

**Request for quotation (RFQ) for  
services to deliver training course  
on Microsoft Excel 101**

**RFQ No: UNOPS-DGC-2015-DFS  
Training Course - Microsoft Excel 101**

## **Request for quotation (RFQ) for services to deliver training course on Microsoft Excel 101**

### **RFQ NO. (UNOPS-DGC-2015-DFS Training Course - Microsoft Excel 101)**

**Date: 6 August 2015**

UNOPS is accepting quotations from suppliers for delivery of training course on Microsoft Excel 101 in UNOPS Office in New York, USA. All interested parties must complete and return the attached price sheet to the following email address: [dgdfs@unops.org](mailto:dgdfs@unops.org). See Annex A: Terms of Reference for details.

#### **1 Services – Financial Offer Form (Annex B)**

Quotations need to be submitted by using the Financial Offer Form contained in Annex B.

#### **2 Currency**

All prices shall be quoted in United States Dollars (USD)

#### **3 Mobilization and duration (for services)**

Service provision shall commence in the month of September 2015 after contract signature. The exact date of commencement and completion of training services provided by the successful bidder will be announced.

#### **4 Quotations due**

All quotations must be received at the e-mail address stated below no later than:

**Date: Thursday, 13 August 2015**  
**Time: 5:00 P.M. (Eastern Standard Time)**

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

#### **5 UNOPS General Conditions of Contract**

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses: <http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/Conditions-of-services-below50K.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/GCCs%20For%20Professional%20Services.pdf>

## 6 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 7 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Yours sincerely,

**Approved by:**

Date: *Ada Safanova*

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**Ada Safanova**  
Admin/Finance Analyst  
UNOPS-GPSO-DGC

## **ANNEX A: Terms of Reference**

### **Microsoft Excel 101 Training Course**

#### **OBJECTIVES:**

The aim of this TOR is establish a one-time purchase order for the acquisition of a training course on Microsoft Excel 101 with a qualified instructor and classroom style environment. The intended date for delivery of course is September 2015. Actual date shall be announced.

#### **REQUIREMENTS**

The vendor must be able to provide one onsite class to be held at UNOPS Office in New York, hosting from a minimum of 10 up to a maximum of 15 participants. The course should be inclusive of training material for each participant.

#### **SERVICE PERFORMANCE**

The vendor must meet or exceed the following requirements:

- Be an accredited Microsoft Learning Partner.
- Have at least 5 years of vendor's experience in developing and delivering similar programs.
- Have provided at least 5 courses in the requested product area. Provide the following information: course title, customer name/industry, course curriculum and type of audience.

The vendor should also be able to provide the following information:

- Specify anticipated time required to confirm final number of participants for delivery of manuals.
- Specify anticipated time required to cancel the entire session at no cost for UNOPS, in case the minimum number of participants is not met.
- Confirm classroom set up and requirements prior to the course starting.
- Confirm availability to manage the shipping arrangements of course material and/or equipment.

#### **TRAINERS**

In order to obtain approval, the vendor must:

- Provide instructors holding the certification required to deliver the mentioned course (see above) and meeting the following criteria:
  1. Be a native English speaker or have superior command of the English language.
  2. Have delivered a minimum of #8 classes of the selected or similar courses.
  3. Have experience in delivering similar programs to international organizations and/or UN personnel.
  4. Provide evidence of number of similar courses delivered in English.
  5. Provide adequate insurance to cover the instructor's travel.
  6. Be available to be contacted by one UNOPS representative to discuss specific needs of the organization.

#### **UNOPS SUPPORT**

UN will be responsible for:

- Providing a classroom for the duration of the course equipped as per requirements (PC for the instructor, one flipchart, one whiteboard, one projector etc.)
- Providing transportation to the instructor within the mission area and from/to Hotel/course venue.
- Assisting in the request for visa, if needed.
- Assisting in the hotel reservation.

**FINANCIAL REQUIREMENT**

The vendor should provide:

- Training fee for a class of 10 participants. Please note that the cost should be inclusive of training material as well as of shipping charges for each participant.
- Training fee for each additional participant up to a maximum of 15. Please note that the cost should be inclusive of training material and shipping charges.
- Travel costs for one instructor, including round-trip ticket, vaccination costs (if needed) and any expenses regarding travel, such as taxi services, visa fee, etc.

Please note that:

- Living expenses will be based on UN Daily Subsistence Allowance considering the actual days of delivery plus 2 days.

