



To: Prospective Applicants

Subject: **Request for Proposal (RFP) # RFP/NICTSP/FTP/11/33**
National ICT Scholarship Program 2011 – “Foundation Training Program” (FTP)

The National ICT R&D Fund, through this Request for Proposal (RFP), intends to invite national registered firms to participate in the selection process for selecting an executing agency that can effectively train students of rural/non-metropolitan areas through local teachers across Pakistan in attempting "Multiple Choice Question (MCQ)" based university entrance exams in English, Mathematics and Physics.

The RFP specifies eligibility requirements and proposal submission timelines. The applicants must comply with all instructions given in the attached RFP document. The work schedule mentioned under section 6.1 of this RFP shall be strictly complied with.

The RFP can also be downloaded from: www.ictrdf.org.pk/scholarship/ftp

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1. OBJECTIVES

We endeavor to enhance the national ICT related human resource development capacity manifolds by promoting ICT related educational programs and activities. The “Foundation Training Program” (FTP) is in line with the human resource development initiatives of National ICT Scholarship Program 2011 (NICTSP 2011).

The “Foundation Training Program” (FTP) for National ICT Scholarship Program 2011 is to be run in rural/non-metropolitan areas across Pakistan including FATA, Gilgit Baltistan and rural Islamabad. Through this “Foundation Training Program” (FTP), the students will be trained in attempting MCQ based university entrance exams in English, Mathematics and Physics. The prime objectives of the “Foundation Training Program” (FTP) are as follows:

1. Administer “Foundation Training Program” (FTP), in rural/non-metropolitan areas across Pakistan, through trained principals and teachers, for approximately 13,500 registered students for four weeks;
2. Train aforementioned registered students in “how-to-attempt MCQ” based university entrance exams at F. Sc. level in English, Mathematics and Physics;
3. Teach problem solving methodologies and techniques to the registered students;
4. Brief approximately 220 participating principals on the execution details of “Foundation Training Program” (FTP) through a single day “Principal Orientation Workshop” (POW);
5. Encourage approximately 660 participating teachers to inculcate such pedagogical techniques in their regular teaching methodology;

2. NATIONAL ICT SCHOLARSHIP PROGRAM

The Outreach Scholarship Program (OSP) was launched as a pilot project in 2006 for students of low income groups from rural areas of Punjab. In phase-I of this pilot project, 2,500 students of most marginalized communities were selected through a transparent process and given training in aptitude based university admission test in the disciplines of ICT. 200 teachers were empowered by imparting training in modern pedagogical techniques who were engaged for this training program. In the phase-II of this project, 200 successful students were awarded scholarships for four year BS degree programs of National University of Computer and Emerging Sciences in Telecom Engineering and Computer Science.

In 2007 National ICT R&D Fund executed a more comprehensive Outreach Scholarship Program. 6,100 students from all over Pakistan were trained in phase-I in problem solving skills. 700 teachers were trained for imparting training in modern pedagogical techniques for this phase. In the phase-II of OSP 2007, 390 students were awarded scholarships worth Rs. 545 million on merit. These

students are currently enrolled in the top ranking ICT related universities (FAST-NU, GIKI and NUST-IIT) of Pakistan.

In the year 2008, National ICT R&D Fund re-launched its out-reach scholarship program as National ICT Scholarship Program 2008. The total number of scholarships was increased to 550, with a total of 11 universities participating in the program. A total of up to Rs. 440 million worth of scholarships were awarded on merit.

In the year 2009, the total number of scholarships was increased to 700, with a total of 10 universities participating in the program. A total of up to Rs. 560 million worth of scholarships were awarded on merit. In the year 2010, 580 scholarships were awarded, with a total of 10 universities participating in the program. A total of up to Rs. 464 million worth of scholarships were awarded on merit.

This year National ICT R&D Fund is committed to award scholarships and at the same time increase the potential out-reach so that this opportunity can be availed by maximum number of students belonging to relatively less developed/marginalized areas of Pakistan.

