BID DOCUMENT — REQUEST FOR PROPOSALS

PA-02-02 · Digital/Online Training Platform: M&E Dashboard Structure Development

Bid No.	SLFTC/LIWAY-II/PA-01/RFP
Document	Document 03 of the PA-01 procurement file (01 Terms of Reference · 02 Invitation to Bid · 03 Bid Document)
Project	LIWAY II — Inclusive Outsourcing through an Intermediary Model: Building competitive leather value chains in Ethiopia
Contract No.	Partner Subgrant Agreement No. SNV/PAR/76649/26 (SNV, funded by Sida)
Contracting entity	Skyline Leather Fashion Training Center PLC (Skyline)
Procurement method	Open bid (Request for Proposals), quality- and cost-based selection (Technical 70 · Financial 30), per Skyline Procurement & Supply Chain Manual
Budget line	SP2336-4.02 — Training packages development, training system, and training feedback collection system
Contract type	Lump-sum, fixed price in ETB, inclusive of VAT
Period of performance	30 Jul 2026 – 30 Nov 2026 · estimated 60 working days
Date of issue	August 3, 2026
Deadline for clarifications	August 6. 2026, 5.00 pm local time
Submission deadline	August 8. 2026, 5.00 pm local time
Bid opening	TBD
Bid validity	60 days from the submission deadline
Bid security	Not required
Enquiries	skylinefashion13@gmail.com · +251 911 976 234

PART 1 — INSTRUCTIONS TO BIDDERS

1. Purpose. Skyline, implementing partner of SNV's LIWAY II Programme funded by Sida, invites eligible firms and individual consultants to submit technical and financial proposals to design and set up a monitoring and evaluation (M&E) dashboard on Skyline's digital platform, as described in the Terms of Reference (Document 01). This Bid Document sets out how to prepare and submit a proposal and how proposals will be evaluated.

2. Eligibility. Consulting firms and individual consultants registered or resident in Ethiopia may bid. Applications from qualified youth- and women-led enterprises and professionals are highly encouraged. A bidder is not eligible if it:

- is debarred or suspended by SNV, Sida, the United Nations, the World Bank or the Government of Ethiopia;
- has a conflict of interest that it has not declared (for example, a family or business relationship with a Skyline staff member involved in this procurement);
- has taken part in preparing this ToR or Bid Document;
- cannot provide a valid trade licence (firms) or national ID (individuals) and a TIN certificate.

3. Bid documents. The bid package consists of Document 01 (Terms of Reference), Document 02 (Invitation to Bid) and this Document 03 with Forms 1–6. Documents are free of charge from the Skyline office or portal. Bidders are responsible for reading all documents; a proposal that does not respond to them may be rejected.

4. Clarifications and amendments. Questions must be sent by email to the enquiry address before the clarification deadline. Skyline will answer in writing and share the question (without the sender's name) and answer with all bidders who received the documents. Skyline may amend the bid documents before the submission deadline and, if needed, extend the deadline; amendments are sent to all bidders.

5. Language, currency and validity. Proposals are written in English; supporting documents in Amharic must be accompanied by an English summary. Prices are quoted in Ethiopian Birr (ETB) as a lump-sum fixed price, with VAT shown separately where the bidder is VAT-registered. Proposals remain valid for 60 days after the submission deadline.

6. Technical proposal. The technical envelope contains: Bid Submission Letter (Form 1); technical proposal (Form 2) covering understanding of the assignment, methodology, work plan and relevant experience; CVs of proposed expert(s) (Form 4); signed Declaration of Integrity and Conflict of Interest (Form 5); bank and tax details (Form 6); and copies of the trade licence or ID, TIN and, if applicable, VAT registration certificates. The technical envelope must not contain any price information.

7. Financial proposal. The financial envelope contains the price schedule (Form 3), signed and stamped. The lump sum covers all costs of delivering the ToR, including fees, transport within Addis Ababa, communication, materials and any software licences or hosting needed during the contract. No other costs will be paid.

8. Submission. Submit one original and one copy in two separate sealed envelopes marked "Technical Proposal" and "Financial Proposal", both placed in an outer envelope marked with the Bid No. SLFTC/LIWAY-II/PA-01/RFP, the activity title and "Do not open before the bid opening". Deliver to: Skyline Leather Fashion Training Center PLC, Akaki Kality Sub-City, Woreda 06, Saris Abo Church, Mart Building, Addis Ababa. Each page of the original must be signed or initialled and stamped. Late bids will be returned unopened. A bidder may withdraw or replace its proposal by written notice before the deadline.

