

# REQUEST FOR PROPOSAL

## “PMP/CAPM Exam Prep Trainings”

PMI Bulgaria Chapter

Deadline for Submission of Offers:  
**08.08.2024**

### PLEASE NOTE

The data herein and any data accompanying this document or made available to you in connection with this RFP, is confidential, is the property of, and is proprietary to PMI Bulgaria Chapter. Disclosure to you is solely for the purpose of soliciting a Quote or Response from your company. This data may only be disclosed to those of your employees directly associated with the preparation of the Proposal. By acceptance of this data, you acknowledge that you will, when requested, return to PMI Bulgaria Chapter all originals and copies thereof. PMI Bulgaria Chapter reserves the right to reject any Quote that is, among other things, late or incomplete.

## **GENERAL INFORMATION**

### **A. Project Management Institute (PMI)**

PMI is the world's leading professional association for a growing community of millions of project professionals and changemakers worldwide. As the world's leading authority on project management, PMI empowers people to make ideas a reality. Through global advocacy, networking, collaboration, research, and education, PMI prepares organizations and individuals to work smarter in an ever-changing and dynamic world.

### **B. PMI Bulgaria Chapter**

Founded in the late 2009 and opened in early 2010, PMI Bulgaria Chapter is a professional organization dedicated to promoting best practices and standards in project management.

With more than 310 members and 120 volunteers in Bulgaria, the local Chapter's main goal is to support professional project managers who handle large and complex projects, including those funded by government bodies, local authorities, the European Union, the World Bank, and other international donors.

### **C. Contact Information**

If you have specific questions pertaining to the contractual terms, technical specifications or any issue in relation to this Request for Proposal, please write in all your questions by email to the contact person below. Deadline for questions **06.08.2024**.

*Name, Surname:* Aneliya Chervenova

*VP Professional Development*

*Email:* [board@pmi.bg](mailto:board@pmi.bg)

### **D. Definition on the project objectives**

With this RFP, PMI Bulgaria Chapter seeks to award the preparation of a PMP/CAPM Exam Prep training and its conducting for the needs of PMI Bulgaria Chapter's members and partners.

### **E. Technical description of the project, expectations:**

For preparing the above-mentioned training, PMI Bulgaria Chapter will need information about the following requirements:

- Number of lectors;
- Language offered /Bulgarian, English, both/;
- Min/max number of participants per training;
- Duration /in hours, days/;
- Format /F2F, virtual/;

- Location /your premise, Partner’s premise or else/;
- Additional instruments /materials which will be needed for the trainings and provided by PMI Bulgaria Chapter or its Partners if any/
- Post training activities /certificates, study groups, exams, etc./;
- Course objectives /detailed description of the contents of the training/;
- Feedback /after each training PMI Bulgaria Chapter will need expert feedback/

Supplier shall submit in addition:

- Bidders shall submit certification and/or references of the lectors;
- Company references;
- Short company presentation.

Based on your proposal, we will contact a limited number of SUPPLIERS for further commercial discussions. Bids are required to be submitted in an MS Word/MS Excel format **in English** via email. Bids not submitted in this manner will be disqualified.

## **BIDDING RULES AND REQUIREMENTS FOR SUBMISSION**

### **A. Bidding Requirements:**

**The proposal shall content the following key elements:**

1. Quote shall be submitted:
  - Price per training in BGN, VAT excl.
  - Min/max number of participants;
  - Duration;
  - Language;
  - Format;
  - Location;
  - Post training activities.
2. Bidders shall provide the required information above and also feel free to propose other project management related trainings not included in PMI Bulgaria Chapter’s list presented in this RFP. For the additionally added trainings by the participants, PMI Bulgaria Chapter will need the same information as the one required above.
3. Bidders shall submit a company profile presentation and reference clients with a short description of similar assignments that the supplier has executed.

Any overhead or out-of-pocket costs would not be covered additionally. All expenses incurred in relation to the preparation of quotation, negotiations, etc. are at the Tenderer’s sole risk and expense.

## **B. Commercial and Financial Requirements**

- **Pricing:** Proposal must be valid 6 months.
- **Currency:** BGN/EUR
- **Payment terms:** 90 DAYS

## **PROPOSAL EVALUATION**

### **A. Process and Criteria:**

Proposals will be evaluated in the following major areas:

- (1) Price/Cost;**
- (2) Technical description of the training;**
- (3) Payment terms;**
- (4) Lectors' qualifications & references;**
- (5) Past experience with similar trainings.**

Each initial proposal should contain the best terms from a price and technical standpoint. Proposals considered not to be within the competitive range will be eliminated. PMI Bulgaria Chapter reserves the right to accept or reject any or all Proposals and is not required to disclose reasons for rejection. PMI Bulgaria Chapter is under no obligation to procure or contract for the product or service provided in this Request for Proposal.

### **B. Timeline**

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|---|------------------|
| (a) Acknowledge participation:          | until 06.08.2024 |
| (b) Suppliers' questions                | until 06.08.2024 |
| (c) PMI Bulgaria Chapter Answers        | until 08.08.2024 |
| (d) Deadline for submitting quotations: | 08.08.2024       |

Any changes in the set deadlines and time ranges will be timely communicated to all participants.

## **CONTRACT INFORMATION**

PMI Bulgaria Chapter seeks to sign at least a 2-year contract.

PMI Bulgaria Chapter will not accept penalty fees when cancelling or changing training dates.

We encourage you to propose volume discount scheme in your offer.