

**USAID Regional Trade Liberalization
and Customs Project (RTLTC)**

REQUEST FOR QUOTATIONS (RFQ)

Issue Date: May 19th, 2011

Quotation Due: June 2nd, 2011

Procurement of training:

**Oracle Database 10g: Administration Workshop I Release 2; and
Oracle Database 10g: Administration Workshop II Release 2**

for the

Customs Service of the Government of the Republic of Tajikistan

USAID Regional Trade Liberalization and Customs Project (RTLTC)

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1. BACKGROUND

In June 2009 The Customs Service of the Government of the Republic of Tajikistan (CSGRT) and R.I.S.K. Company Ltd, Azerbaijan, signed a contract for the development and implementation of a Unified Automated Information System (UAIS) under the ongoing Regional Customs Modernization and Infrastructure Development Project financed by ADB.

In May 2010, the Customs IT administration was established with plans to hire 15 staff members. At present, there are 13 hired members of staff and 6 supporting officers in the Customs IT administration, all of whom possess only basic knowledge of IT administration. The pilot implementation of UAIS started on December 1st 2010, and since January 1st 2011, it has gradually begun to reach full implementation levels.

The UAIS is intended to facilitate more efficient customs procedures and improved performance in terms of the services provided to the government and the private sector. The UAIS is automating the following processes:

- a. Electronic processing of customs declarations
- b. Monitoring the presence of supporting documents
- c. Risk Management
- d. Controlling transit movements of non-cleared goods
- e. Calculating and collecting taxes and duties
- f. Partial verification of authenticity of documents annexed to customs declarations
- g. Generating customs statistics
- h. Facilitating administrative and criminal investigations

UAIS is using Oracle databases with respective standards of IT knowledge necessary for database administrators and Customs IT helpdesk staff.

There are 13 members of Customs IT staff working with CSGRT IT administration at the central level. Four of them are responsible for database administration, including two Help Desk 1st level staff who should be able understand issues related to Oracle databases.

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2. SCOPE OF WORK

The selected training provider will organize training for six people on the following content, described by Oracle University as:

- Oracle Database 10g: Administration Workshop I Release 2 (ANNEX C)
- Oracle Database 10g: Administration Workshop II Release 2 (ANNEX D)

At the end of the training, the CSGRT IT 6 specialists should have adequate knowledge and skills to pass the examination required to acquire two certificates:

Oracle Certified Associate (OCA); and
Oracle Certified Professional

The training should be organized in two separate groups with 2-4 trainees in each.

The training will take place in June-August 2011 in Dushanbe, Tajikistan.

The number of weekly academic hours should be 32-40.

The training provider will cover all course related expenses such as local and international travel costs, hotel expenses, rent of classrooms, equipment, delivery of training materials to the training place and other expenses.

Although it is not a requirement under this Request for Quotation, AECOM encourages bidders not from Tajikistan to engage a local Tajik partner in conducting the training courses.

3. QUOTATION FORMAT

In order for AECOM to conduct the most efficient and thorough bid analysis, vendors are requested to format their offers in English or Russian as follows:

- a) Letter of Transmittal (one page)
- b) Technical training proposal
- c) ANNEX A: BUSINESS ORGANIZATION AND OWNERSHIP
- d) ANNEX B: ITEMIZATION OF THE QUOTATION (Cost/Price Proposal)
- e) Attachments: Curriculum Vitae of proposed trainers etc.

4. TECHNICAL GUIDELINES & CONDITIONS

AECOM would like to compare prices from all vendors and requires that RFQ responses cover the same items detailed in the tables provided in Annex B "*Itemization of the Quotation*". Prices are to be valid for 60 days. Include all taxes and duties, (separately identify VAT). You must provide a breakout of costs in any identified categories of supplies and services. AECOM will not accept lump-sum totals as responses to any categories.

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5. SUBMISSION OF PROPOSALS

Quotations are due at AECOM's project office on June 2nd, 2011 by 5:00 pm Tajik time. All documents can be submitted electronically to Guntis Stammers at following email address: guntis.stammers@gmail.com

Recipients of this solicitation not responding with a quote should not return this solicitation. Instead they should advise AECOM by letter, or electronic mail, as to whether they want to receive future solicitations for similar requirements. If a recipient does not submit a bid and does not notify AECOM that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

6. QUESTIONS

Technical inquiries and/or requests for clarification to this offering must be made in writing via email to guntis.stammers@gmail.com.

Any question from any potential bidder with an answer will be submitted to all the other potential bidders.

7. SELECTION CRITERIA AND AWARD(S)

Award will be made to the bidder providing best overall value to the project for the supplies and services. AECOM will evaluate offers and award one contract without discussions with bidders. Therefore, each the vendor's initial offer should contain the it's best terms from a price and technical standpoint. Award will be made based on price and the following technical criteria:

Technical Criteria	Weight (%)
Quality of the proposal and compliance with requirements	40
Proven experience of involved key personnel	20
Evidence of experience on similar, successful trainings	20
Training materials	20
Total	100

AECOM reserves the right to conduct discussions if later determined by AECOM to be necessary. AECOM also reserves the right to order all, some, or none of the services in this RFQ. Awards will be made within 5 (five) business days after the request is made. If AECOM were to extend the period for evaluation and award, then potential vendors may be requested to extend the validity of their offers.

A written notice of award or acceptance of an offer, mailed or otherwise distributed to the most eligible vendor within the time specified in the offer, shall serve as award notice.

AECOM shall have the right to increase or decrease the quantity of an item duly awarded in accordance with this RFQ. This option shall be exercised, if at all, at the time the award is made. AECOM is under no obligation to award a contract and will not reimburse the vendor for any costs incurred in preparing this quote.



ANNEX A. BUSINESS ORGANIZATION AND OWNERSHIP

NAME:

ADDRESS:

TELEPHONE NO. _____ e-mail _____

PRINCIPAL CONTACT _____ TITLE _____

DATE FOUNDED _____ NO. OF EMPLOYEES _____

Check all that apply.

SIZE

Less than 10 employees

More than 50 employees

BUSINESS/ORGANISATION TYPE

- U.S. Owned
- Government Affiliated
- Part Government Owned
- Private Voluntary Organization.
- Non-Profit Organization
- Private Individual
- Unaffiliated, private non-profit organization
- Registered to conduct business in Sudan
- Joint Venture between:

SIGNED _____ DATE _____

TITLE _____

SERVICE/COMMODITY
(type) _____

INCLUDE CAPABILITY STATEMENT AND DESCRIBE ANY INTERNATIONAL EXPERIENCE.



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ANNEX B. ITEMIZATION OF THE QUOTATION

**Procurement of Oracle Database 10g: Administration Workshop I Release 2 and
Oracle Database 10g: Administration Workshop II Release 2
training for the Customs Service of the Government of the Republic of Tajikistan**

Cost Category	Number of units	Price, \$/unit	Price, \$ Subtotal
Training fee based on 1 trainer / 6 trainees (hours)			
Training Materials			
Examination and certification			
International and/or local travel and per diem* expenses if applicable (provide total cost)			
Training premises (computer work station)			
Training Equipment (per work station)			
Other Local Supplies and Administrative Expenses (please specify)			
Total			

SIGNED _____ DATE _____

TITLE _____



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