email: strategicsynergy.mm@gmail.com

English Language Training - Technical Proposal

10 July 2018

EDULINK is pleased to submit this technical proposal for the development and delivery of an English language training program for Ministry of Finance and Planning staff in Nay Pyi Taw.

Methodology

1. Understanding of the policy, requirements, objectives, challenges & tasks

- a. AICS-Y is working as a Development Partner providing Official Development Assistance (ODA) aiming to support the Foreign Economic Relations Department (FERD) of the Ministry of Planning and Finance (MoPF) to manage the relationships between the Myanmar Government and donors. This support entails providing English language training courses for FERD staff. These courses would be provided over a one year period starting in September 2018 and would be delivered over 40 working weeks within that year.

After the English language training courses, the participants will be expected to understand and use specific terminology related to International Cooperation for Development and be more efficient in managing the coordination with the international community about ODA matters.

The specific tasks which EDULINK will provide for this training will include:

- administration of, and reporting on, an English Language placement test, with equivalencies to the Common European Framework of Reference for Languages (CEFR), to serve as a benchmark for future learning and allow 80 participants to be grouped into four classes which will facilitate effective learning
- updating the proposed training methodology after the placement tests have been completed to adjust for circumstances, and therefore maintain the quality of the training
- providing general English language courses for basic level participants and English language courses for higher level students which emphasize economic development theory and practice, political science, finance and banking in classes no larger than 20
- conduct mid-term and final tests with reports and make necessary adjustments after the mid-term tests to ensure training is effective. The tests will measure both the improvements in English language skills and understanding of the aforementioned content areas.

- b. EDULINK has several years of training experience with a variety of ministries in Nay Pyi Taw, so we have managed risks to the execution of contracts and the associated learning objectives. The anticipated risks associated with contract execution in relation to the technical bid are as follows:

Risk	EDULINK Organizational Response
Student Attendance Problems	EDULINK will monitor student attendance consistently to inform the AICS-Y / FERD contact person about students missing two days consecutively (unexcused absences) or whose overall attendance falls below 80% to ensure that this is NOT a reason for objectives being not met.
Student Learning Difficulties	EDULINK will make teachers available for one-to-one counseling during scheduled office hours to assist with students who are having language-learning difficulties.

- 6.1 – Assessment to be designed for each of the classes based on level and course content.
- 6.2 – Assessment to be administered during class time on last day of Part 2 of the course.
- 6.3 – Tests to be graded
- 6.4 – Compile Final Course Report and submit to AICS-Y, reporting on progress toward achieving course objectives and recommendations for further action.

3. Methodology for delivering the services required

General - The proposed courses will take place over one year which will include 40 weeks of English Language Training totaling 320 teaching hours in the classroom for each class group. The courses will consist of general English training with an emphasis on developing knowledge and terminology related to economic development in theory and practice; political science; finance and banking. A custom curriculum will be developed for each course after placement testing of the students involved has concluded to ensure that the curriculum is suitable for the levels of the students in each class. This will ensure that learning objectives can be achieved.

Teaching Methodology - There will be a strong emphasis on all skills with a mixture of communicative and task-based methods being the predominant methodologies used. The communicative methods will be effective to strengthen the basic speaking fluency and listening skills during the various parts of the course while the task-based activities will be more effective with developing productive (writing and speaking) as well as reading skills. Role plays, critical thinking projects, case studies and group activities will be emphasized to provide engagement and authenticity. One of the main goals of the curriculum will be to scaffold the language skills learnt from previous lessons. The lessons have been prepared to progress from learning new vocabulary and language structures to reviewing and strengthening prior knowledge and steadily building upon skills that are essential for the workplace.

Teaching Hours / Numbers of Teachers - The proposed courses are designed over 320 hours for each class group which will allow participants to complete two levels with allowance for supplementary work for specific areas of development. Participants will attend four two-hour classes each week either immediately before working hours or immediately following working hours. With this schedule, EDULINK will be required to allocate two teachers to this contract. If only one teacher were allocated, EDULINK would only be able to offer each class group 160 hours of class time per group. Although participants would still improve their English skills with such training, it would not allow the objective stated in the TOR: "manage the coordination with the international community about [Official Development Assistance]" to be met effectively. EDULINK will make teachers available for one-to-one counseling during scheduled office hours up to 4 hours per week per teacher to assist with students who are having language-learning difficulties. Students will be able to make appointments for this individual counseling.