3. NATIONAL ICT R&D FUND

Introduction

The emerging information and knowledge age and the accompanying technological revolution are heralding a new economic and social order characterized by the development and exploitation of information and communication technologies (ICT) within all spheres of human endeavor. This era is giving rise to the emergence of information and knowledge based economies with traditional economic, industrial and commercial activities being made more efficient and productive by incorporating knowledge driven processes.

The knowledge and information economy has emerged as a new source for the creation of quality jobs, wealth generation and redistribution, rapid economic development and prosperity as well as a means of facilitating competitiveness. With the emerging information age, information and communication technologies are seen by a number of countries as critical for achieving progress in economic and social development. These technologies are offering developing countries like Pakistan a window of opportunity to leap-frog the key stages of industrialization and transform their agriculture dominated economies into service-sector driven, high value-added information and knowledge based economies that can successfully compete in the global village.

Pakistan has witnessed a phenomenal growth in its telecom industry. The Government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers

be allocated to development and research of information and communication technologies with the vision *to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources*. To achieve this vision National ICT R&D Fund has been created. This vision will be realized by pursuing the following goals:

1. To provide an enabling environment that facilitates deployment and utilization of ICT education for HR capacity building and enhanced national productivity;
2. To cultivate industry-academia partnership by funding concrete development and research initiatives;
3. To facilitate industrial demand focused HR capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities;
4. To use ICT as a tool for upward mobility of economically challenged citizens of the country;
5. To help develop knowledge based ICT industry for delivery of value-added ICT products and services;
6. To facilitate research and development in those sections of ICT that enhances quality of life for citizens of Pakistan.

4. SCOPE OF SERVICES

The selected executing agency shall be responsible for the following activities:

1. Administer "Foundation Training Program" (FTP), through trained principals and teachers, to approximately 13,500 students for four weeks (Five working days - 8 AM to 1 PM). The training is expected to be held during the month of July 2011. The aforementioned teachers shall be trained through an agency conducting "Training of Teachers" (TOT) program for National ICT Scholarship Program 2011;
2. "Foundation Training Program" (FTP) shall be conducted at approximately 220 schools/colleges, demarcated as "Training Centers" (government schools/colleges in rural /non-metropolitan areas);
3. Principals of the selected "Training Centers" shall be assembled, for a single day "Principal Orientation Workshop" (POW), at preferably seven different locations (Islamabad, Peshawar, Quetta, Lahore, Multan, Sukkur, and Hyderabad or any other suitable location as decided by National ICT R&D Fund) across Pakistan, by the executing agency. Agency executing the "Foundation Training Program" (FTP) shall be required to brief all participants (principals) on the execution details of "Foundation Training Program" (FTP). In addition to this the executing agency shall be required to provide all necessary material to the principals for the effective execution of "Foundation Training Program" (FTP) in their respective "Training Centers";
4. The selected executing agency shall be required to provide orientation to the principals and train students from all provinces of Pakistan including FATA, Gilgit Baltistan and rural

- Islamabad, based on the prescribed population based quota, as defined by the Government of Pakistan and provided by National ICT R&D Fund;
5. Training shall be imparted to eligible registered students in “how-to-attempt” MCQ based exams in English, Mathematics and Physics (F. Sc. level), so that the students can perform competitively in MCQ based university entrance exams;
 6. The selected executing agency shall be required to ensure effective and timely execution of the “Foundation Training Program” (FTP) across Pakistan, through the principals and the teachers of the respective institutes, selected as “Training Centers”;
 7. The list of allocated “Training Centers”, along with the list of eligible registered students assigned to a “Training Center”, and the names and contact details of the respective principals and teachers shall be provided to the selected executing agency by National ICT R&D Fund;
 8. Each “Training Center” shall have three subject teachers (English, Mathematics and Physics), trained and allocated for the “Foundation Training Program” (FTP). The principal of the school/college (“Training Center”) shall serve as the overall in-charge of the “Foundation Training Program” (FTP) in his/her respective school/college. Furthermore he/she shall assign an office clerk and peon to facilitate administration;
 9. The selected executing agency shall be responsible to intimate the training schedule to all 13,500 eligible registered students at least one week prior to the initiation of the training, through a verifiable channel, and ensure maximum attendance in the “Foundation Training Program” (FTP);
 10. The selected executing agency is required to send lists of all eligible registered students that are assigned to a training center to the principals of respective “Training Centers”. The selected executing agency shall also liaise with respective principals to have the lists displayed at prominent locations at their respective centers at least one week before initiation of FTP;
 11. The selected executing agency shall be required to evaluate trainees’ progress weekly, through respective teachers, to assess the effectiveness of the training process;
 12. Implement internal monitoring mechanism through respective principals to ensure quality and effective execution of the “Foundation Training Program” (FTP);
 13. The selected executing agency shall also be required to develop/provide quality assurance tools to administer quality checks which will facilitate the principals in gathering relevant data and ensure program efficiency and effectiveness. The above shall be accomplished by the executing agency through the respective principals of “Training Centers”;
 14. The selected executing agency shall be required to distribute 13,500 “Student kits” to the participating students through their respective principals of the “Training Centers” prior to the start of “Foundation Training Program” (FTP). Selected executing agency shall also be required to develop a transparent and verifiable mechanism for “Student kit” delivery

- which will be used and authenticated by the principals of the respective “Training Centers”. Undelivered kits shall be returned to an address provided by National ICT R&D Fund. “Student kits” being developed by the agency conducting “Training of Teachers” (TOT) program, another component of National ICT Scholarship Program 2011, shall deliver these kits at an address provided by the selected executing agency;
15. The selected executing agency shall be required to develop, print and distribute Principal’s Manual. The manual shall be prepared in consultation with National ICT R&D Fund. The manual should contain at least (but not limited to) the following:
 - a. Introduction of the National ICT Scholarship Program along with the background and achievements to-date. It should also include different phases of the program for clarity of the audience;
 - b. “Nomination criteria form” to be filled by the principals may include reasons for nominations of the teachers for this program and potential benefits expected as outcome of this exercise for the school/college. This “Nomination criteria form” would be in form of a small questionnaire.
 - c. Program management/monitoring and quality assurance tools for the principals;
 - d. Daily execution plan of FTP (time table, topics to be covered in FTP, etc.);
 - e. Quality assurance forms;
 - f. Student kit distribution mechanism form along with the instructions to fill the form and procedure for delivery of “Student kits”;
 - g. Students’ eligibility criteria as defined by National ICT R&D Fund;
 - h. Instructions on keeping attendance record of principals, teachers, students and support staff during FTP;
 16. Disbursement of the agreed remuneration to the principals, teachers and support staff, conducting “Foundation Training Program” (FTP). The disbursement of remuneration shall be ensured through a transparent, verifiable and auditable mechanism;
 17. Collect and compile artifacts, program progress reports and all other documents related to this program through principals of respective “Training Centers” at the end of the training program. The above-mentioned documents shall be summarized by the selected executing agency in a format which is succinct, scientific and informative for National ICT R&D Fund;
 18. The selected executing agency shall be required to assign field support staff for smooth execution of the “Foundation Training Program” (FTP). The field support staff shall be required to administer the following activities:
 1. Visit each “Training Center” prior to the initiation of the “Foundation Training Program” (FTP) for orientation and delivery of “Student Kits” to the respective principals;
 2. Visit each “Training Center” during the currency of the program (preferably by the end of second week) to ensure that program is being properly executed and all applicable tools and artifacts designed specifically for FTP are being used. Field

support staff is also responsible to respond to any queries pertaining to the program execution;

