

Request for Proposal (RFP) for Operation of ECCD Center at Changjiji Housing Colony

1. Introduction:

NHDCL is pleased to invite proposals for leasing out or outsourcing the operation of a newly constructed ECCD center at Changjiji Housing Colony from the interested applicants to operate a ECCD facility at Changjiji Housing Colony. The ECCD center is intended to provide childcare services to the residents of the housing colony and surrounding areas. This RFP outlines the requirements, scope of work, and evaluation criteria for interested parties to submit their proposals.

2. Background:

Changjiji Housing Colony is a residential community with a diverse population including families with young children. Recognizing the need for convenient childcare services, the management has decided to establish an ECCD center within the colony premises. The ECCD center is located at Changjiji Park at the center of the housing colony.

The facility is a single storied pre-fab building constructed with high class finishing with the plinth area of 2449 sq.ft. The overall plot area for the facility is 9649 sq.ft. It has Two Halls, General Office, Manager's Office, MP Room, Two Store Rooms, Four Toilets, Pantry and Porch.

3. Scope of Work:

The successful bidder will be responsible for the following:

- Provision of high-quality childcare services for children aged between **3 to 5 years**
- Staffing: Recruitment, training, and management of qualified childcare professionals, including caregivers and administrative staff.
- Facility Management: Maintenance of the ECCD center, ensuring cleanliness, safety, and compliance with relevant regulations.
- Programming: Development and implementation of age-appropriate educational and recreational activities for children.
- Health and Safety: Adherence to health and safety standards, including maintaining proper hygiene practices and emergency preparedness.

- Communication: Regular communication with parents/guardians regarding their child's well-being, development, and any pertinent updates or concerns.
- Furnishing: Have to furnish with the necessary furniture for class rooms and offices including other items that may be necessary to operate a crèche facility.
- Financial Management: Collection of fees, budgeting, and financial reporting as required.

4. Proposal Requirements:

Interested parties are requested to submit the following information as part of their proposal:

- Company Profile: Overview of the organization, including experience in operating childcare facilities.
- Proposed Approach: Description of the proposed childcare program, staffing plan, facility management strategy, and any additional services or amenities offered.
- Qualifications: Credentials and qualifications of key personnel involved in the operation of the ECCD.
- Financial Proposal: Detailed breakdown of proposed charges/rental for the use of the facility. The financial proposal shall be inclusive of all the charges and taxes.

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications: Demonstrated experience and expertise in operating childcare facilities.
- Quality of Proposal: Clarity, comprehensiveness, and alignment with the requirements outlined in this RFP.
- Staffing and Programming: Suitability and qualifications of proposed staff, as well as the quality and appropriateness of proposed childcare programming.
- Financial Proposal: Competitiveness of proposed fees and overall value for money and the lease rent payment to NHDCL
- References: Strength of references provided and track record of successful partnerships.



6. Submission Details:

Proposals must be submitted manually/electronically to [**Leki Tshewang, 17314914, leki.tshewang@nhdcl.bt**] no later than [**17/05/2024**]. Late submissions will not be considered.

8. Contact Information:

For inquiries or clarifications regarding this RFP, please contact **Leki Tshewang, 17314914, leki.tshewang@nhdcl.bt**

We look forward to receiving your proposals and partnering with a qualified organization to provide outstanding childcare services to the residents of Changjiji Housing Colony

NHDCL reserves the right to reject any or all proposal without assigning any reasons.

s/d

Chief Executive Officer