Materials - The materials for the course will be a mixture of core general and business language teaching textbooks and supplementary material designed to address the content areas specified in the TOR which relate to FERD activities. The teaching team (Director of Studies and assigned teachers) will be responsible for compiling these supplementary materials on economics, politics and banking.

Assessments - Short formative assessments will be conducted regularly to allow teachers to monitor the progress of students effectively and respond appropriately to the specific learning needs of the group. In addition to these shorter assessments, a longer comprehensive Mid-Course Assessment will be conducted at the end of Part 1 (teaching week 20). This assessment will measure both the language progress of the students and the ability of the participants to use the relevant target vocabulary. The results of this assessment will guide the development of the curriculum for Part 2 of the course. A report will be sent to AICS-Y before the end of the week following the Mid-Term Assessment. A Final Test, which will also measure general language progress and ability to use the target terminology, will be conducted at the end of the 40th teaching week. A report will be sent to AICS-Y before the end of the week following the Final Test.

Types of Courses - EDULINK anticipates that there will be three types of courses required after placement



STRATEGIC SYNERGY CO. LTD

Strategic Synergy Company Limited
T 301-304, Third Floor, Junction Square, Pyay Rd, Kamaryut Township, Yangon, Myanmar
Phone: +95 9 42111 9895, +95 7316 2586
Email: strategicsynergy.mm@gmail.com

PERSONNEL AND ORGANIZATIONAL ASPECTS

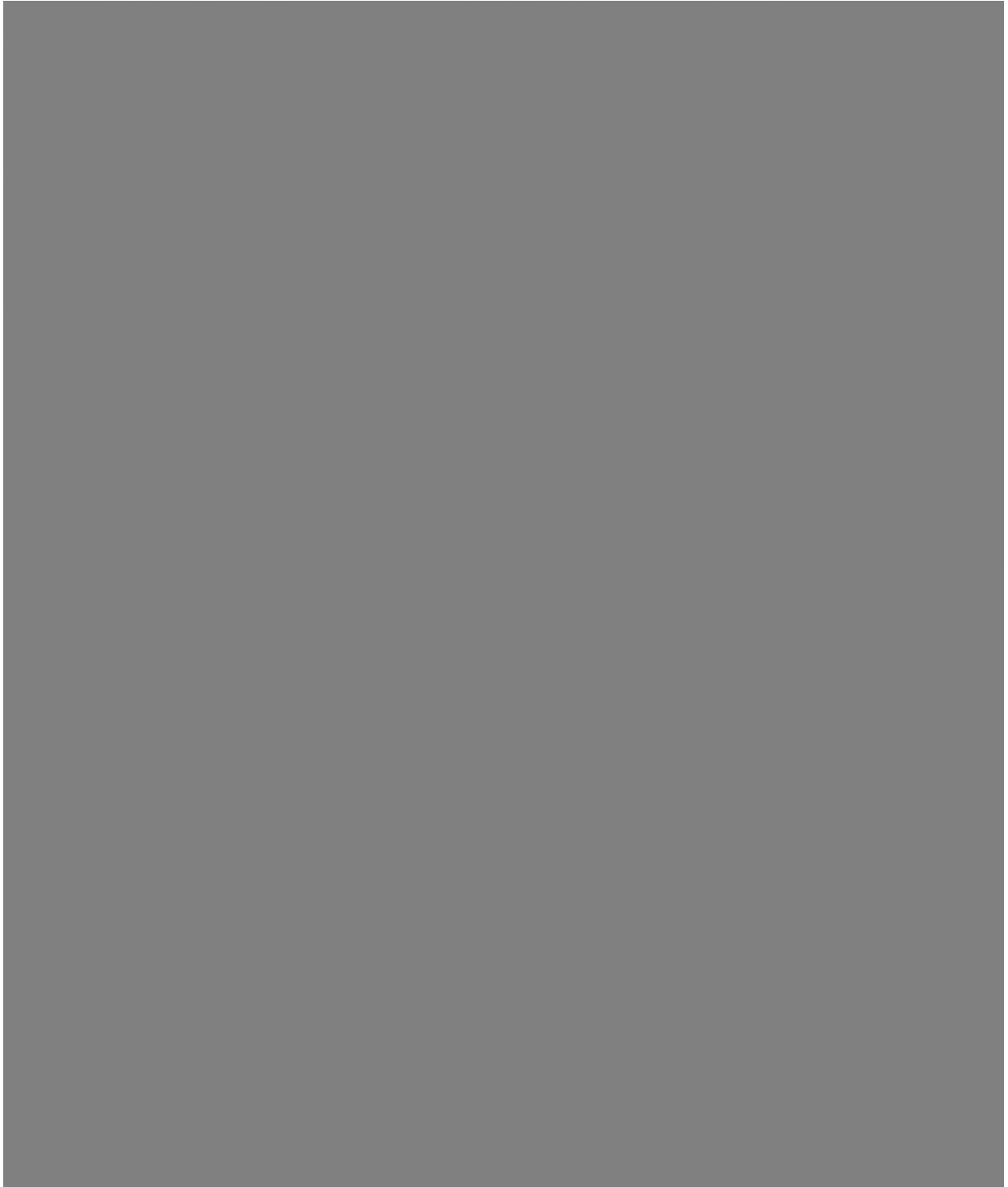
- Brief summary of the average annual manpower and the number of professional and administrative staff;

Annual Manpower	Year before past year		Past year		Current year		Period average	
	Over all	Relevant fields	Over all	Relevant fields	Over all	Relevant fields	Over all	Relevant fields
Permanent staff	35	Academic - 12 HR - 3 Finance - 2 Business Development - 4	41	Academic - 14 HR - 3 Finance - 2 Business Development - 7	44	Academic - 16 HR - 3 Finance - 2 Business Development - 7	40	Academic - 16 HR - 3 Finance - 2 Business Development - 8
Other staff	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	35	21	41	26	44	28	40	25
Permanent staff as a proportion of total staff (%)	100%	100%	100%	100%	100%	100%	100%	100%

THE HON. POH TUN

STRATEGIC SYNERGY CO., LTD

-- PROFESSIONAL EXPERIENCE

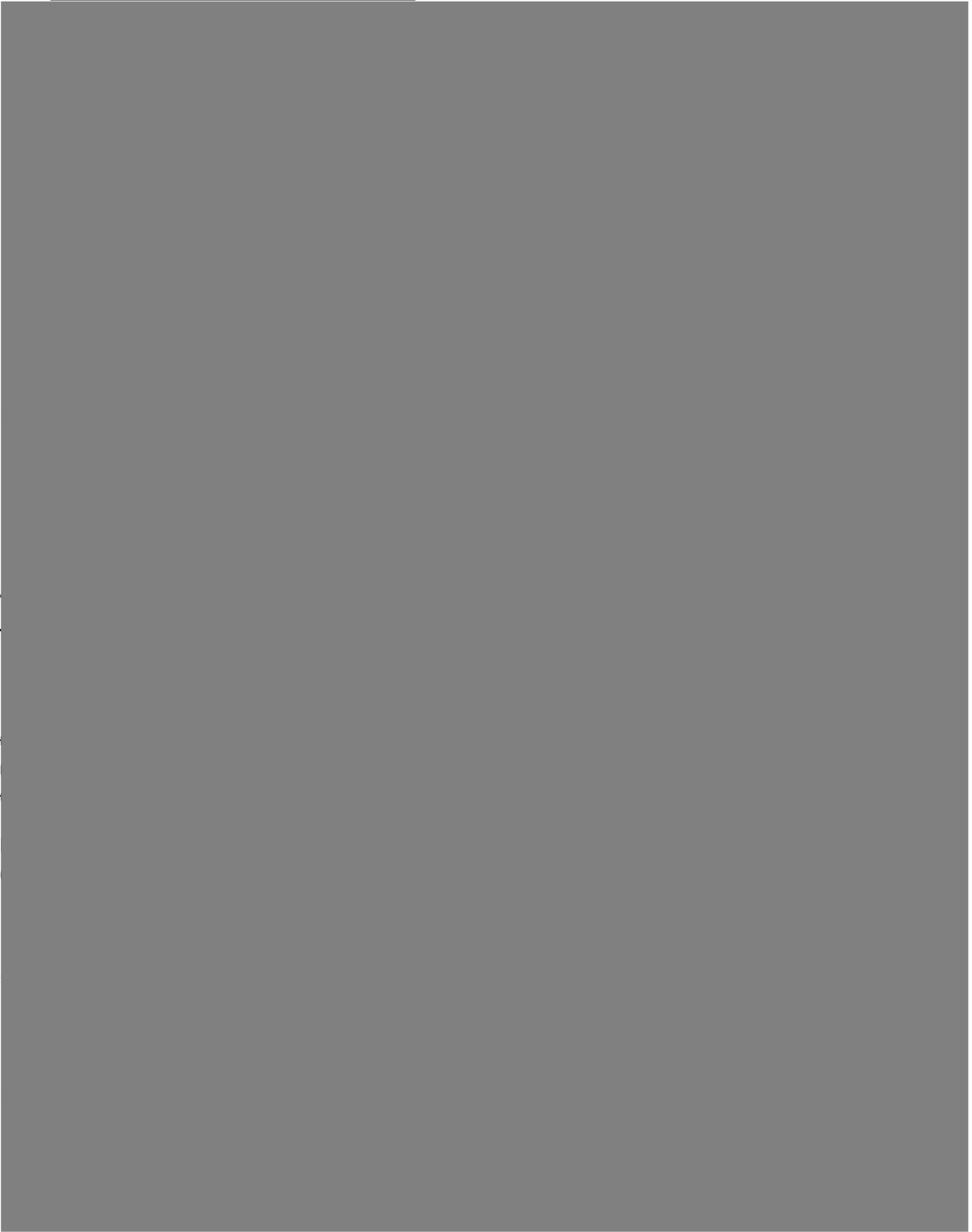


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CV (English Teacher)

BSL

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- 1. The purpose of this document is to provide information regarding the proposed project and to seek public input.
- 2. The project is located in the area of [redacted] and is expected to be completed by [redacted].
- 3. The project will have a significant impact on the surrounding community and the environment.

CONFIDENTIAL

- 4. The project is expected to create [redacted] jobs and generate [redacted] in revenue.
- 5. The project is expected to have a positive impact on the local economy and the environment.
- 6. The project is expected to have a negative impact on the surrounding community and the environment.