9. Bid opening. The committee opens technical envelopes in public at the time and place stated above; it reads bidders' names and confirms the presence of each required document. Financial envelopes stay sealed and are opened only for bidders that pass the technical evaluation; those bidders are invited to the financial opening.

10. Evaluation

An evaluation committee of at least three members, none of whom has a conflict of interest, evaluates proposals in three stages and records the results in signed evaluation minutes.

Stage 1 — Administrative compliance (pass/fail). A proposal that fails any item below is not evaluated further.

No.	Requirement	Pass / Fail
1	Submitted by the deadline in separate sealed technical and financial envelopes	
2	Bid Submission Letter (Form 1) signed by an authorised person	
3	Declaration of Integrity and Conflict of Interest (Form 5) signed	
4	Valid trade licence (firms) or national ID (individuals) and TIN certificate	
5	VAT registration certificate, if the bidder is VAT-registered	
6	Bank account in the bidder's own name (Form 6)	
7	Proposal validity of at least 60 days	

Stage 2 — Technical evaluation (70 points). Only proposals scoring at least 50 of 70 points qualify for the financial opening.

No.	Criterion	Max. points
A	**Bidder experience**	**20**
A1	Experience designing, developing or managing M&E systems, databases or dashboards (at least 3 years; number and relevance of similar assignments)	10
A2	Donor-funded project monitoring and reporting, including sex-, age- and disability-disaggregated indicators	5
A3	Experience in the leather sector or with MSEs, SMEs and family-run businesses	5
B	**Understanding and methodology**	**30**
B1	Understanding of the ToR, the LIWAY II results framework and SNV reporting needs	8
B2	Methodology for indicator reference sheets, data-collection tools, dashboard build, testing and staff orientation	12
B3	Approach to data protection, user access and handover (credentials, configuration and source files)	5
B4	Realistic work plan within 30 Jul – 30 Nov 2026, consistent with the deliverables in the ToR	5
C	**Key personnel**	**20**
C1	Lead expert's qualification: diploma or Bachelor's degree in IT, statistics, M&E or a related field	8
C2	Lead expert's relevant experience in M&E systems and dashboards	8
C3	Communication in Amharic and English, and training facilitation	4

No.	Criterion	Max. points
	Total technical score	**70**

Stage 3 — Financial evaluation (30 points). Financial score = 30 × (lowest qualified price ÷ bidder's price). Prices are compared inclusive of VAT. Arithmetic errors are corrected as follows: where unit price and total differ, the unit price prevails; where words and figures differ, the words prevail. A bidder that does not accept the corrections is rejected. Skyline may ask a bidder to explain a price that appears abnormally low.

Combined score. Technical score + financial score (maximum 100). The contract is offered to the bidder with the highest combined score.

11. Award and Contract

- Skyline notifies the selected bidder in writing and informs the other bidders of the result.
- Before signing, Skyline may hold clarification talks on the work plan and staffing. The price and the key expert offered may not be changed except with Skyline's written agreement.
- The contract is signed within 10 working days of the notice of award. If the selected bidder fails to sign, Skyline may offer the contract to the next-ranked bidder.
- Skyline may reject any or all proposals, or cancel the procurement, at any time before award without liability to bidders.
- Contract terms follow the ToR: lump-sum fixed price; 100% payment on acceptance of all deliverables, confirmed by a signed Deliverable Acceptance Certificate and Completion Report; payment by cheque or bank transfer to an account in the contractor's name; withholding tax applied under Ethiopian tax law.

12. Integrity, Safeguarding and Complaints

- Fraud, corruption, collusion, coercion or offering gifts to Skyline staff leads to disqualification and is reported to SNV.
- The contractor and its staff must comply with Skyline's and SNV's Code of Conduct, Safeguarding and PSEAH policies, and report any concern promptly.
- Personal data received in this assignment are confidential, used only for the contract, stored on Skyline systems and not kept or reused after handover.
- A bidder that believes the procurement was unfair may submit a written complaint to the General Manager within 5 working days of the notice of award. Unresolved complaints may be raised with SNV.

PART 2 — BID FORMS

Use the forms below. Forms may be retyped on the bidder's letterhead, but their content must not be changed.

