

**REQUEST FOR PROPOSALS:  
E-Learning Platform**

**TO:** Potential Vendors

**FROM:** South Centre, 17-19 Chemin du Champ d'Anier, CP 228, 1211 Genève 19

**DATE:** 19 May 2020

**SUBJECT/PURPOSE OF MEMO:** Request for Proposals (RFP) to build online training platform for the delivery of e-learning courses for the South Centre

**SUBMISSION OF PROPOSAL:** Proposals are to be sent by e-mail to *applications@southcentre.int*

**PROPOSAL DUE DATE:** Proposals must be received by **6 p.m. (C.E.T) on 27 May 2020.**

## **1.0 GENERAL INFORMATION**

- 1.1 Background: The South Centre is an intergovernmental organization of developing countries. Acting as a “think tank”, the Centre undertakes policy oriented analytical work on issues of common interest to countries and peoples of the South.

## **2.0 REQUEST FOR PROPOSAL’S PURPOSE**

- 2.1 The South Centre seeks proposals from vendors in order to select a vendor that can provide an optimal service for building its online training platform for the delivery of e-learning courses at the best competitive rates. The requirements are described in Annex I.

## **3.0 DELIVERY AND INSTALLATION REQUIREMENTS**

- 3.1. The decision on the vendor selection shall be made by the 10<sup>th</sup> June 2020. Only the selected vendor will be contacted for the work.
- 3.2. Delivery and Installation are expected to be performed by the selected vendor by 1 August 2020.

## **4.0 SPECIFICS OF PROPOSAL**

Interested vendors are hereby requested to submit their proposals clearly stating the prices (without TVA) as signed by an authorized representative of the company. The proposal must contain:

- 4.1 Name, address, telephone and fax numbers, and e-mail.
- 4.2 Background information of the vendor.
- 4.3 Describe the kind of pricing or rates that you will apply to the South Centre for the work in the Annex 1.
- 4.4 Provide any additional incentives, revenue and/or potential for cost saving.
- 4.5 Define performance guarantees and/or Service Level Agreement for pertinent service areas.
- 4.6 Names, addresses, and telephone numbers of three (3) clients for whom the vendor has provided similar service. The South Centre may check references listed by the vendor.



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## **5.0 RIGHTS**

- 5.1 The South Centre reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future.
- 5.2 It is the South Centre's intention to award a single contract for all services anticipated in this RFP. However, at the South Centre's sole discretion, it reserves the right to award multiple contracts for these services if it is in its best interest to do so.
- 5.3 This RFP is in no way an agreement, obligation, or contract and in no way is the South Centre responsible for the cost of preparing the proposal.
- 5.4 The South Centre does not guarantee that an agency will receive a specific volume of work, contract amount or order value under any agreement executed pursuant to this RFP. Additionally, there will be no limit on the number of orders the Centre may issue under an agreement.

## **6.0 ADDITIONAL REQUIREMENTS**

- 6.1 After proposal submission, it may be necessary to discuss with prospective vendors to clarify aspects of their submission. Site visits may also be requested to view travel agent facilities and to meet prospective account representatives. The South Centre will notify prospective vendor regarding the interview or site visit arrangements.

## **7.0 PROPOSED CONTRACT TERMS**

- 7.1 Once selected, a Special Services Agreement (SSA) will be signed with the awarded to the selected vendor in accordance with the regulations in force for the South Centre for such Special Services Agreements.

### Annex 1:

#### **South Centre e-learning platform**

The South Centre requests proposals to build its online training platform for the delivery of e-learning courses. The requirements are the following:

- Software for building the online training platform, preference for open software, i.e. Moodle, with a video conference system
- Online training will deliver courses for approximately 30-40 participants at a time, connecting from multiple countries.
- The online courses should be available for use on PCs, laptops, tablets.
- Features for the online courses should include reading text, videos and presentations for self- study, quizzes and certificate of completion. The platform should also allow for interactive learning sessions among speaker with participants, and for group work through integrated video conference system.
- The online courses are to be made available on the South Centre's own platform.
- The expected learning time corresponds to a 2-day face to face course (learning and interactive work).