

**THIMPHU TECHPARK LIMITED (TTPL)**



**Thimphu** TechPark Limited

**dhi** Company

**REQUEST FOR EXPRESSION OF INTEREST  
TO OPERATE THE EARLY CHILDHOOD CARE  
AND DEVELOPMENT (ECCD) CENTRE AT THIMPHU  
TECHPARK, BABESA**

**3<sup>rd</sup> January 2020**

## **TTPL/PROC/2019/**

### **1. Background**

Thimphu TechPark, Bhutan's first IT Park, which currently houses ten foreign companies, a data centre and an incubation centre for entrepreneurs, currently employs around 600 Bhutanese youths, about 60% of whom are women. Thimphu TeckPark has outsourced operations of Early Childhood Care and Development (ECCD) through competitive bidding since March 2017 for the period of three years. Little Pinewood ECCD Centre was operating the ECCD for last three years. Since their contractual period has come to end, we are re-tendering.

The ECCD at TTPL was initiated with the following objectives:

- a. To help working parents at the IT Park and ensure that their children fulfil their right to healthy development and help them reach their full potential, as the first years of life are critical to the development of a child.
- b. To make the IT Park more attractive to investors as well as employees.

Currently, there are about 55 children from TTPL and some from outside. The total capacity of the ECCD Centre is 60 children and has four rooms plus a small staff room. It was constructed and furnished with the help of funding from Druk Holding & Investments and UNICEF. Nu. 2,500,000/- was provided to us by Druk Holding & Investments as part of their Corporate Social Responsibility and Nu. 1,028,705 was provided by UNICEF Bhutan Office. In addition, TTPL has chipped in Nu. 175,727.94 to meet the budget requirement.

### **2. Rationale for Requesting for Expression of Interest**

In 2017, the operator of the centre was selected through a two-stage process – EoI submission followed by the submission of technical and financial bid by the shortlisted bidders. The same process would be followed this year too.

EoI submission provides an opportunity for both the bidders as well as TTPL to understand what each has to offer and what their expectations are.

All eligible bidders who meet the qualification criteria will be called to make a presentation and answer questions from the evaluation panel before shortlisting.

### **3. General Terms and Conditions**

- a. Bidders should have at least some experience of running an ECCD Centre.

- b. Bidders should comply strictly with the policy of ‘no physical punishment’ if selected.
- c. Bidders should install CCTV cameras within all the rooms and the compound of the ECCD centre if selected at his/her own expense to ensure proper safety and security, and also to use footage to verify complaints if necessary.
- d. The cost should be kept as reasonably low as possible, but it should not be too low to compromise on the quality of services.
- e. An appropriate caregiver/teacher to children ratio should be maintained to ensure quality of services.
- f. Selected bidder should undertake survey of parents every two months and submit the report of the findings to TTPL management to ensure that the parents are satisfied with the services provided.

#### **4. Mode of Operation**

TTPL would sign a contract with the selected bidder, herein after called the ‘operator’, to outsource the operation of the ECCD Centre. The bidder will be selected through a two stage process as mentioned above. Shortlisted bidders after the EoI stage would be invited to submit their technical and financial bid.

The following are some of the conditions under which the centre is expected to be operated:

- a. The selected operator should apply for and get necessary license and clearances to operate the ECCD Centre. This can be done after the selection is finalized but enquires about how to obtain them should be made at the time of submitting the expression of interest.
- b. The operator will pay a nominal rental of about Nu. 10,000 a month to TTPL in order to help TTPL meet the common area maintenance and administration costs.
- c. The operator will be responsible for paying utility charges such as electricity bills, telephone bills etc for the centre.
- d. The operator will be responsible for providing any additional furniture or equipment if necessary.
- e. The centre may be expected to cater to the care of children between the ages of 6 months and 5 years.
- f. The first preference for enrolment should be given to the children of employees working at the IT Park. However, if there is room to accommodate more children, the operator may be allowed to enroll other children with due approval from TTPL Management and Tenant companies.

- g. The rates to be charged for children of employees of IT Park shall be lower than those charged by private daycare centres.
- h. The centre should be open from Monday to Saturday. Saturday may be open for half a day. It may remain closed on Sundays, and most public holidays. However, it may have to remain open on some public holidays if there is strong demand from the parents who work for companies that remain open on some public holidays.
- i. The centre may plan for a short summer and a winter break in consultation with TTPL and Tenant Companies.

## **5. Request for Expression of Interest**

This is a request for Expression of Interest to operate the Early Childhood Care and Development (ECCD) Centre at the IT Park, Babesa, based on the information given in this document.

The respondents should talk with officials of ECCD & SEN Division, Ministry of Education about the guidelines on ECCD Operation and visit existing ECCD Centres to see how they are being operated.

The Expression of Interest should, at the minimum, consist of the following components:

- a. Introduction  
Please mention why you are interested in running the ECCD Centre, and what makes you think that you would be capable of running it successfully.
- b. Application procedure for license  
Mention who the license holder would be and how you can obtain it if you are selected to operate the ECCD Centre.
- c. Operational Plan  
Details of how the centre will be operated.
- d. Comments on the general terms and conditions (mentioned above)
- e. Comments on the mode of operation
- f. Safety Plan  
Plan for ensuring the safety and care of the children enrolled at the centre.
- g. Team

Please mention who your team members would be- partners and staff. Have the potential staff undergone ECCD Facilitators Training? Attach CV of team members as annexures.

h. Compliance with ECCD Guidelines

Please mention what the ECCD guidelines are and how you plan to comply with it. The details can be obtained from ECCD & SEN Division, Ministry of Education.

**6. Deadline for Submission of Expression of Interest**

The Expressions of Interest must be delivered to the address given below on or before 15<sup>th</sup> January 2020 latest by 12.00 Noon. Late submission of the EOI shall not be accepted.

Address for EOI submission:

Mrs. Choden,

Head, Personnel & Admin

Thimphu TechPark Limited

Contact No: +975 17163475

Electronic mail address: [sonam.choden@thimphutechpark.com](mailto:sonam.choden@thimphutechpark.com)

(signed)

**Chief Executive Officer**

**Thimphu TechPark Ltd.**