

**Request for Quotations**

**Education Development Center, Inc.  
(Hereafter referred to as "EDC")  
Request for Quotations for Procurement of  
Printed Teaching/Training Materials**

**Lot 1: Literacy and English Language Arts  
Lot 2: Numeracy and Mathematics  
Lot 3: Living Together, Life Skills and Science  
Lot 4: Teaching Aids**

Date of Issuance:  
June 28, 2018

# Table of Contents

<a href="#">1. Purpose and Eligibility</a>	3
<a href="#">1.1 Purpose</a>	3
<a href="#">1.2 Eligibility</a>	3
<a href="#">2. General Information</a>	3
<a href="#">2.1 Original RFQ Document</a>	3
<a href="#">2.2 RFQ Provisions</a>	3
<a href="#">2.3 Schedule of Events</a>	4
<a href="#">2.4 Inspection and Acceptance</a>	4
<a href="#">3. Quotation Submission and Selection</a>	4
<a href="#">3.1 Offeror’s Understanding of the RFQ</a>	4
<a href="#">3.2 Communication</a>	5
<a href="#">3.3 Quotation Submission</a>	5
<a href="#">3.4 Eligibility of Quotations</a>	6
<a href="#">3.5 Evaluation Criteria</a>	7
<a href="#">3.6 Selection</a>	7
<a href="#">4. Technical Specifications &amp; Requirements</a>	7
<a href="#">4.3 Other Requirements</a>	12
<a href="#">5. Price Quotation Requirements</a>	12
<a href="#">6. Contract Type and Payment</a>	12
<a href="#">7. Organization Overview and Offeror Certification</a>	13
<a href="#">7.1 Organization Overview</a>	13
<a href="#">7.2 Organizational Certification</a>	13
<a href="#">8. ANNEXES</a>	13

Education Development Center, Inc. (EDC) is an international non-profit organization that develops, delivers, and evaluates innovative programs to address some of the world's most urgent challenges. Our work includes research, training, educational materials and strategy, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work.

The Accelerated Quality Education Project (AQE) provides educational opportunities to learners in Liberia. EDC's work on AQE is funded by the United States Agency for International Development (USAID); organizations submitting quotations in response to this Request for Quotations (RFQ) have no relationship with USAID under the terms of this RFQ or any resultant contract. All communications regarding this RFQ must be directed to USAID AQE, Liberia.

## **1. Purpose and Eligibility**

### ***1.1 Purpose***

The purpose of this RFQ is to invite prospective offerors to submit quotations to print and deliver materials of various quantities, paper quality and size, binding and production. Materials are Facilitator Manuals (FM) and Learner Workbooks (LWB) that will be used in the Accelerated Learning Program

### ***1.2 Eligibility***

This procurement is open to offers from organizations which are incorporated or legally organized under the laws of Liberia, operating as a going concern in Liberia and either (1) is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Liberia or (2) employs citizens or lawful permanent residents of Liberia in more than half its permanent full-time positions and more than half of its principal management positions.

## **2. General Information**

### ***2.1 Original RFQ Document***

EDC shall retain the RFQ, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission or subsequent contract, is grounds for immediate disqualification.

### ***2.2 RFQ Provisions***

1. All information provided by EDC in this RFQ is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a quotation. This is the offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.

5. All quotations in response to this RFQ and other communications related must be done in English.

### **2.3 Schedule of Events**

The following schedule applies to this RFQ but may change in accordance with EDC’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

TIME	DATE	Time Table
4:00 pm Monrovia, Liberia time	July 4, 2018	Deadline for request for any clarifications from EDC. Questions must be submitted in writing via email to <a href="mailto:tchesney@edc.org">tchesney@edc.org</a> with a copy to <a href="mailto:byekeson@edc.org">byekeson@edc.org</a> .
4:00 pm Monrovia, Liberia time	July 6, 2018	Estimated date for issuance of any clarifications by EDC. All Questions will be answered in one document which will be posted at <a href="http://www.emansion.gov.lr">www.emansion.gov.lr</a> under the heading “Liberia – Printed Teaching/Training Materials”, or Offerors may contact Thomas Chesney at <a href="mailto:tchesney@edc.org">tchesney@edc.org</a> or <a href="mailto:byekeson@edc.org">byekeson@edc.org</a> to obtain a copy.
4:00 pm Monrovia, Liberia time	July 13, 2018	Deadline for submission of quotations
11:00 am Monrovia, Liberia time	July 16, 2018	Bid opening – Monrovia, Liberia

