



GOVERNMENT OF SAINT LUCIA
MINISTRY OF COMMERCE, BUSINESS DEVELOPMENT, INVESTMENT AND
CONSUMER AFFAIRS

*Communications on this subject
Should be addressed to:*

THE PERMANENT SECRETARY

*Heraldine Rock Building
Waterfront Castries
Saint Lucia*

August 17, 2012

TENDER NOTICE
TO ALL BUSINESS MANAGEMENT SUBJECT EXPERTS OR
TRAINING FACILITATORS

TENDER FOR TRAINING FACILITATION IN BUSINESS MANAGEMENT

The Ministry of Commerce, Business Development, Investment and Consumer Affairs of the Government of Saint Lucia through the Small Enterprise Development Unit (SEDU) is inviting expressions of interest from suitably qualified individuals to apply to conduct training for business persons of micro and small enterprises (MSEs) in the following areas:

- Peachtree Accounting, which includes as output an examination of participants
- Small Business Management, which requires the development of a Business Plan
- Introduction to Quality Management, which includes the development of an Action Plan and supporting Quality documentation
- Basic Project Management for Small Contractors, which requires the development of a Project Plan

SPECIFIC REQUIREMENTS:

1. To impart practical, implementable, subject matter knowledge and information required to participants from MSEs.
2. To ensure learning and development is achieved by utilizing engaging and evaluative training modalities.
3. To conduct training within stipulated two (2) hour blocks as outlined by the course schedule provided by the Entrepreneurial Programme Administrator SEDU.
4. To fulfill the terms outlined by contractual agreement with the Entrepreneurial Programme Administrator SEDU.



GOVERNMENT OF SAINT LUCIA
MINISTRY OF COMMERCE, BUSINESS DEVELOPMENT, INVESTMENT AND
CONSUMER AFFAIRS

*Communications on this subject
Should be addressed to:*

*Heraldine Rock Building
Waterfront Castries
Saint Lucia*

THE PERMANENT SECRETARY

QUALITY ASSURANCE:

1. Letter of expression of Interest for SEDU Course Facilitation
2. Each applicant should provide certified copies of certificates in subject area for which there is an expression of interest.
3. Two (2) character reference letters with contact information for referees.
4. Evidence of previous training experience.
5. Experience working with MSEs

All expressions of interest and supporting documents must be forwarded to:

The Permanent Secretary

Ministry of Commerce, Business Development, Investment and Consumer Affairs

To reach no later than **12 noon, Thursday, August 30th, 2012**

Envelopes are to be sealed and marked: "Confidential - Expression of Interest for SEDU Course Facilitators"

And addressed to the:

Director of SEDU

Through the Permanent Secretary

Ministry of Commerce, Business Development, Investment and Consumer Affairs

4th Floor Heraldine Rock Building

The Waterfront

Castries

SAINT LUCIA

THE MINISTRY OF COMMERCE DOES NOT BIND ITSELF TO THE LOWEST OR ANY TENDER.

LEO TITUS PREVILE (MR)

Permanent Secretary