

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Printing & Delivery of Assorted Teachers & Students Learning Materials
Type of Procurement:	One-Off Purchase Agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	July 2018
Contract Funding:	AID-669-C-17-00003
This Procurement supports:	The USAID-Read Liberia Activity
Submit Proposal to:	The Selection Committee procurement@readliberia.rti.org
Date of Issue of RFP:	Friday, May 18, 2018
Date Questions from Supplier Due:	Thursday, May 24, 2018
Date Responses to Questions Due:	Tuesday, May 29, 2018
Date Proposal Due:	Monday, June 4, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	To Be Determined
Method of Submittal:	
<p>Bids shall be submitted in both hard copy and a soft copy on a CD or pen drive using the RTI RFQ format. Hard copies should be fully signed, stamped, and addressed with attention to the Selection Committee, at The USAID Read Liberia Activity, MK Kafel Building, Gardner Avenue, Between 16th & 17th Streets, Sinkor, 1000 Monrovia, 10 Liberia.</p> <p>Vendors should submit 1 separate copy (hard & soft) of the technical proposal and 1 separate copy of the financial proposal (hard & soft). The hard & soft copies of the technical proposal should be placed in a separate envelop and the hard & soft copies of the financial proposals placed in another envelope. Both proposals, along with previous similar work samples requested should be sealed within a bigger enveloped and clearly marked as stated above.</p> <p>Vendors should submit their proposals via DHL or FEDEX (or other appropriate means), to be received by the bid submission deadline. A confirmation email should be sent to procurement@readliberia.rti.org alerting the courier means used, the courier company name and a waybill number by the vendors.</p> <p>The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.</p>	
Solicitation Number:	RFP-Q/RLA/Lib/01/05-2018

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" – Past Performance References

4. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A – Commodity Specifications

Read Liberia Teachers Learning Materials Printing Specifications

Note: Read Liberia Activity is reprinting materials that were previously developed for Liberia by a publisher in the United States. The publisher will provide a print-ready PDF for all titles, but please include the cost of pre-press (primarily, pre-flight checks) in your price estimate.

Title	No. of copies*	Extent (pages)	Format	Portrait/Landscape	Page dimensions	Text colors	Text Material	Cover colors	Cover Material	Finishing	Binding
Grade 1 Teacher’s Guide, vol. 1	3,600	304	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 1 Teacher’s Guide, vol. 2	1,700	288	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 1 Student Activity Book	75,000	176	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 2 Teacher ‘s Guide, vol. 1	1,700	336	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 2 Teacher’s Guide, vol. 2	1,700	288	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 2 Student Activity Book	35,000	176	A4	Portrait	215.9 x 279.4 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 1 Let’s Read	32,000	176	B5	Portrait	176 x 250 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Grade 2 Let’s Read	28,500	312	B5	Portrait	176 x 250 mm	1 x 1	80gsm white woodfree paper	4 x 0	250gsm C2S art board	UV varnish	PUR
Letter and Syllable Cards***	1,300	75	A6	Portrait	105 x 148 mm	1 x 0	200gsm C2S art board (uncoated)	N/A	N/A	Matte lamination both sides	N/A
Alphabet Poster	1,300	1	A1	Portrait	594 x 841 mm	4 x 0	150gsm white woodfree coated paper	N/A	N/A	N/A	N/A

***Please note that all quantities listed above are estimates and that the final quantities will be determined on a later date. For bidding purposes, the quantities are subject to a +/- 10% variance. Bidders will be held to the quoted prices so long as the quantity is within the +/- 10% range.**

****Because materials are currently being finalized, please note that the extent of pages for each title is also subject to a slight variation (+/- 24 pp). Please quote using the page counts provided but be prepared for a slight difference once the materials are final. Also note that the number of extent pages only refers to the interior pages, cover is assumed to be separate.**

***** Please quote a low-cost, environmentally-friendly packaging alternative for each set of Letter and Syllable Cards.**

Physical Specifications:

- 1) **TEXT PAPER:** 80 gsm wood free uncoated; minimum opacity: 90% (ISO 2471); minimum brightness: 85% (ISO 2470 D65); minimum whiteness: 100% (ISO 11476 D65); bulk between 1 and 1,35 cm3/g
- 2) **COVER CARD:** a minimum of 240 gsm coated white art board with grain direction parallel to spine and with high gloss UV finish. FSC or PCFC certified paper, acid and chlorine free certified.
- 3) **BINDING:** Square spine. Minimum 6 mm and maximum 8 mm hinges fully glued front and back. Cut flush. Finished product should maintain flexibility during the expected book life.