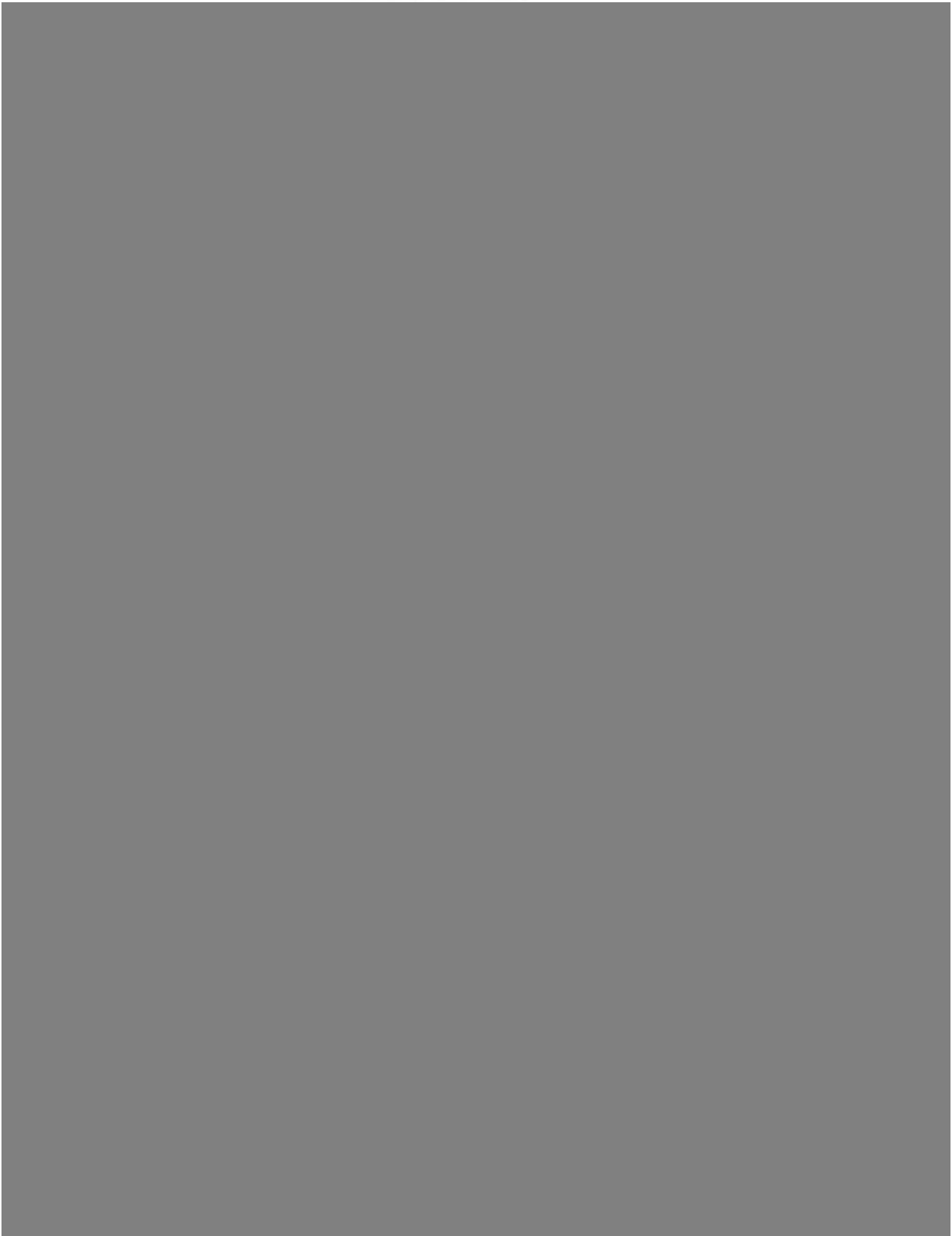
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- 7. The project is expected to have a positive impact on the local economy and the environment.
- 8. The project is expected to have a negative impact on the surrounding community and the environment.
- 9. The project is expected to have a positive impact on the local economy and the environment.



COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER



PSH

Ufficio di Yangon

Project AID 11087 – CIG 7512535400

Name of the Organization/Bidder: Strategic Synergy Co.,Ltd (trading name as EDULINK)

Regarding the Service “**Invitation to bid for the provision of English training courses to FERD staff for the project activities of the Italian Agency for Development Cooperation – AID 11087.**” CIG n. 7512535400 and in conformity with the indications and requirements provided in the Invitation to Bid, the Economic Offer of my Organization is:

(numbers) EURO 95,000 (letters) ninety five thousand EURO (due taxes included)

The Economic Offer breakdown based on requirements listed in “Annex A – Terms of Reference” is the following

Activity	EURO Amount in words	EURO Amount in figures
Activity 1 – Placement test	thirty thousand and nine hundred	3,900
Activity 2 - Update of proposed methodology	eight hundred	800
Activity 3 - Training modules – Part 1	forty three thousand and six hundred fifty	43,650
Activity 4 – Mid-term test	one thousand and five hundred	1,500
Activity 5 - Training modules – Part 2	forty three thousand and six hundred fifty	43,650
Activity 6 - Final test	one thousand and five hundred	1,500
TOTAL	ninety five thousand	95,000

