



**TECHNOLOGY INNOVATION AND ENTREPRENEURSHIP CENTER**  
**Business & Entrepreneurship Support Department**

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**REQUEST FOR PROPOSALS:**  
**HUMAN RESOURCES MANAGEMENT**  
**TWO DAY TRAINING**  
**FOR STARTUPS AND SMALL & MEDIUM ENTERPRISES (SMEs)**

**DATE of ISSUE: November 2015**

## **1. EXECUTIVE SUMMARY**

This Request for Proposals (RFP) requests proposals from contractors to provide HR Management for STARTUPS & SMEs (S&S). In Section 2 of the RFP, we define the scope of the program and services including the project definition, objectives, response to the RFP, deliverables, selection & evaluation process and submittal deadline. In Section 3 of the RFP, we outline the profiles of the audiences. In Section 4 of the RFP, we describe the main topics we would like to offer to our audience. Lastly, Section 5 sets out the RFP's terms and conditions.

## **2. PROPOSAL SCOPE**

### **2.1. DEFINITION**

All interested parties are invited to submit a proposal in response to this RFP to provide TIEC with intensive training program about HR Management for the S&S. This proposal is stemmed from the need of the S&S to learn more about tools for startup companies on how to attract and retain the most suitable human resources for the organizations. Our vision about HR Management Training is to provide the ways in which employee and organizational development are closely related to human resource topics such as recruitment, performance appraisal, teamwork and motivation.

### **2.2. OBJECTIVES**

2.3. The training is to equip the company head with the professional knowledge and skills relevant to the management of human resources and training. As part of this, the training is to equip the company head with the necessary skills to undertake research work in the broad area of human resources. It should cover at least but not limited to the following areas:

- ✓ Foundations of Human Resources Management
- ✓ Leading Successful Organizational Change
- ✓ Talent Acquisition, Management & Retention
- ✓ Compensation and Reward Systems
- ✓ Human Resources and the Law
- ✓ Introduction to Employee Benefits
- ✓ Training and Human Resources Development
- ✓ Essentials of Management
- ✓ Influence, Persuasion & Negotiation
- ✓ Linking HR Strategy to Business Success

### **2.4. RESPONSE TO THIS RFP**

We invite you to submit a proposal indicating the following:

- Company's profile
- Description & deliverables of the topics provide in response to section 2.
- Methodology and plan, including a timeline
- Resumes of instructors, showing related project experience
- Pricing with fees and expenses

## 2.5. DELIVERABLES

### (A) Instructional Design Deliverables

- Instructional Strategy
- Curriculum & Content Outlines
- Storyboards (PPT)
- List of Exercises/Assignments

### (B) Development Deliverables

- Participant Guide
- Instructor Guide
- Aids

### (C) Implementation and Evaluation Deliverables

- Implementation Plan
- Evaluation Plan
- Follow-up Plan
- Detailed Report about issues covered in the training course)

## 2.6. SELECTION & EVALUATION PROCESS

An evaluation committee composed of members of the TIEC Steering Committee will evaluate the offers received within the submittal deadline. After the initial review and evaluation of the offers received, the evaluation committee may contact the selected respondents for additional information or requests for clarification. TIEC will choose the proposal with the best value as determined by the evaluation committee. Selection will be based on:

A valid track record in delivering HR Management training.	20%
Accreditation certificates and solid prove of quality standards.	10%
A strong instructor's resume with at least 5 years' experience and accredited certificate in the training subject.	10%
A proposal that covers the training topics and a strong delivery plan with wide spectrum of activities.	30%
An attractive teaching methodology.	10%
Materials & examples should reflect the Egyptian ecosystem.	10%
Clarity of the proposal	10%
<b>Total Evaluation</b>	<b>100%</b>

Candidate proposal should satisfy 70% or more to be accepted.

## **2.7. FINANCIAL OFFER**

The financial offer should be clearly stated and should be inclusive (taxes) *Prices should not be subject for change till the end of December, 2015.* The proposal with the lowest Total price/Evaluation mark will be accepted. The quotation should be in EGP for a two consecutive day training program provided.

## **SUBMITTAL DEADLINE AND SCHEDULE**

Please submit your proposal by *12:00 pm GMT on 9<sup>th</sup> December 2015* by email to Passant Mamdouh (Business Support Manager) at [pmamdouh@itida.gov.eg](mailto:pmamdouh@itida.gov.eg)

## **2.8. QUESTIONS**

Questions about the RFP are welcome by email until *12:00 pm GMT on 6<sup>th</sup> December 2015.*

## **3. AUDIENCES**

We intend to deliver the training program to a set of candidate S&S satisfying the following criteria:

- They are related to the ICT or using ICT as enabler
- They should be registered and recognized
- They must have a clear target market with a strong assessment of the market and its risks
- The Target SMEs should be of capacity up to 100 employees (including part-timers)
- The Target STARTUPS should have a maturity of 2 years

#### 4. TRAINNG TOPICS

Topic should include, but not limited to
<ul style="list-style-type: none"><li>✓ Foundations of Human Resources Management</li><li>✓ Leading Successful Organizational Change</li><li>✓ Talent Acquisition, Management &amp; Retention</li><li>✓ Compensation and Reward Systems</li><li>✓ Human Resources and the Law</li><li>✓ Introduction to Employee Benefits</li><li>✓ Training and Human Resources Development</li><li>✓ Essentials of Management</li><li>✓ Influence, Persuasion &amp; Negotiation</li><li>✓ Linking HR Strategy to Business Success</li></ul>
<b>Note:</b> Supplier must cover all of the above topics, in a maximum of two days. Time allocation per topic is left to the supplier.

*Training Days:* The contractor should show flexibility in delivering training. The program may be conducted in Cairo, Alex, Mansoura or Asiut with a total of 25 – 30 S&S.

*Potential Destinations:* Cairo & Alex

#### 5. TERMS AND CONDITIONS

##### 5.1. ISSUANCE OF THIS RFP

TIEC reserves the right to reject any or all proposals, wholly or in part; to waive any technicalities, informalities, or irregularities in any proposal which does not materially affect the integrity or effectiveness of the RFP process. TIEC further reserves the right to analyze proposals in detail, and to award contracts, which we in the exercise of reasonable discretion, believe to be in our best interest. TIEC also reserves the right to cancel or reissue the RFP. This document (RFP) is neither a contract nor an offer to contract. TIEC is not responsible for any proposal preparation expenses, submission costs, or any expenses incurred in negotiations.

##### 5.2. OWNERSHIP OF MATERIALS

Ownership of all information, materials and documentation submitted pursuant to the RFP shall belong exclusively to TIEC. TIEC reserves the right to use any or all ideas presented in any proposal submitted in response to the RFP and to request any additional information necessary from any and all suppliers to supplement this request without obligation to inform other respondents.

### **5.3. INQUIRIES**

All inquiries related to this proposal must be directed, via email, to the listed contact. If deemed appropriate, inquiries and responses may be shared with all suppliers. Phone calls will not be accepted.

### **5.4. NO CONTACT POLICY**

Contact regarding this RFP with any TIEC representative other than the person named as the contact on the first page of this RFP is discouraged.

### **5.5. ADVERTISING**

Advertising by a bidder or any subcontractors in connection with this RFP is prohibited. This restriction includes articles in any trade journal, daily paper, magazine, websites, billboards, or work trailers. Any advertising referencing the TIEC name must receive prior approval by the Office of the CEO.

### **5.6. MULTIPLE OFFERINGS**

A supplier may submit more than one service offering if appropriate. At least one of the offerings must be complete and address all questions and instructions in this RFP. Additional offerings may be presented in an abbreviated format.

### **5.7. SUBSTANTIVE NATURE OF RESPONSES**

Responses that are not substantive may be considered non-responsive. Suppliers must address all questions and sections of this RFP in the format specified. Responses in general terms or terms that differ from this RFP are not acceptable.

### **5.8. REJECTION OF RESPONSES**

TIEC reserves the right to reject any and all responses. The supplier will absorb all costs incurred in the preparation and presentation of the proposal.

### **ACRONYMS**

RFP: Request for Proposals  
S&S: Startups and SMEs  
SMEs: Small and Medium Enterprises  
TIEC: Technology Innovation and Entrepreneurship Center