Form 1 — Bid Submission Letter

To: Skyline Leather Fashion Training Center PLC, Akaki Kality Sub-City, Woreda 06, Addis Ababa

Date: ____ / ____ / 20____ Bid No.: SLFTC/LIWAY-II/PA-01/RFP

We, the undersigned, offer to provide the services for "PA-01 Digital/Online Training Platform: M&E Dashboard Structure Development" in accordance with the Terms of Reference and this Bid Document, including amendments No. ____ (if any). We confirm that:

- our technical and financial proposals are submitted in separate sealed envelopes;
- our total lump-sum price is stated in our financial proposal (Form 3);
- our proposal is valid for 60 days from the submission deadline;
- we are eligible under Section 2 and have no undeclared conflict of interest;
- we accept that Skyline may reject any or all proposals.

Name of bidder: _____

Authorised signatory: _____

Position: _____

Signature and stamp: _____

Form 2 — Technical Proposal

Maximum 10 pages, excluding CVs and annexes. Use the headings below.

No.	Section	Content expected
1	Bidder profile	Legal status, years in operation, team size, women/youth ownership (if any)
2	Understanding of the assignment	Your reading of the ToR, LIWAY II indicators and SNV reporting needs; risks and how you will manage them
3	Methodology	How you will produce each deliverable: indicator reference sheets, data-collection tools, dashboard build, testing, staff orientation, data protection and handover
4	Work plan	Activities, deliverable dates and days per expert from August 10 to 30 Nov 2026 (Gantt chart or table)
5	Relevant experience	Similar assignments, using the table below

Similar assignments (last 5 years)

No.	Assignment and client	Year	Value (ETB)	Contact person and phone
1				
2				
3				

Form 3 — Financial Proposal (Price Schedule)

Submit in the sealed financial envelope only. The breakdown is for evaluation and contract management; payment is made as one lump sum on acceptance of all deliverables.

No.	Deliverable (ToR Section 4)	Amount (ETB, excl. VAT)
1	Indicator reference sheet (PIRS-style) for all LIWAY II indicators	
2	Data-collection and reporting templates	
3	Functional M&E dashboard with user access	
4	Dashboard user guide and staff orientation record	
	Sub-total	
	VAT 15% (if VAT-registered)	
	Total lump-sum price (ETB, VAT inclusive)	

Total price in words: _____ Birr

Fee breakdown

Expert / position	Working days	Daily rate (ETB)	Amount (ETB)
Other costs (specify)			
Total (must equal sub-total above)			

Name of bidder: _____

Signature and stamp: _____

Date: ____ / ____ / 20____

Form 4 — Curriculum Vitae of Proposed Expert

Maximum 3 pages per expert. Attach copies of degrees and certificates.

Item	Details
Name and proposed position	
Nationality and languages (Amharic / English)	
Education (degree, institution, year)	
Years of relevant experience	
Relevant assignments (role, client, year, tools used)	
Data and dashboard tools used	
References (2, with phone)	

I certify that this CV correctly describes my qualifications and experience, and that I am available for the assignment period.

Signature of expert: _____

Date: ____ / ____ / 20____

Form 5 — Declaration of Integrity and Conflict of Interest

We, the undersigned bidder, declare that:

- we have not offered or given, and will not offer or give, any payment, gift or favour to any person to influence this procurement or the contract;
- we have not colluded with other bidders on prices or the submission of proposals;
- we are not debarred or suspended by SNV, Sida, the United Nations, the World Bank or the Government of Ethiopia;
- we have no family, financial or business relationship with any Skyline staff member involved in this procurement, other than as declared here: _____;
- we will comply with Skyline's and SNV's Code of Conduct, Safeguarding, PSEAH, anti-fraud and data protection requirements, and report any concern promptly;
- we understand that a false declaration leads to rejection of our proposal or termination of the contract, and may be reported to SNV.

Name of bidder: _____

Authorised signatory: _____

Signature and stamp: _____

Date: ____ / ____ / 20____

Form 6 — Bank and Tax Details

Item	Details
Legal name of bidder (as on trade licence / ID)	
Trade licence No. / national ID No.	
TIN	
VAT registration No. (if any)	
Bank name and branch	
Account name (must be the bidder's own name)	
Account number	
Contact person, phone and email	

Signature and stamp: _____

Date: ____ / ____ / 20____