**COURSE DETAILS: Microsoft Excel 101**

The following is an example of training course curriculum as a reference for the items intended to be covered. Please note that the lessons mentioned below are not limited and may be adjusted/tailored based on the direction of the instructor or as per request by UNOPS senior personnel.

**Learning Outcomes**

By successfully completing this course, participants should be able to:

- Describe what Excel is and why it is important for personal and business use.
- Describe what worksheets and workbooks are.
- Demonstrate entering information.
- Demonstrate formatting a worksheet and adding elements to it.
- Demonstrate chart usage in Excel.
- Demonstrate formulas and calculations in excel.
- Describe creating and using form and tables in Excel 2010.
- Demonstrate developing a workbook.
- Demonstrate sharing Worksheets and Workbooks and other advanced Excel 2010 skill

**Course Outline**

<p><b>Lesson 1: Introduction to MS Excel 2010</b></p> <ul style="list-style-type: none"> <li>• What's New In Microsoft Excel 2010</li> <li>• Navigating MS Excel 2010</li> <li>• Cells, Rows, and Columns</li> <li>• Formulas</li> <li>• Sheet Tabs</li> </ul>	<p><b>Lesson 7: Charts</b></p> <ul style="list-style-type: none"> <li>• Types of Charts</li> <li>• Chart Tools</li> <li>• Modifying and Moving a Chart</li> <li>• Organizational Charts</li> <li>• Changing an Organizational Chart</li> <li>• Other Changes to Charts</li> <li>• Sparkline</li> </ul>
<p><b>Lesson 2: Worksheets and Workbooks</b></p> <ul style="list-style-type: none"> <li>• The Definition of Worksheets and Workbooks</li> <li>• Opening Worksheets and Workbooks</li> <li>• Labeling and Naming Worksheets</li> <li>• Adding and Deleting Worksheets</li> <li>• Deleting Worksheets</li> <li>• Hiding/ Unhiding Worksheets</li> <li>• Hiding Columns and Rows</li> <li>• Hiding Adjacent Columns</li> <li>• Hiding Separated Columns</li> <li>• Hiding Rows</li> <li>• Saving Workbooks</li> <li>• Saving an Existing File</li> <li>• Headers and Footers</li> <li>• Customize Headers and Footers</li> <li>• About Printing Worksheets and Workbooks</li> <li>• Set Margins for Headers and Footers</li> <li>• Select Print Area</li> <li>• Print a Range of Pages</li> <li>• Printing</li> </ul>	<p><b>Lesson 8: Formulas and Calculations</b></p> <ul style="list-style-type: none"> <li>• Definition and Explanation of Formulas and Calculations</li> <li>• Mathematical operators</li> <li>• Creating a Formula</li> <li>• The Role of Functions</li> <li>• Creating Functions</li> <li>• References</li> <li>• Using Labels</li> <li>• Using Names</li> <li>• Name Manager</li> <li>• Absolute, Relative and Mixed Cell References</li> </ul>
<p><b>Lesson 3: Entering Information into MS Excel 2010</b></p> <ul style="list-style-type: none"> <li>• About Entering Information into Excel</li> <li>• Entering Data</li> <li>• Entering Labels and Values</li> </ul>	<p><b>Lesson 9: Excel Forms</b></p> <ul style="list-style-type: none"> <li>• Adding the Form Button to the Quick Access Toolbar</li> <li>• Using Data Forms</li> <li>• Entering Data Using a Data Form</li> </ul>
	<p><b>Lesson 10: Tables</b></p> <ul style="list-style-type: none"> <li>• Creating a Table</li> <li>• Inserting Rows and Columns into a Table</li> <li>• Adding Up Values</li> <li>• Entering Data into a Table</li> <li>• Sorting Data into a Table</li> <li>• Using Filters to Sort Tables</li> <li>• Using Table Border to Expand a Table</li> </ul>

<ul style="list-style-type: none"> <li>• Entering Values</li> <li>• Multiple Entries</li> <li>• Copying Cells, Rows, and Columns</li> <li>• Pasting Cells, Rows, and Columns</li> <li>• To Paste an Item from the Clipboard</li> <li>• Inserting and Deleting Rows and Columns</li> <li>• To Insert a Column</li> <li>• To Insert a Row</li> <li>• To Insert Cells</li> </ul>	<ul style="list-style-type: none"> <li>• Totaling and Tallying Data</li> <li>• Data Validation</li> <li>• Finding Invalid Entries</li> <li>• Auditing</li> <li>• Trace Precedents and Dependents</li> <li>• Checking Formulas For Errors</li> <li>• Using the Watch Window</li> </ul>
<b>Lesson 4: Entering Information Part 2</b> <ul style="list-style-type: none"> <li>• Filling Cells with a Series of Data</li> <li>• Editing Cell Data</li> <li>• Find and Replace, Go To Cell Data</li> <li>• Go To</li> <li>• Locking Rows and Columns By Splitting Panes</li> <li>• Locking Rows and Columns by Freezing Panes</li> <li>• Spell Check</li> <li>• AutoCorrect</li> <li>• Track Changes</li> <li>• Accept or Reject Changes</li> <li>• Comments</li> </ul>	<b>Lesson 11: Developing a Workbook</b> <ul style="list-style-type: none"> <li>• Format Worksheet Tabs</li> <li>• Reposition Sheets</li> <li>• Inserting, Deleting, and Renaming Worksheets</li> <li>• Copy Worksheets</li> <li>• Printing a Workbook</li> <li>• Set Print Titles</li> <li>• Headers/Footers</li> <li>• Page Margins</li> <li>• Page Orientation</li> <li>• Page Breaks</li> <li>• Print a Range of Pages</li> </ul>
<b>Lesson 5: Formatting a Worksheet</b> <ul style="list-style-type: none"> <li>• Change Font Styles and Sizes</li> <li>• Adding Borders and Colors to Cells</li> <li>• Changing Column Width</li> <li>• Changing Column Width Using The Mouse</li> <li>• Changing Row Height</li> <li>• Change a Row Height by Dragging the Mouse</li> <li>• Merge Cells</li> <li>• Applying Number Formats</li> <li>• Creating Custom Number Formats</li> <li>• Align Cell Contents</li> <li>• Cell Styles</li> <li>• Creating Your Own Cell Styles</li> <li>• Conditional Formatting</li> <li>• Freeze and Unfreeze Rows and Columns</li> </ul>	<b>Lesson 12: Sharing Worksheets and Workbooks</b> <ul style="list-style-type: none"> <li>• Using Online Collaboration</li> <li>• Protecting a Workbook</li> <li>• Change Versions of a Workbook</li> <li>• Set Up a Shared Version of a Workbook</li> <li>• Merging Versions of the Same Workbook</li> <li>• Adding, Editing, and Deleting Comments</li> <li>• Creating and Sharing Workbook Templates</li> <li>• Creating a Template</li> </ul>
<b>Lesson 6: Adding Elements to a Workbook</b> <ul style="list-style-type: none"> <li>• Adding Images</li> <li>• Modifying Images</li> <li>• Removing A Background</li> <li>• Cropping an image</li> <li>• Rotating an image</li> <li>• Compressing a Picture</li> <li>• Adding WordArt</li> <li>• Inserting AutoShapes</li> <li>• Adding Clip Art</li> <li>• Adding a Hyperlink</li> <li>• Embedding an Object</li> </ul>	

**ANNEX B: Services - Financial Offer Form**

<b>Name(s) of consultant(s) (a)</b>	<b>Number of working days (b)</b>	<b>Daily fee (c)</b>	<b>Daily subsistence allowance (d)</b>	<b>Total (e)=(b)x((c)+(d))</b>
<b>Grand total</b>				
<b>International/National travels (a)</b>	<b>Quantity (b)</b>	<b>Cost (c)</b>	<b>Currency (d)</b>	<b>Total (e)=(b)x(c)</b>
<b>Grand total</b>				
<b>Other Costs (description)</b>		<b>Cost</b>		
<b>Grand Total</b>				

**ANNEX C:  
Previous Experience Form**

<b>Previous Experience</b>				
<b>Description of services/goods/works</b>	<b>Country</b>	<b>Total amount of contract</b>	<b>Contract identification and title: Contact details of client: (Name, address, telephone, email, fax)</b>	<b>Year project was undertaken</b>

## Annex D: RFQ - Quotation form

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the Terms and Conditions of Quotation No. RFQ-(UNOPS-DGC-2015-DFS Training Course - Microsoft Excel 101) set out in the attached document, hereby offers to provide the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: \_\_\_\_\_

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

Name and title: \_\_\_\_\_

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

Postal address: \_\_\_\_\_

Tel. no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Validity of offer: \_\_\_\_\_

Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS  
Taimur Ahmed, Associate Portfolio Support Officer, UNOPS DG  
708 Third Avenue, 14<sup>th</sup> Floor  
New York, NY  
Tel.: (212-457-1805)  
E-mail: [dgdfs@unops.org](mailto:dgdfs@unops.org)  
*Cc:taimura@unops.org*



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