

Invitation to Tender

Provision of In-house Training on Soft Skills for AITI

| | |
|---------------------------------------|--|
| Reference: | AITI/8/1/HR/SoftSkills |
| Opening Date: | Tuesday, 24 June 2025 |
| Closing Date: | Thursday, 24 July 2025 at 3:00pm |
| Email: | procurement@aiti.gov.bn |
| Information Day: | TBC |
| Document Fee (non-refundable): | BND 100.00 |
| Tender Deposit (refundable): | N/A |

EXECUTIVE SUMMARY

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

1. AITI is looking for Tenderer(s) to deliver Soft-skills training services which are Professional Business Communications, Negotiation Skills, Critical Thinking Skills, Getting Things Done (GTD), Managing Conflict and 8 Habits of Highly Effective People for all AITI employees.
2. The objectives are to transform AITI into a high performing organization by equipping the employees with the necessary skills and knowledge to be competent in delivering their tasks, providing opportunities for skills development to boost employee productivity and engagement, and encourage employees to engage in productive and interactive discussions that foster the development of teamwork among themselves.
3. The high-level scope of work involves:
 - 3.1 Provision of Soft-skills Training for one (1) or more from the following courses:
 - 3.1.1 Professional Business Communication.
 - 3.1.2 Negotiation Skills.
 - 3.1.3 Critical Thinking Skills.
 - 3.1.4 Getting Things Done (GTD).
 - 3.1.5 Managing Conflict.
 - 3.1.6 8 Habits of Highly Effective People.
 - 3.2 Delivery of essential contents, training materials, methodology, activities, and certification of completion for the abovementioned courses.

[THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK]