REQUEST FOR PROPOSALS
for
Developing and Conducting
School Nurse Training Programme

RFP no.: 29 /Services/HAAD/PT/2010

Bid issue date: August 29, 2010
Deadline for submission of proposals: September 20, 2010 – 03:00 pm
## INDEX

### CONTENTS OF THE REQUEST FOR PROPOSALS

- Definitions and Abbreviations: 4
- **SECTION A - INSTRUCTION TO BIDDERS**: 5
  - ARTICLE 1 - TENDER PROCESS DEADLINES: 5
  - ARTICLE 2 - PACKING AND LABELLING OF PROPOSALS: 5
  - ARTICLE 3 - SUBMISSION OF PROPOSALS: 5
  - ARTICLE 4 - PROPOSAL CONTENTS: 6
    - 4.1 Technical offer: 6
    - 4.2 Financial offer: 6
  - ARTICLE 5 - Bid Bonds: 6
  - ARTICLE 6 - RFP Terms and Conditions: 7
  - ARTICLE 7 - Validity of Proposal: 7
  - ARTICLE 8 - Incomplete and Late Offers: 7
  - ARTICLE 9 - Inquiries: 7
  - ARTICLE 10 - Alteration of Proposals: 7
  - ARTICLE 11 - Eligible Bidders: 7
  - ARTICLE 12 - Costs for Preparing Proposals: 7
  - ARTICLE 13 - Clarification: 8
  - ARTICLE 14 - Evaluation of Proposals: 8
    - 14.1 Technical Evaluation of Bids: 8
    - 14.2 Evaluation of Financial Offers: 8
  - ARTICLE 15 - Amendments: 8
  - ARTICLE 16 - Confidentiality: 8
  - ARTICLE 17 - Ownership of Proposals: 8
  - ARTICLE 18 - Bid Cancellation: 8
  - ARTICLE 19 - Bidder’s Responsibilities: 8
  - ARTICLE 20 - Award: 8
  - ARTICLE 21 - Intellectual Property Rights: 9
- **SECTION B – TERMS OF REFERENCES**: 10
  - ARTICLE 3 - Purpose & Expected Results of the RFP: 10
  - ARTICLE 4 - Main Objectives: 11
  - ARTICLE 5 - Target Audience: 11
  - ARTICLE 6 - Work Plan, Including: 11
  - ARTICLE 7 - Delivery of Material Items: 11
  - ARTICLE 8 - Responsible Body: 11
  - ARTICLE 9 - Period of Project Execution: 11
  - ARTICLE 10 - Requirements: 12
    - 21.1 Personnel/Key Experts: 12
    - Equipment/Facilities: 12
- **ANNEX I – EVALUATION FACTORS AND SCORES**: 13
- **ANNEX II: SCOPE OF SERVICES**: 14
- **ANNEX III: FINANCIAL TEMPLATE**: 16
Contents of
the Request for Proposals

The complete Request for Proposals shall include the following:

Section A: Instructions to Bidders
Section B: Terms of Reference (Technical requirements/ specifications)
Section C: Draft Contract Agreement and Conditions

Annexes:
Annex I: Evaluation factors and scores
Annex II: Technical specifications
Annex III: Financial Template

**Definitions and Abbreviations:**

*The terms used in this RFP and the subsequent contract shall have the following meanings:*

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoQ</td>
<td>Bill of Quantities</td>
</tr>
<tr>
<td>Bidder</td>
<td>A legal entity entitled to submit a proposal in response to this bid</td>
</tr>
<tr>
<td>CCTV</td>
<td>Closed-circuit television</td>
</tr>
<tr>
<td>Contracting Authority/HAAD</td>
<td>Health Authority - Abu Dhabi</td>
</tr>
<tr>
<td>Days/months/years</td>
<td>Calendar days/ months/years</td>
</tr>
<tr>
<td>HSE</td>
<td>Health, Safety and Environmental</td>
</tr>
<tr>
<td>N/A</td>
<td>Not applicable</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for proposals</td>
</tr>
<tr>
<td>Consultant</td>
<td>The awarded bidder selected to perform the project’s scope of work</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of reference</td>
</tr>
</tbody>
</table>
Section A - Instruction to Bidders

In submitting proposals, bidders must comply with all instructions contained in this RfP document. Failure to submit a proposal containing all the specified information and documentation (incl. all completed forms and templates, and a declaration that the entire specified ToR will be accepted) within the stated submission deadline will lead to rejection of the proposal at HAAD's absolute discretion.

Article 1 - Tender Process Deadlines

<table>
<thead>
<tr>
<th>Deadline for requesting clarifications from the HAAD</th>
<th>September 12, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for issuing clarifications by the HAAD</td>
<td>September 14, 2010</td>
</tr>
<tr>
<td>Deadline for submission of proposals</td>
<td>September 20, 2010 – 03:00 pm</td>
</tr>
</tbody>
</table>

Article 2 - Packing and Labelling of Proposals

Each submitted proposal must comprise a technical offer and a financial offer, each of which must be submitted separately. Each technical offer and financial offer must contain one original, clearly marked "Original", and 2 copies, each marked "Copy".

Article 3 - Submission of Proposals

Proposals must be submitted either by recorded delivery (official postal service) or hand delivery directly to the HAAD in return for a signed and dated receipt to the following address:

To: Mr. Ali Al Mazrouie
   Head, Corporate Support Services
Att.: Mr. Moinudeen Zayed
   Procurement Officer
   Procurement & General Services- Section
   Health Authority – Abu Dhabi
   Airport Road – behind Al Futtaim Motors Agency
   P.O. Box 5674
   2nd floor

Note: Proposals submitted by any other means (i.e., fax or e-mail) will be rejected. Any deviation from these instructions (e.g., unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rules, and will lead to rejection of the proposal.

The outer envelope should carry the following information:

a) The address for submission of proposal indicated above;
b) The reference code of the bid to which the bidder is responding (29/ Services/HAAD/PT/2010)
c) The name of the bidder.
   • The pages of the Technical and Financial offers should be numbered.
Article 4 - Proposal Contents

4.1 Technical offer

The Technical offer should include the following documents:

- **Table of Contents**, including page numbers.
- **Full contact details** of the key person in the company in case of any clarification requirements.
- **Letter of Submission** on Consultant’s letterhead signed and stamped by the person in charge or the Consultant’s authorized representative acknowledging the Consultant’s agreement to the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete.
- **Executive Summary** demonstrating the bidder’s understanding of the project requirements and including the following as required in Section B- and Annex II of the RFP:
  a. Overview of training plan and approach
  b. Approach to meeting the stated objectives, including all the lecture topics specified in Annex II.
- **Detailed work plan**: stating the project phases and timelines (including significant milestones and final deadlines) Ref. (Section B - Article 6 -)
- **Audited Financial Statements** for the past one year.
- **Copy of valid trade license/ Legal registration** documents
- **Description and references** for previous training courses of similar nature (at least two projects) and volume that verify that the bidder has a satisfactory performance record and demonstrate that the bidder has the capability of meeting the project requirements. The references should specify the bidder’s relevant contribution to each listed project. References can only be considered if the bidder clearly lists a point of contact in the client organization for that project (name, address, telephone number, etc.).
- **Bidder Organisation chart**.
- **Detailed CVs** for the key experts and project staff
- **Unconditional Bid Bond**

*Note: After the bid opening and if the bidder has not submitted the required documentation as stated above, the proposal will be administratively rejected without further consideration for review.*

4.2 Financial offer

The Financial offer must be submitted in U.A.E currency (AED), showing the total cost of the financial offer and should include the following:

1. Clearly provide detailed with all the items and services to be provided according to Annex III template of this RFP stating clearly each item’s unit and total price, for each item/service.
2. Prices should be inclusive of all anticipated costs and applicable tariffs and/or taxes.
3. Financial offer details for the two phases must be clearly outlined separately

**Notes to bidders in preparing the financial offer:**
1.1. It is bidder’s responsibility to examine and consider all the RFP requirements while preparing the financial proposals for this tender.
1.2. Bidders should quote the prices including all anticipated costs (i.e.: accommodations, travels expenses, etc)
1.3. Quoted prices to be fixed and not subject to change by bidders.

Article 5 - Bid Bonds

The bidder must submit a bid bond with an amount of 6,000 AED (Six Thousands Dirham) enclosed in the technical proposal. The bond shall be unconditional, valid for 120 days starting from the
closing date of proposal submission and addressed to the Health Authority – Abu Dhabi. Priority for issuing the Bid bonds in UAE should be from Abu-Dhabi Banks. The bid bond will be returned back to bidders after the evaluation and awarding processes are completed.

**Article 6 - RFP Terms and Conditions**
Failure to meet the specified terms and conditions of this RFP at the time of award will result in disqualification of the Bidder.

**Article 7 - Validity of Proposal**
Proposals must remain valid and open for the acceptance of the HAAD for 120 days from the RFP closing date. Proposals specifying a shorter acceptance period will be rejected.

**Article 8 - Incomplete and Late Offers:**
Incomplete and late proposals will not be accepted. It is the bidder’s responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions. Late proposals shall be returned to Bidders unopened.

**Article 9 - Inquiries**
Bidders may submit questions in writing either through fax or e-mail to the following address and up to 10 days before the deadline for submission of proposals.

Contact name: Ms. Dina Mohsen Khaled, Procurement Officer  
Address: Health Authority – Abu Dhabi  
Fax no.: +9712 4496969  
E-mail: dkhaled@haad.ae

Any clarification issued by HAAD will be communicated in writing to all the bidders before date stated in the table above and will be published on HAAD website: www.haad.ae. No further clarifications will be given after the stated date in the above table.

Any prospective bidders seeking to arrange individual meetings with the HAAD or any of its employees concerning this contract during the bidding period may be excluded from the bidding procedure.

**Article 10 - Alteration of Proposals**
Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

**Article 11 - Eligible Bidders**
Bidders considered eligible to submit proposals are defined primarily as the entity /organisation that is legally registered in the UAE or internationally to provide medical training courses and can provide a valid certificate of legal registration/ trade registration license. In addition bidders should submit evidence of having previously provided Continuous Medical Education to nursing staff.

**Article 12 - Costs for preparing proposals**
Under no circumstances will the HAAD accept liability for any costs incurred in connection to the preparation and submission of proposals even if the HAAD decides to reject all the proposals or cancel the tender altogether.
Article 13 - Clarification
During the evaluation process, the HAAD may request additional information from bidders with regard to the submitted proposal if deemed necessary by the tender evaluation committee.

Article 14 - Evaluation of proposals
The evaluation process will identify and recommend the proposal which is technically superior at reasonable price.
- The weight of the technical factors = 70%
- The weight of the price = 30%
Only proposals with average scores of at least 70 points in the technical evaluation criteria set out at Annex I qualify for the financial evaluation.

14.1 Technical evaluation of bids
The technical quality of each bid will be evaluated in accordance with the evaluation criteria specified in Annex I of this RfP document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in this RfP.

14.2 Evaluation of financial offers
Upon completion of the technical evaluation, the financial offers of those bidders who passed the technical evaluation stage will be opened.

Article 15 - Amendments
During the proposal submission period, if the HAAD decides to modify/ change any requirement/s of the RfP, [the modification/s shall be released through the issuance of an amendment to the RfP.] Any amendment will be issued in writing and will be sent to all bidders.

Article 16 - Confidentiality
The entire evaluation procedure is confidential and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than the HAAD.

Article 17 - Ownership of Proposals
The HAAD retains ownership of all proposals received as part of this tender. Consequently, bidders have no legal right to have their proposals returned to them.

Article 18 - Bid Cancellation
The HAAD has the right at any stage in the bidding process to cancel the whole bid without justification to any of the bidders. In the event of cancellation of this RFP, Bidders will be notified in writing of the cancellation by the HAAD.

Article 19 - Bidder’s responsibilities
It is bidder’s responsibility to examine all of the RfP’s terms and conditions and to request for clarification from the Contracting Authority’s (only to the contacts mentioned in this RfP in writing) for unclear or vague statements, if any. It shall be bidder’s responsibility if his proposal is eliminated due to submission of unclear improper, loose proposals.

Article 20 - Award
The HAAD reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, and the scope of services to be provided pursuant to the contract, rests with the HAAD.
HAAD reserves the right at its own discretion not to select the lowest quoted financial offer.

**Article 21 - Intellectual Property Rights**

Upon receipt of full payment for all Services and Deliverables rendered under this project, all intellectual property rights, title and interest in and to HAAD’s name and logo, including without limitation, all concepts, author rights, copyrights, moral rights, patents, trademarks, trade secrets, and any other intellectual property related thereto remain with and are the property of HAAD and are NOT subject to any rights of the Vendor Intellectual Property.
Section B – Terms of References

Article 1 - General Background
The Health Authority - Abu Dhabi (HAAD) is an Abu Dhabi local governmental entity established by law No. (01/2007); it was previously known as "The General Authority of Health Services for the Emirate of Abu Dhabi". The main function of HAAD is to regulate the Healthcare Sector within the Emirate of Abu Dhabi, both Public and Private, through Policies, Laws, Regulations, Inspections and Audits. The corporate office of HAAD is located in the capital of UAE, Abu Dhabi.

HAAD is responsible for licensing, quality control and in regulating all of the health care facilities and health professionals in the Emirate of Abu Dhabi, with the vision in developing health communities, and to monitor healthcare facilities so that it delivers high quality healthcare services in accordance with the best international practices and quality standards to its population. HAAD does not itself provide healthcare services or health insurance.

Article 2 - Project Background and Needs
- There are approximately 484 schools in the Emirate of Abu Dhabi.
- Each school is required by HAAD to have a registered school nurse.
- The intensive continuous medical education training programme for school nurses is aimed at assisting school nurses maintain competence and learn about new and developing areas of their field. (Further information on the School Nurse Scope of Services can be found on www.haad.ae)

Article 3 - Purpose & Expected Results of the RFP
The purpose of this RFP is to identify and select an acceptable firm/organisation that can deliver the following services successfully.

<table>
<thead>
<tr>
<th>Number of School Nurses to be trained</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project timeline</td>
<td>4-5 months (starting from October 2010)</td>
</tr>
<tr>
<td>Number of School Nurses per session</td>
<td>60-100 per group (20 CNE hours)</td>
</tr>
<tr>
<td></td>
<td>A vendor may also propose how training could be delivered to smaller groups for specific topics</td>
</tr>
<tr>
<td>Training structure</td>
<td>20 Continuous Nursing Education (CNE) hours</td>
</tr>
<tr>
<td></td>
<td>4 full days of 5 CNE hours per day (will most probably be held over four Saturday’s)</td>
</tr>
<tr>
<td></td>
<td>The format must be a mixture of lectures and interactive participative sessions (e.g. using role play, group work etc.)</td>
</tr>
<tr>
<td></td>
<td>Organise training logistics including attendance sheets, training materials etc.</td>
</tr>
<tr>
<td>Materials</td>
<td>Lecture notes should be available in English and Arabic</td>
</tr>
<tr>
<td></td>
<td>The bidder will be responsible for receiving the school nurse registration and should communicate with the School Nurses before the training in terms of logistics and agenda (This is expected to be through e-mails and faxes)</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> HAAD will provide the bidder with the contact information of the public and private schools.</td>
</tr>
<tr>
<td></td>
<td>School nurses should be supplied with a supporting manual that:</td>
</tr>
</tbody>
</table>
Outlines the material covered in the sessions
Provides step by step guidance on how to manage each topic

Lecturers
- Lectures should be administered by experienced physicians, nurses or allied health providers where applicable that have an in depth knowledge of the subject matter.
- CV’s should be provided to HAAD of the lecturers.
- If a lecture is being delivered in English, an Arabic speaker should be available for clarification or to answer any questions.
- Evaluation reports for each course conducted as well as a regular summary reports.

Article 4 - Main Objectives
- To further increase the knowledge and skills of school nurses to deliver best practice school nurse services in schools;
- To ensure that all school nurses are familiar with the relevant HAAD policies and standards (please refer to Annex 2 for further details);
- To motivate school nurses to continuously improve the service they deliver.