The detailed cost breakdown is provided in the duly filled “Annex H – budget template”

Signed by the Bidder (or by the legally authorized representative)

Name	The' Poh Poh Tun
Price (in figures)	95,000 EURO
Price (in letters)	ninety five thousand euro
Firm and Position	Strategic Synergy Co.,Ltd (trading name as EDULINK) Director
Signature	
Date	14. 08. 2018

TOTAL ACTIVITY 4		(please provide detail of administrative and management costs according to the proposed method)	Director of studies - transportation and hotel charges to monitor Teachers - to conduct mid term test and mid term report of	225	2	450
5 Activity 5 - Training modules - Part 2		5.1 Human resources	Academic assistants to assist teachers for the preparation of teach	225	2	450
		(please provide detail of human resources to be employed according to the proposed methodology)				1500
		5.2 Training material	Course Books	100	6	600
		(please provide detail of training material to be used according to the proposed methodology)	Supplementary Material (packages of paper)	17	100	1700
				11.2	100	1120
		5.3 Administrative and management costs	Director of studies - to monitor the teaching method of teachers to Teachers to deliver the English training	730	6	4380
		(please provide detail of administrative and management costs according to the proposed method)	Transportation and hotel charges for teachers	4475	6	26850
				1500	6	9000
						43550
TOTAL ACTIVITY 5						
6 Activity 6 - final test		6.1 Human resources	Academic assistants to assist teachers for preparing test material	100	1	100
		(please provide detail of human resources to be employed according to the proposed methodology)				
		6.2 Training material	Questions and answer sheets	5	100	500
		(please provide detail of training material to be used according to the proposed methodology)				
		6.3 Administrative and management costs	Director of studies - to monitor the final test and support for end Teachers - to do final test and end of term progress report of	225	2	450
		(please provide detail of administrative and management costs according to the proposed method)		225	2	450
TOTAL ACTIVITY 6						
TOTAL						35000

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Annex B - Timeline Chart Template

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THE POH POU FUN
BRANDS & STORES
STRATEGIC SYNERGY CO., LTD.



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Ufficio di Yangon

Project AID 11087 – CIG 7512535400

**Invitation to bid for the provision of English training courses to FERD staff for
the project activities of the Italian Agency for Development Cooperation
– AID 11087.**

ANNEX I
AICS LOGO



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Invitation to bid for Technical Assistance services for the project activities of the Italian Agency for Development Cooperation – AID 11087 - CIG 7512535400

Annex H - Budget

Activity	Budget Item	Type of units	Unitary price	Number of units	Total
		[...]	[...]		[Euro]
1 Activity 1 - Entry level English language test	1.1 Human resources	Academic assistants to manage the entry level English language test	100	2	200
		Teachers to conduct the entry level English language test to participate	500	2	1000
		Administration and Human Resources Department to manage HR	100	2	200
		Finance Department to manage the finances	100	2	200
	1.2 Training material	Questions and answer sheets	3	100	300
	1.3 Administrative and management costs	Director of Studies to coordinate and manage quality control for entry level English language test	500	1	500
		Director to manage the whole project	400	1	400
		Business Development Manager to support and assist the project	300	1	300
		Business Development assistant to arrange the test and logistics	200	1	200
2 Activity 2 - update of proposed methodology		Transportation and hotel charges for Director of studies, teachers, and administrative staff	60	10	600
	TOTAL ACTIVITY 1				3900
3 Activity 3 - Training modules - Part 1	2.1 Human resources	Academic assistants to assist director of studies for entry level English language test	100	2	200
	2.2 Training material	Material fees - to do the methodology	25	4	100
	2.3 Administrative and management costs	Director of studies - to update the proposed methodology	500	1	500
	TOTAL ACTIVITY 2				800
4 Activity 4 - Mid term test	3.1 Human resources	Academic assistants to assist teachers for the preparation of teaching material	100	6	600
	3.2 Training material	Course Books	17	100	1700
		Supplementary Material (packages of paper)	11.2	100	1120
	3.3 Administrative and management costs	Director of studies - to monitor the teaching method of teachers to deliver the English training	730	6	4380
		Teachers to deliver the English training	4475	6	26850
		Transportation and hotel charges for teachers	1500	6	9000
	TOTAL ACTIVITY 3				14850
TOTAL ACTIVITY 4	4.1 Human resources	Academic assistants to assist teachers for preparing test material	100	1	100
	4.2 Training material	Questions and answer sheets	5	100	500
	4.3 Administrative and management costs				

