

**INVITATION TO TENDER (ITT)**

**Date: May 8, 2024.**

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| **Ref No:** | **Detailed Specifications** |
| **IMA/2024/002/JB** | **Advanced Excel training for 22 employee of IMA World Health, Juba** |
| **Deadline** | **May 30, 2024** |

**Interchurch Medical Assistance (IMA World Health)** wishes to contract a legally recognized service provider (company) to facilitate accredited advanced excel training.

Quotations are hereby invited from interested service provider for the Appointment of Service Provider to Facilitate Accredited Advanced Excel Training for 22 Employees.

**Scope Of Work (Sow).**

1. **Excel introduction.**

* An overview of the screen, navigation, and basic spreadsheet concepts.
* Various selection techniques.
* Shortcuts keys.

1. **Customizing Excel.**

* Customizing the Ribbon.
* Using and customizing AutoCorrect.
* Changing excels default options.

1. **Using Basic Functions.**

* Using functions, Sum, Average, Max, Min, Count, Counta.
* Absolute mixed and Relative Referencing.

1. **Formatting and proofing.**

* Currency format.
* Format Painter.
* Formatting Dates.
* Custom and Special Formats.
* Formatting Cells with Numbers formats, font formats, Alignment, border, etc.
* Basic Conditional formatting.

1. **Mathematical Functions.**

* Sumlf, Sumlfs, Countlfs, Averagelf, Nested IF, IFERROR Statement, AND, OR NOT.

1. **Protecting Excel.**

* File level protection.
* Workbook, worksheet protection.

1. **Text Functions.**

* Upper, Lower and Proper.
* Left, Mid and Right/
* Trim, Len, Exact.
* Concatenate.
* Find, substitute.

1. **Date and Time Functions.**

* Today, now.
* Day, Month, Year,
* Date, Date of, Date Add.

1. **New in Excell 2013/2016.**

* New chart- Tree map and waterfall.
* Sunburst, Box and Wisher Charts.
* Combo charts, secondary Axis.
* Adding Slicers Tool in Pivot and Power view.
* Forecast sheet.
* Sparking-Line, column & Win/Loss.
* Using 3-D Map.
* New controls in pivot table-field, items, and sets.
* Various timelines in pivot table.
* Auto complete a data range and list.
* Quick Analysis Tool.
* Smart Lookup and manage store.

1. **Sorting and filtering.**

* Filtering on Text, Number, and colors.
* Sorting options.
* Advanced filters on 15-20 different criteria.

1. **Printing workbooks.**

* Setting Up print Area.
* Customizing Headers and footers.
* Designing the structure of a template.
* Print titles- repeat rows/columns.

1. **Advance Excels.**

* Goal seeks,
* Scenario analysis
* Data table (PMT function)
* Solver tool.

1. **Logical Functions.**

* If functions
* How to fix Error-if error.
* Nested if.
* Complex if and or functions.

1. **Data Validation.**

* Number, Date and time validation.
* Text and list validation.
* Custom validations based on formula for a cell.
* Dynamic dropdown list creation using data validation-dependency **list.**

1. **Lookup Functions.**

* Vlookup/HLookup.
* Index and Match.
* Creating smooth user interface using lookup.
* Nested Vlookup.
* Reverse Lookup using choose function.
* Worksheet linking using indirect.
* Vlookup with Helper Column.

1. **Pivot Tables.**

* Creating simple pivot tables.
* Basic and advanced valued field setting.
* Classic Pivot Table.
* Choosing field.
* Filtering pivot tables.
* Modifying pivot tables data.
* Grouping based on numbers and dates.
* Calculated field and calculated items.
* Arrays Functions.
* What are the Arrays Formulas, use of the Arrays formulas.
* Basic examples of arrays (using ctrl+shift+enter).
* Array with if, Len and mid functions formulas.
* Arrays with lookup functions.
* Advanced use of formulas with Arrays.

1. **Chart and Slicers.**

* Various charts, i.e. bar charts/pie chart/line charts/
* Using slicers, filter data with slicers.
* Managing Primary and secondary Axis.

1. **Excel dashboard**

* Planning a dashboard.
* Adding Tables and charts to dashboard,
* Adding dynamic contents to dashboard.

**DURATION AND COSTING.**

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| --- | --- |
| **Description of items** |  |
| Provide estimated cost |  |
| Duration for completion |  |
| Relevant information |  |

**REQUIREMENTS:**

**Interested bidders must attach proof of the following documents to avoid disqualification:**

1. Program Accreditation letter.
2. Facilitator’s CV and relevant qualifications
3. Proof of similar work experience
4. The training must be Unit Standard based and be NQF aligned.
5. Legal company registration documents,
6. Valid Tax Identification Certificate and tax clearance certificates.
7. IDs for all Directors of the company.
8. Bank account and financial statements.

**BID SUBMISSION.**

Bids must be submitted in a sealed envelope. T**he envelope should state ADVANCE EXCEL TRAINING with reference.** The envelope should be addressed to:

**Procurement Committee**

**IMA World health South Sudan**

**Heran Office, 3rd floor Plot #03**

**Juba Stadium Road, South Sudan**

Or through email: [southsudanprocurement@imaworldhealth.org](mailto:southsudanprocurement@imaworldhealth.org) copying: [grepent@imaworldhealth.org](mailto:grepent@imaworldhealth.org)

**EVALUATION OF BIDS**

All valid bids will be evaluated by a Tender Evaluation Committee of **IMA World Heath South Sudan** who will assess the bids based on administrative, technical, and financial evaluation, using the information provided in your submission.

IMA World Health reserves the right to request samples of products or past work and to visit the premises of bidders, if this is deemed necessary to complete the evaluation.