Article 5 - Target Audience
- School Nurses in the Emirate of Abu Dhabi

Article 6 - Work plan, including
Bidders are required to submit in their proposals the following aspects of their training approach including how they will:
- Cover the lecture topics as described in Annex II
- Develop the learning objectives for each lecture topic
- Develop training manual
- Estimated project timeline (not longer than 5 months)
- Training Evaluation plan

Article 7 - Delivery of Material Items
Pre-reading needs to be delivered to candidates directly. Delivery of other materials shall be to all HAAD offices; HQ Abu-Dhabi (Airport road), Al- Ain eastern regional office and Madinat Zayed western regional office.

Article 8 - Responsible body
The responsible function in HAAD will be responsible for monitoring the Consultant’s performance, reviewing and accepting the Project’s deliverables. This will be notified to the Consultant after the tender award.

Article 9 - Period of project execution
Bidders are to submit a detailed project plan including timeline and phases milestones and a description of the project phases.
**Article 10 - Requirements**

**21.1 Personnel /Key experts**

It is expected from the Consultant that he will provide the following Personnel for implementing this project:

1. Sufficient number of trainers with past experience in delivering Continuous Medical Education training to Registered Nurses should be able to conduct the training courses.
2. Project Manager who should have a proof experience in international best practice in First Aid and Basic Life Support training and will be responsible for supervising the project staff and serve as the project contact person.
3. Administrative staff, as needed.
4. Training should be conducted in English, however it is preferable if the courses are available in English and Arabic. If a lecture is being delivered in English, an Arabic speaker should be available for clarification or to answer any questions.

Bidders are to submit (CV) of key project staff. As a minimum this should include details of:
   - Account Manager
   - Key lecturers

**Equipment / Facilities**

The HAAD Auditorium will be available for the training and includes seating for 150 participants, projector, sound system etc.

All other equipment and logistics need to be covered by the selected vendor.

All catering costs will also be covered by HAAD.
Annex I – Evaluation factors and scores

<table>
<thead>
<tr>
<th>Evaluation factors</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the project’s requirements and objectives the suitability of the proposed solution to the extent it meets HAAD’s needs.</td>
<td>30</td>
</tr>
<tr>
<td>• Addressing HAAD objectives and Target Audience</td>
<td></td>
</tr>
<tr>
<td>• Comprehensive work plan covering the addressed point in Section B- of the RfP</td>
<td></td>
</tr>
<tr>
<td>Vendor’s background and experience on projects of similar nature, including accreditation, references inputs and/or feedbacks</td>
<td>30</td>
</tr>
<tr>
<td>Availability of sufficient personnel with the required qualifications, skills and experience dedicated to the project, detailed team structure provided</td>
<td>20</td>
</tr>
<tr>
<td>The details, adequacy and timetable of the management plan for the activities and the proposed solution.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Overall total score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*Only* proposals with average scores of at least 70 points qualify for the financial evaluation.
Annex II: Scope of Services:

The consultant is expected to provide a school health training programme with the following specifications:

<table>
<thead>
<tr>
<th>Number of School Nurses to be trained</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project timeline</td>
<td>4-5 months (starting from October 2010)</td>
</tr>
<tr>
<td>Number of School Nurses per session</td>
<td>60-100 per group (20 CNE hours)</td>
</tr>
<tr>
<td></td>
<td>A vendor may also propose how training could be delivered to smaller groups for specific topics</td>
</tr>
<tr>
<td>Training structure</td>
<td>20 Continuous Nursing Education (CNE) hours</td>
</tr>
<tr>
<td></td>
<td>4 full days of 5 CNE hours per day (will most probably be held over four Saturday's)</td>
</tr>
<tr>
<td></td>
<td>The format must be a mixture of lectures and interactive participative sessions (e.g. using role play, group work etc.)</td>
</tr>
<tr>
<td></td>
<td>Organise training logistics including attendance sheets, training materials etc.</td>
</tr>
<tr>
<td>Materials</td>
<td>Lecture notes should be available in English and Arabic</td>
</tr>
<tr>
<td></td>
<td>The bidder will be responsible for communicating with the School Nurses before the training in terms of logistics and agenda.</td>
</tr>
<tr>
<td></td>
<td>School nurses should be supplied with a supporting manual that:</td>
</tr>
<tr>
<td></td>
<td>o Outlines the material covered in the sessions</td>
</tr>
<tr>
<td></td>
<td>o Provides step by step guidance on how to manage each topic</td>
</tr>
<tr>
<td>Lecturers</td>
<td>Lectures should be administered by experienced physicians, nurses or allied health providers where applicable that have an in depth knowledge of the subject matter.</td>
</tr>
<tr>
<td></td>
<td>CV’s should be provided to HAAD of the lecturers.</td>
</tr>
<tr>
<td></td>
<td>If a lecture is being delivered in English, an Arabic speaker should be available for clarification or to answer any questions.</td>
</tr>
<tr>
<td></td>
<td>Evaluation reports for each course conducted as well as a regular summary reports.</td>
</tr>
</tbody>
</table>

Lecture topics should include (but are not limited to):

<table>
<thead>
<tr>
<th>Topic</th>
<th>Document on which the lecture material should be based on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Role of the School Nurse</td>
<td>HAAD School Nurse Scope of Services*</td>
</tr>
<tr>
<td>2. First Aid and management of pediatric emergencies</td>
<td></td>
</tr>
<tr>
<td>3. Developmental and behavioral assessments for ages 5-18 years</td>
<td>Centers for Disease Control development &amp; behavioral assessments (<a href="http://www.cdc.gov">www.cdc.gov</a>)</td>
</tr>
<tr>
<td>4. Health Promotion and importance of health teaching</td>
<td></td>
</tr>
<tr>
<td>5. Medication administration in Schools</td>
<td>HAAD School Medication Policy*</td>
</tr>
<tr>
<td>6. Immunization</td>
<td>HAAD immunization schedule*, SEHA Ambulatory Healthcare Services, School Health process for the administration of vaccines, administration of vaccines</td>
</tr>
<tr>
<td>Topic</td>
<td>Document on which the lecture material should be based on</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>7. Infection control</td>
<td></td>
</tr>
<tr>
<td>8. Managing a school clinic:</td>
<td></td>
</tr>
<tr>
<td>• Planning your year and setting objectives</td>
<td></td>
</tr>
<tr>
<td>• Time management</td>
<td></td>
</tr>
<tr>
<td>• Code of conduct</td>
<td></td>
</tr>
<tr>
<td>• Documentation &amp; reporting</td>
<td></td>
</tr>
<tr>
<td>• Developing health related policies for your school.</td>
<td></td>
</tr>
<tr>
<td>• Ethical and legal considerations</td>
<td></td>
</tr>
<tr>
<td>9. Providing regular screenings:</td>
<td></td>
</tr>
<tr>
<td>• BMI</td>
<td></td>
</tr>
<tr>
<td>• Vision</td>
<td></td>
</tr>
<tr>
<td>• Hearing</td>
<td></td>
</tr>
<tr>
<td>• Scoliosis</td>
<td></td>
</tr>
<tr>
<td>• Dental screening (overview as done by dentist)</td>
<td></td>
</tr>
<tr>
<td>• Physical examination (overview as done by physician)</td>
<td></td>
</tr>
<tr>
<td>10 Case management:</td>
<td></td>
</tr>
<tr>
<td>• Taking a medical history</td>
<td></td>
</tr>
<tr>
<td>• Creating and updating student medical files</td>
<td></td>
</tr>
<tr>
<td>• Developing a individualized healthcare plan for chronically ill children</td>
<td></td>
</tr>
</tbody>
</table>

*Available on the HAAD website (www.haad.ae)
Annex III: Financial Template

PROJECT:_____________________________________________________________

Bidder Name: ____________________________________________________

Bidder should quoted his competitive prices for quoting to the below items

Bidders should give the costs as associated with one course (20 CNE hours) according to the below table (i.e: The Training material should be quoted per participant while other costs should be quoted per course) , however it is expected that HAAD will conduct 3-4 courses over the project period.

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Cost/AED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy fees per course (20 CME hours)</td>
<td></td>
</tr>
<tr>
<td>Training materials per participant</td>
<td></td>
</tr>
<tr>
<td>Other administration fees per course</td>
<td></td>
</tr>
</tbody>
</table>