



Ref: AFCHPR/IPC/2016/56

Date: 25 October 2016

TO: ALL INTERESTED TRAINING INSTITUTIONS**REQUEST FOR PROPOSAL (RFP)**
KOHA LIBRARY MANAGEMENT SYSTEM TRAINING**I. BACKGROUND:**

The African Court whose headquarters is located in Arusha, Tanzania is an Organ of the African Union.

The African Court adopted and implemented Koha Library database since 2009. The key administrator of the system is the IT Specialist. The end administrator users are the Librarian and the Assistant Librarian.

In the framework of strengthening its staff capacity to ensure the proper day to day library operations, the maintenance of the system and as well as to acquire capabilities of transferring skills to other users, the Court would like to offer a short course training on Koha Library Management System to the aforementioned three staff, and hereby invites interested and qualified Training Institutions to submit their technical and financial proposals in a separated sealed envelope.

II. TERMS AND CONDITIONS:

Interested Training Institutions should develop their detailed technical and financial offers, and submit them either by hand or email not later than 17:00hrs on 7 November 2016.

The emails should have the subject "**REQUEST FOR PROPOSAL FOR KOHA LIBRARY MANAGEMENT SYSTEM TRAINING**" and should be addressed to the email address: procurement@african-court.org or Alex.Mollel@african-court.org

Hand delivered envelopes should have the subject "REQUEST FOR PROPOSAL FOR KOHA LIBRARY MANAGEMENT SYSTEM TRAINING" and should be addressed to:

**The Secretary
Tender Committee
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

The sealed envelopes should be deposited in the Tender Box at the Reception of the African Court offices situated at TANAPA Building, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

You are hereby requested to make an offer only if you can supply the service within the terms and conditions stipulated, and within the prescribed dates.

The African Court will not in any way be obliged to accept the lowest priced quotation, or any low prices as quality of the service supplied shall be one of the major considerations.

The African Court reserves the right to reject any offer without offering any reason thereto, to waive any defect or informality therein, and to award any Supplier whose offer is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Supplier who may be adversely affected by such award or rejection.

The Court assumes no obligation for whatever expenses or losses that may be incurred by any Supplier in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

III. DETAILS OF THE REQUIRED SERVICE:

Objectives

The main objectives of the programme are: .

- i) To equip the IT Specialist with the IT capacity and configuration skills on Linux, as this is the platform/technology that underlies the Koha in order to install, administer, manage the system and support system related issues; and

- ii) To equip the Librarian and the Assistant Librarian with full knowledge of managing the system and cataloguing.

Scope of services, venue and dates

The training will be provided for three staff for five working days from 5 to 9 December 2016 in the training center of the awarded Training Institution.

The training will comprise of lectures, demonstration and hands on skills on using this software.

The training will particularly include the following items:

- i) Introduction & Features Overview
- ii) Installation of KOHA on Windows or Linux operating system (Preferably Linux Cent OS 5)
- iii) A secured administrator management of the system
- iv) Introduction to Windows or Linux Operating System
- v) Customization and configuration of KOHA software
- vi) Workshops and Discussion
- vii) Demonstration on the modules below;
- viii) Acquisitions
- ix) Cataloguing
- x) Serial Control
- xi) Circulation & OPAC
- xii) Introduction to MARC-21
- xiii) Multilingual Support in KOHA,
- xiv) MARC Records,
- xv) Import feature in KOHA,
- xvi) Installation of regular updates from the internet

Expected outcomes

By the end of the training, it is expected that the trainees shall:-

- i) Have acquired new knowledge and skills required to install, configure, manage and support the system.
- ii) Utilize the knowledge learnt to give technical and functional support to system users.
- iii) Transfer knowledge learnt to the Judges/Staff, by conducting training within the organization on how to access and use the system.
- iv) Utilize the knowledge learnt to enhance and customize the Koha system as per requirements from Court users.

Qualification of Service Provider Experts

The Training Institution should:

- i) Provide experienced trainers graduated with at least a Bachelor's degree in IT or in Library Management or in a related field and with at least five

- (5) years of experience of IT expertise in; KOHA and End User management, Network and security administration.
- ii) Have a proven track records of providing at least three similar trainings by specifying the beneficiary Institutions of these trainings.

IV. SPECIAL CONDITIONS

Language	The technical and financier offer shall be in English
Training material	The contractor should provide the training material in soft copy at least five days before starting date
End of training report	The contractor should submit an end of training report to the Court within one week after the training.
Certificate of completion	At the end of the course, the contractor should issue certificate to the participants.
Training cost	The component of the training cost should be detailed in the financial offer if any. All travel and living expenses for the trainees will be directly borne by the Court and should not be included in the financial offer.
Currency of quotations/offer	Offer must be submitted in United States Dollars
Award criteria for award of contract	The contractor that offers the competitive and most technically compliant quote as per the details of the required services stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by cheque or Bank Transfer as follows: <ul style="list-style-type: none"> - 30 per cent at the commencement; - 70 per cent upon receipt of invoices and the final training report approved by the Court.
Request for clarification	Bidders requesting clarification of the technical requirements or conditions stipulated in this RFP shall communicate in writing with the Court, through Mr. Alex Mollel. Email: Alex.Mollel@african-court.org
Submission of Quotes	If by Hand to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

Location of delivery

The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

Sincerely,

Dr. Robert W. Eno
Registrar of the Court

