

Terms of reference

Norway and Bolivia has an agreement where Norway will support Bolivia in her efforts to reorganise the oil industry. Oil for Development (OfU) in Norad is the agency in charge of the programs. The Norwegian Petroleum Directorate (NPD) is responsible for resource matters.

In this context the NPD has organised several training programs. One of these is the Basic Training for non professionals from the various departments responsible for the oil and gas industry, staff from the National oil company YPFB and students from UMSA. The total basic training program has 9 modules and drilling is one of them.

The course will be held in week 17 and 18 in La Paz, Bolivia.

The NPD is asking for an offer of two instructors to give this course in La Paz, Bolivia in week 17 and 18. The text books to be used are the basic drilling and advanced drilling from the publisher Vett & Viten. The Spanish version of the books we be made available from the NPD and does not have to be included in the offer. Spanish translators will also be provided by the NPD. Travel cost for business class trips and hotels will be covered by invoice depending on the final cost of the day for tickets.

The lecturers should have a solid drilling experience, offshore and onshore. Experience with similar courses in the Oil for Development programs is an advantage. Good language skills in English required. Spanish language skills and presenter skills is an advantage.

Please find enclosed course contents.

Evaluation criteria's:

- Quality of the lecturers provided for the assignment
- Price. Price should be stated as lump sum for the whole assignment.

Qualification requirements (applies to Norwegian companies):

- Circumstances regarding the bidder's tax remittances shall be in order. Tax and VAT must be included in the offer.
- The bidder shall have a HES-system in line with current regulations. A self-declaration from the bidder, confirming that his organisation is working systematically to stay in compliance with an HES system in line with the current regulations must be included in the offer. Suggested form:
<http://www.anskaffelser.no/filearchive/hms-engelsk-versjon.doc>