

Bangladesh Export Processing Zones Authority  
BEPZA Complex  
House # 19/D, Road # 6  
Dhanmondi, Dhaka-1205

No. IP:P-195/228

Date : April 22, 2008

### INVITATION FOR THE EXPRESSION OF INTEREST (EOI)

Service providers for Developing, Management & Operation of "Training Institute" in Chittagong & Dhaka EPZ.

Sl. No.	Particulars	Area
1	Objective of the institutes	a) To create efficient workforce for EPZs and the country; b) To increase productivity of the workers; c) To ensure productive environment in the EPZs of Bangladesh; & d) To establish international labour standard.
2	Location of the Institutes	Chittagong EPZ and Dhaka EPZ (School & College building).
3	Scope of the training	a) Worker's right and responsibilities in the EPZs of Bangladesh; b) BEPZA Instructions 1 & 2; c) The EPZ Workers Association and Industrial Relations Act, 2004 (Act No. 23 of 2004); d) Awareness regarding sound industrial relations; e) Productivity enhancement training; f) Machine operation training; g) Human Resources (HR) Management training; h) Education, Training and Skills Development for local/abroad (as per need analysis); i) Trade, market and export development; & j) Others (may be specified according to need analysis).
4	Methodology of the training	Class lectures, power point presentation & practical.
5	Training time	4:00 pm to 8:00 pm (working days only).
6	Trainee	a) On the job training for the EPZs workers; b) On the job training for the HR Personnel/Labour Officer/ Administrative Officer/Market & Export related Officers/ others; & c) Training for the job seekers.

Sl. No.	Particulars	Area
7	Training fees	As per proposal.
8	Conditions to run the institutes	a) School & College building spaces will be provided on rental basis; b) Payable to BEPZA actual electricity/water/gas bills; & c) Payable to BEPZA 25% of total fees received.
9	Field of the training	Textile, Garments, Electric & Electronics, Shoes, etc. (as per need analysis).
10	Training duration	As per proposal.

Institutions in their expression of interest (EOI) should furnish all particulars in respect of the followings :

1. Name of the Institutions, address, background and experience of the firm;
2. Management structure, staff details with their key qualifications & working experience;
3. Describe the type of training conducted (Name of the programs, Duration, conducted for whom, selection criteria, etc.);
4. General & overall experience gained from involvement in Training (Name of the programs, Name of the organisations....);
5. Approach & Methodology applied in assisting to operate the "Training Institute"; &
6. Describe any accreditation or registration obtained or affiliated by the recognized national or international organisation, if any.

Short listed institutes/consulting firms will be informed & invited for verbal interviews.

Indicate on top left hand corner of the envelop as "Training Institute for BEPZA".

Last date of submitting applications are July 03, 2008.

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