3. Visit each “Training Center” at the conclusion of the “Foundation Training Program” (FTP) to collect all artifacts and documents related to this program;
19. Arrange the venue for conducting “Principal Orientation Workshop” (POW);
20. Make appropriate yet cost effective boarding & lodging arrangements (one night) for the principals;
21. Provide meals (Tea & refreshments, working lunch, and dinner) to the participating principals during orientation;
22. Disburse TA/DA to participants of POW as required by National ICT R&D Fund;
23. Provide a comprehensive project completion report about the “Foundation Training Program” (FTP) to National ICT R&D Fund, including (but not limited to) student roster, student progress reports, teacher and principal names, school/college name with contact details, etc;
24. Facilitate visits of monitoring teams, as and when required;
25. Share all documents and data relevant to the National ICT Scholarship Program 2011, with National ICT R&D Fund in both hard-copy and soft-copy format;
26. Arrange inauguration ceremonies for the workshops (optionally) at locations selected by National ICT R&D Fund on actual cost basis;
27. Softcopy (word document) of the proposal should also be submitted.

5. **QUALITY OF SERVICE**

Special attention should be paid in the proposal to ensure the “Quality of Service” in the following areas:

1. Demonstrate workshop methodology;
2. Provide list of contents of manual which will be used for the “Principal Orientation Workshop” (POW);
3. Explicate methodology to disburse agreed remuneration to the principals, teachers and support staff, conducting “Foundation Training Program” (FTP) through a transparent, verifiable and auditable mechanism;
4. The meals served during the program should be hygienic and satisfactory;
5. The rooms should be neat, clean and comfortable for occupants.

6. **STANDARD INSTRUCTIONS**

Return Mailing Address, Contact Person, Telephone, Fax Number and deadline for receipt of Proposals

NATIONAL ICT R&D FUND

HR & ADMINISTRATION OFFICE

ATTENTION: **Ms. NELOFAR ARSHAD**

PROJECT NAME: "FOUNDATION TRAINING PROGRAM 2011"
 6TH FLOOR, HBL TOWER
 JINNAH AVENUE, BLUE AREA
 ISLAMABAD

CONTACT PERSON

MANAGER HR & ADMINISTRATION

Ms. NELOFAR ARSHAD

Ph: +92-51-9215360-4 Ext: 104

Fax: +92-51-9215366

E-mail: nelofar.arshad@ictrdf.org.pk

Proposals must be received no later than 11:00 A.M. PST on 4th April, 2011. Proposals via courier, postal mail or by hand are acceptable. A softcopy (word document) must be submitted with the actual proposal.

A bidder's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be accepted for evaluation.

6.1. Contract Term and Work Schedule

The contract term and work schedule set out herein represent the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate contract schedule is as follows:

S. No	Activity	Dates
1	TOR issue date	19 th March, 2011
2	Proposal submission dead line	4 th April, 2011 (Till 11:00 AM)
3	Opening of Technical Proposals (in front of applicants at 6 th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad)	4 th April, 2011 (11:30 AM PST) <i>Applicants may contact Manager Administration for queries</i>
4	Evaluation of the Technical proposal	5 th till 7 th April, 2011
5	Opening of Financial Proposals	8 th April, 2011

S. No	Activity	Dates
		<i>Manager Coordination shall intimate time in advance. As per PPRA rules 36(b)viii</i>
5	Notice of intent to award	11 th April, 2011
6	Negotiation	12 th till 13 th April, 2011
7	Contract agreement date	14 th April, 2011
8	Contract execution	15 th April, 2011
9	Contract completion	30 th September, 2011

6.2. Bidding Procedure

The bidding procedure for this assignment is in line with clause 36(b) of the PPRA Rules i.e. Single Stage-two envelope procedure, single package containing two separate envelopes. Accordingly both the envelopes should be clearly marked ‘Technical Proposal’ and ‘Financial Proposal’.

6.3. Budget

National ICT R&D Fund estimates cost of Rs.1,500/- per eligible registered student (all inclusive) for a maximum up to 13,500 students for the component of “Foundation Training Program” (FTP) including mandatory allocation allowances of:

Rs: 13,500/- per participating teacher per subject;

Rs: 16,500/- per participating principal;

Rs: 5,000/- for one support staff (clerk) per training centre;

Rs: 2,750/- for one support staff (peon) per training centre.

