

## Request for Quotation

### Provision of Administrative Professional Training and Certification Services for Executive Assistants and Clerks

<b>Reference:</b>	AITI/8/2/Executive Assistants and Clerks Certification
<b>Opening Date:</b>	Friday, 29 March 2024
<b>Closing Date:</b>	Monday, 6 May 2024 at 3:00 p.m.
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	TBC
<b>Document Fee (non-refundable):</b>	BND5.00

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. AITI is seeking a Vendor to deliver administrative professional training and certification services which are recognised by a professional body to AITI's Executive Assistants and Clerks.
2. The objective is to enhance the knowledge, skills, and abilities (KSA) of Executive Assistants and Clerks in order to enhance competency in the workforce and thus contribute to organisational excellence through continuous improvements in its workforce.
3. The high-level scope of work involves:
  - 3.1 Provision of Administrative Professional Training and Certification Services.
  - 3.2 Provision of Team Lead, Trainer(s) and Grader(s).
  - 3.3 Logistics Facilitation.

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