Additional Information:

1. Packing

Please propose a packaging scheme for **each title** that complies with the following minimum standards:

- Packaging must be in cardboard boxes, sealed with tape for protection
- As much as possible, all packages (per title) must have the same dimensions and contain the same number of copies of the title, in a quantity that is a multiple of 5 (5, 10, 15, or 20).
- Each package must not exceed a weight of 16kg.
- Each box should have a label on top and on the side with the following information:

The USAID Read Liberia Activity
Grade [1 or 2]
[Teacher’s Guide] / [Student Activity Book]
Vol [1 or 2] – applicable only to Teacher Guides
[#] copies
Name & Address of School

- The selected Vendor will be provided the list of schools, their addresses and the quantities for each school. The remaining books packaging should comply with the following minimum standards:

The USAID Read Liberia Activity
Grade [1 or 2]
[Teacher’s Guide] / [Student Activity Book]
Vol [1 or 2] – applicable only to Teacher Guides
[#] copies
Name of Institution (Name of Institution and quantities will be provided to selected vendor.)

2. Delivery Schedule

All books should be delivered to port in the **2nd week of July 2018** at the latest. Vendors are expected to provide costing estimate for delivery into Liberia using either air, land or sea, which ever plan is appropriate for the vendor.

3. Best & Final Offer from Vendor

- Vendors should provide best and final offer for the printing and delivery of the books, where applicable. As well as the most favorable, realistic delivery duration for each method of the processes listed in the delivery schedule.

4. Quality Assurance

- Bidders' quality assurance policy and procedures must be submitted as part of the solicitation response.

5. Bid Currency

- All bids should be submitted in **United States Dollars**.

6. Eligibility/Qualification Requirements

Given the complexity of the task at hand, only bidders that meet all the eligibility requirements mentioned below should apply.

- a. Experience (Provide Documentary Evidence)
 - i) A minimum of three years in operation prior to the date of quotation submission with an important part of its business being the manufacturing of printed and bound educational materials.
 - ii) Successfully completed at least 3 contracts with similar scope of this project. Please provide documentary evidence of these contracts and the full address, telephone number and email address of two contact persons of these contracts for reference check. See attachment "C".
 - iii) Documentation that demonstrates that the bidder has sufficient internal quality control procedures for paper and textbooks. The bidder will also be assessed for quality performance in relation to previous contracts.
- b. Production Capacity
 - i) Detailed listing of manufacturing equipment and specifications of each (Age, year of manufacture, impressions/ copies)
- c. Financial Capacity (Audited financial accounts—previous 2 years, include Profit & Loss and Balance Sheet)
- d. Quality of Similar Past Work
 - i) Vendors will be required to submit at least 1 copy of samples of previous A4 & B5 work that meet or exceeds the specifications as described in this RFQ.
- e. Legal Registration Documents
 - i) Business Registration Document
 - ii) Valid Business Permit
 - iii) PIN Certificate
 - iv) Current Tax Compliance Certificate
- f. If outsourcing will be part of proposal, please state clearly the exact sub-processes and quantities to be outsourced, as well as the sub-supplier with a signed consent letter, firm registration and VAT certificates. While outsourcing will be allowed under this award, it is imperative that the contractor be transparent about processes, tasks and quantities to be outsourced. Unreported outsourcing will be penalized.

Pricing & Delivery

Please complete the below form on unit and total pricing for printing.