National ICT R&D Fund estimates cost of Rs: 10,650 per participating principal (all inclusive) for a maximum up to 220 principals for the component of “Principal Orientation Workshop” (POW)” including a mandatory allocation allowance of Rs: 4,500 per participating principal.

The payments will be made in strict conformity to the population based quota as provided by National ICT R&D Fund under **Section 4 Para 4** of the RFP.

Financial proposal bifurcated into mandatory payments and management fee for the given cost components (FTP and POW) should be separate clearly indicating the unit price as well as the bid amount.

The budget at minimum should include the following cost heads for FTP:

1. Professional Fee
 - a. Project Director

- b. Project Manager (s)
- 2. Field support staff cost**
 - a. Remuneration
 - b. Traveling
 - c. Boarding & lodging
- 3. Delivery of kits**
- 4. Project Management Fee**
(To cover accounts & admin charges, communication, printing & stationary, IT support, etc.)

The budget at minimum should include the following cost heads for “Principal Orientation Workshop” (POW):

Cost heads

- 5. Trainers cost**
 - a. Lecture delivery
 - b. Traveling
 - c. Boarding & Lodging
- 6. Participants cost**
 - a. Daily Allowance
 - b. Travel Allowance
 - c. Boarding & Lodging
- 7. Miscellaneous Cost**
 - a. Workshop meals
 - b. Venue charges
- 8. Principals’ manual Cost**
 - a. Design
 - b. Developing
 - c. Printing
 - d. Delivery
- 9. Project Management Fee**
(To cover accounts & admin charges, communication, printing & stationary, IT support, etc.)

It is to be noted that all cost heads as mentioned above and/or in the potential bidders’ budget are subject to final approval from National ICT R&D Fund before award of the contract.

6.4. Required Review

Questions and concerns regarding this RFP must be made in writing and received by the concerned officer mentioned above at least ten working days before the proposal submission deadline.

6.5. Amendments

If an amendment is issued, it will be inculcated at all locations where the RFP was originally placed.

6.6. Modified Proposals

Bidders may only submit one proposal for evaluation. Any alternate or modified proposal submitted after due date will not be acceptable.

6.7. Right of Rejection

The Company reserves full right to refrain from making an award if it determines that to be in its best interest.

7. ADDITIONAL TERMS AND CONDITIONS

The Company reserves the right to add terms and conditions during contract negotiations.

7.1. Contract Payment

All costs associated with the contract must be stated in Pak Rupees. Under no condition will the R&D Fund be liable for the payment of any interest charges or taxes associated with the cost of the contract.

8. PROPOSAL FORMAT AND CONTENT

8.1. Introduction

Proposals must include the complete name and address of bidder's registered national firm and the name, mailing address, and telephone number of the person the Company should contact regarding the proposal.

A certified copy of the certificate of incorporation or charter or an equivalent document for proof of registration of the bidding entity must be attached with the proposal. Furthermore, provision of a documentary proof of the competent and authorized signatory on behalf of the entity to enter into contract with the company is mandatory at the time of proposal submission.

Proposals must confirm that the bidder will comply with all provisions in this RFP. Proposals must be signed by a company officer empowered to bind the agency. A bidder's

failure to include these items in the proposal may cause the proposal to be determined as non-responsive and the proposal may be rejected.

8.2. Understanding of the Project

Bidders must provide comprehensive narrative statements that illustrate their understanding of the requirements of the assignment and the project schedule. Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all services as illustrated in Section 4.

Proposals submitted against RFP should provide straightforward, concise information that satisfies the requirements of this RFP. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this RFP.

8.3. Experience and Qualifications

The bidders must show that they have the capacity to execute such training programs in multiple geographically dispersed locations (provinces & districts).

Bidders must provide an evidence of their past experience in administering nationwide training and a proven track record of executing similar educational programs/workshops.

Bidders must provide samples of artifacts to demonstrate understanding of this program which should include program execution, monitoring and quality assurance, etc.