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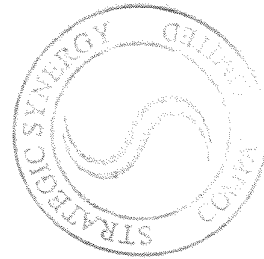
	[please provide detail of administrative and management costs according to the proposed meth	Director of studies - transportation and hotel charges to monitor	225	2	450
		Teachers - to conduct mid term test and mid term report of	225	2	450
					1500
TOTAL ACTIVITY 4					
5 Activity 5 - Training modules - Part 2	5.1 Human resources	Academic assistants to assist teachers for the preparation of teach	100	6	600
	[please provide detail of human resources to be employed according to the proposed methodol				
	5.2 Training material	Course Books	17	100	1700
	[please provide detail of training material to be used according to the proposed methodology]	Supplementary Material (packages of paper)	11.2	100	1120
	5.3 Administrative and management costs	Director of studies - to monitor the teaching method of teachers to	730	6	4380
	[please provide detail of administrative and management costs according to the proposed meth	Teachers to deliver the English training	4475	6	26850
		Transportation and hotel charges for teachers	1500	6	9000
TOTAL ACTIVITY 5					43650
6 Activity 6 - final test	6.1 Human resources	Academic assistants to assist teachers for preparing test material	100	1	100
	[please provide detail of human resources to be employed according to the proposed methodol				
	6.2 Training material	Questions and answer sheets	5	100	500
	[please provide detail of training material to be used according to the proposed methodology]				
	6.3 Administrative and management costs	Director of studies - to monitor the final test and support for end	225	2	450
TOTAL ACTIVITY 6					450
TOTAL					1500
					95000

ANNEX III - Timeline chart

Invitation to bid for the provision of English training courses to FIRD staff for the project activities of the Italian Agency for Development Cooperation – AID 11087 - CIG 7512535400

Annex B - Timeline Chart template

Activity	Month 1 (Sep 2018)	Month 2 (Oct 2018)	Month 3 (Nov 2018)	Month 4 (Dec 2018)	Month 5 (Jan 2019)	Month 6 (Feb 2019)	Month 7 (Mar 2019)	Month 8 (Apr 2019)	Month 9 (May 2019)	Month 10 (Jun 2019)	Month 11 (Jul 2019)	Month 12 (Aug 2019)
1 Activity 1 - Placement test	1.1 Arrangements for placement test administration 1.2 Placement test administration 1.3 Placement test reporting											
2 Activity 2 - update of proposed methodology	2.1 Review and amend proposed curriculum 2.2 Submit updated training methodology to AICS-Y 2.3 Receive approval for updated methodology											
3 Activity 3 - Training modules - Part 1	3.1 Specific syllabus design 3.2 Logistics arrangements for classes 3.3 Delivery of English Language Training Modules - Part 1											
4 Activity 4 - Mid-term test	4.1 Mid-term assessment design 4.2 Mid-term assessment administration 4.3 Assessment grading 4.4 Mid-term assessment report compiled and submitted to AICS-Y											
5 Activity 5 - Training modules - Part 2	5.1 Specific syllabus design 5.2 Confirm logistical arrangements for classes 5.3 Delivery of English Language Training Modules - Part 2											
6 Activity 6 - Final test	6.1 Final assessment design 6.2 Final assessment administration 6.3 Assessment grading 6.4 Final course report compiled and submitted to AICS-Y											



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Project AID 11087 – CIG 7512535400

**Invitation to bid for the provision of English training courses to FERD staff for
the project activities of the Italian Agency for Development Cooperation
– AID 11087.**

ANNEX I
AICS LOGO