Item #	Description of Commodity	Quantity to be Purchased	Unit of Measure	Unit Fixed Price *IN FULL*	Total Fixed Price *IN FULL*	Unit Fixed Price (Each) *Best & Final Offer*	Total Fixed Price *Best & Final Offer*	Lead Time Availability (# of Days to complete print job)	Delivery Date (date on which packaged items will reach Monrovia)
1	Grade 1 Teacher’s Guide, vol. 1	3,600	Each						
2	Grade 1 Teacher’s Guide, vol. 2	1,700	Each						
3	Grade 1 Student Activity Book	75,000	Each						
4	Grade 2 Teacher ‘s Guide, vol. 1	1,700	Each						
5	Grade 2 Teacher’s Guide, vol. 2	1,700	Each						
6	Grade 2 Student Activity Book	35,000	Each						
7	Grade 1 Let’s Read	32,000	Each						
8	Grade 2 Let’s Read	28,500	Each						
9	Letter and Syllable Cards	1,300	Each						
10	Alphabet Poster	1,300	Each						
Total Cost: Printing only (before taxes and post-printing costs detailed below									
Storage of printed books (prior to shipping), if applicable			Total						
Delivery of printed and packaged books at Read Liberia designated point. Inclusive of custom clearance duties at which ever port of entry and transport cost from the port of entry to the designated point.			Total						
Total Value USD-Inclusive of Import Duty									

- ✓ Delivery Date (please confirm the delivery date which all packed items will reach the designated point in Monrovia).
- ✓ Please also include a quote of the INCOTERM DDP pricing (i.e. delivery to designated point in Monrovia including passing through customs) to Monrovia, Liberia. All items should be printed and compiled before the shipment is made in its entirety.

Signed By: _____ Title: _____ Date: _____

(by signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications)

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

MK Kafel Building, Gardner Avenue
Between 16th & 17th Streets, Sinkor
1000 Monrovia, 10 Liberia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number: **RFP-Q/RLA/Lib/01/05-2018**
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

The Selection Committee

(insert name of procurement officer)

at this email address:

procurement@readliberia.rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

Thursday, May 24, 2018

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/poterm, <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **QUALITY.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE.** Seller can demonstrate his/her capability to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) **Technical & Financial Capacity.** Seller can demonstrate his/her capacity and resources – both financial and technical – to provide the items requested in this solicitation.

(f) **OTHER EVALUATION CRITERIA.**

The Proposals will be evaluated in 2 Stages:

Stage 1:

Legal/Registration Documents

- i) Business Registration Document
- ii) Valid Business Permit
- iii) PIN Certificate
- iv) Current Tax Compliance Certificate

Proposals not meeting these requirements would be automatically disqualified.

Stage 2:

Stage 2-Weighted Evaluation Factors

(a) PRICE-Maximum Weight-35 Points

Lowest evaluated ceiling price will obtain maximum weighted points.

(b) DELIVERY PLAN/SCHEDULE-Maximum Weight-25 Points

Please provide details of the delivery plan. The lowest offered delivery time for the entire shipment will obtain maximum points.

(c) QUALITY-Maximum Weight-15 Points

Quality of samples provided in comparison to the specifications required. 1 sample copy each of previous A4 and B5 work.

(d) TECHNICAL CAPACITY-Maximum Weight-10 Points

Detailed listing of manufacturing equipment and specifications of each (Age, year of manufacture, impressions/copies). Vendor will also submit documentation that demonstrates it has sufficient internal quality control procedures for paper and textbooks. The vendors will be assessed for quality performance in relation to previous contracts documented in the past performance evaluation factor.

(e) PAST PERFORMANCE-Maximum Weight-10 Points

A minimum of three years in operation prior to the date of quotation submission with an important part of its business being the manufacturing of printed and bound educational materials.

Successfully completed at least 3 contracts with similar scope of this project. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of two contact persons of these contracts for reference check. See attachment "C".

(f) FINANCIAL CAPACITY-Maximum Weight- 5 Points

Audited financial accounts-previous 2 years, include Profit & Loss and Balance Sheet.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

Attachment "C"

Past Performance References

Reference 1

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

1. _____

2. _____

Reference 2

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

3. _____

4. _____

Reference 3

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

5. _____

6. _____