Bidders must provide evidence that they meet the minimum responsiveness criteria listed above otherwise their proposal will be found non-responsive.

9. EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria given below.

9.1. Selection - Evaluation Process

1. An evaluation committee will review in detail all proposals that are received to determine the extent to which they comply with RFP document requirements.
2. Proposals that fail to meet material RFP document requirements may be rejected.
3. Proposals containing false or misleading statements regarding requirement of RFP documents may be rejected.
4. Financial/Bid Price will be checked only if a proposal is determined to be otherwise qualified.

9.2. Project Evaluation Form

The total number of scoring points for this contract is 100. Ratio of technical to financial score is 70:30

The evaluation form is attached at Annexure “A”.

9.3. Formula to be used to convert cost to points

In order to determine the final bid score the following may be considered:

STEP 1

List all proposal prices:

Bidder #1 –

Foundation Training Program	Rs.8000
Principal Orientation Workshop	Rs.1500

Bidder #2 –

Foundation Training Program	Rs.7500
Principal Orientation Workshop	Rs.2000

Bidder #3 –

Foundation Training Program	Rs.7000
Principal Orientation Workshop	Rs.1200

STEP 2

Convert cost to points using this formula.

$$\frac{(\text{Price of Lowest Financial Proposal}) \times (\text{Maximum Points for Financial Evaluation})}{(\text{Value of each bidder's Financial Proposal})} = \text{POINTS}$$

The RFP allotted 30% (30 points) of the total of 100 points for financial evaluation. Further division of 30% (30 points) of financial evaluation is as under:

25 points for Foundation Training Program;
05 points for Principal Orientation Workshop

Being the lowest, bidder # 3 receives 30 points.

Foundation Training Program	$(\text{Rs.7000}/\text{Rs.7000}) \times 25 = 25$
Principal Orientation Workshop	$(\text{Rs.1200}/\text{Rs.1200}) \times 05 = 05$

Total points of bidder # 3 25+05=30 points

Bidder # 2 receives 26.33 points.

Foundation Training Program	$(\text{Rs.7000}/\text{Rs.7500}) \times 25 = 23.33$
Principal Orientation Workshop	$(\text{Rs.1200}/\text{Rs. 2000}) \times 05 = 03.00$

Total points of bidder # 2 23.33+03.00=26.33 points

Bidder # 1 receives 25.87 points.

Foundation Training Program	$(\text{Rs.7000}/\text{Rs.8000}) \times 25 = 21.87$
Principal Orientation Workshop	$(\text{Rs.1200}/\text{Rs. 1500}) \times 05 = 04.00$

Total points of bidder # 1 21.87+04.00=25.87 points

The scores of financial bid will be added to technical scores and final award of contract decision will be based on total of technical score plus financial score.

ANNEXURE A**Project Evaluation Form**

#	Criteria	Points	Marks obtained	Remarks/Justifications
	TECHNICAL			
1	Design of quality assurance tools for effective execution of the program	05		
2	Evidence depicting that such activities are the core competency and ongoing business of the agency	15		
3	Agency's expertise in developing high quality manuals and conducting national level workshops/trainings	10		
4	Design of monitoring/training execution tools to facilitate participating principals of "Foundation Training Program"	10		
5	Agency's experience and expertise in record keeping and report writing for similar programs	05		
6	Design of transparent, verifiable and auditable financial transaction and reporting mechanism for this program	05		
7	Qualifications/competence and ready availability of project team members to execute FTP and POW	05		
8	Capacity and capability of the firm to perform the project and to do so in a timely manner.	05		
9	Performance of the firm with previous clients on projects of similar nature based upon quality of the work, control of costs, ability to meet schedules or deadlines and responsiveness to the client.	10		
	SUB TOTAL:	70		
	FINANCIAL:			
10	Foundation Training Program	25		
11	Principal Orientation Workshop	05		
	SUB TOTAL:	30		
	GRAND TOTAL	100		