### **2.4 Inspection and Acceptance**

Under any contract awarded in response to this RFQ, EDC may inspect and test the printed materials to determine whether such printed materials conform to the terms of the contract and its attachments. Unless otherwise agreed to in writing by EDC, EDC shall have a right to inspect printed materials for conformity before payment or acceptance of such printed materials, in accordance with Section 2-513(1) of the UCC. Payment for printed materials made before inspection for conformity shall not constitute an acceptance of such printed materials or impair EDC's right to inspect such printed materials or any of EDC's remedies, in accordance with Section 2-512(2) of the UCC. Printed materials rejected or supplies in excess of quantities ordered may be returned to the selected offeror at the selected offeror's expense.

## **3. Quotation Submission and Selection**

### **3.1 Offeror’s Understanding of the RFQ**

In responding to this RFQ, the Offeror fully understands the RFQ in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential offerors—in writing—by July 06, 2018, by 4:00 pm local time in Monrovia, Liberia (GMT). Responses will be published in writing. EDC reserves the right to disqualify at its sole discretion any offeror who submits a quotation that is not responsive or that demonstrates less than such understanding. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

### 3.2 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the EDC Contact Person in charge of managing this RFQ process. In no case shall verbal communication govern over written communications.

Offerors' inquiries, questions, and requests for clarification related to this RFQ are to be directed in writing in English before July 06, 2018 by 4:00 pm local time in Monrovia, Liberia to:

Education Development Center, Inc.  
Attention: Thomas Chesney  
E-mail: [tchesney@edc.org](mailto:tchesney@edc.org)  
Cc: [byekeson@edc.org](mailto:byekeson@edc.org)

Excel copies of Annex D can be found on [www.emansion.gov.lr](http://www.emansion.gov.lr) websites under the title "Annex D – Liberia Price Template Printed Teaching/Training Materials". Alternatively, Offerors may send an email to [tchesney@edc.org](mailto:tchesney@edc.org) with a copy to [byekeson@edc.org](mailto:byekeson@edc.org) to obtain an excel copy of Annex D. Emails must be sent prior to the deadline date for submission of quotations.

### 3.3 Quotation Submission

Offerors must submit their quotation on their letterhead or stationary and must include the following:

1. Completed pricing template in the format specified in Annex D;
2. Draft delivery schedule (see Annex H);
3. The forms and certifications specified in Section 7;
4. The RFQ Completion Checklist (see Annex E);
5. All other required documentation.

Education Development Center, Inc.  
Attention: Thomas Chesney  
E-mail: [tchesney@edc.org](mailto:tchesney@edc.org)  
Cc: [byekeson@edc.org](mailto:byekeson@edc.org)

OR sent via postal mail, courier, or hand delivered to:

Education Development Center, Inc.  
Attention: Thomas Chesney  
Address: Gibson Street/ 21<sup>st</sup> Street  
Fiamah  
Monrovia, Liberia

If sent via email, quotations must have the subject line of "**Quotation in response to RFQ for Printed Teaching/Training Materials**" and must include the number of emails (for example, Email 1 of 2, Email 2 of 2, etc.) in the subject line. The quotation itself must include all documents required by this RFQ in Word, Excel, or pdf format and those documents must be attached to the email message(s); all attachments must be clearly labeled and must be numbered sequentially in order for EDC to review the quotation. If the quotation is sent in more than one email message, the offeror should send all of the email messages with the quotation submission on the same day and time and send the emails as closely together as practicable.

Complete submissions sent via postal mail, courier, or hand delivered must be in a closed and sealed envelope and must include a flash drive with an electronic file of the completed pricing template in excel format (reference Annex D).

**3.4 Eligibility of Quotations**

**3.4.1 Complete Quotations**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal at the sole discretion of EDC. Non-conforming offers will not be considered. Non-conforming offers are defined as those that do not meet the requirements of this RFQ. The determination of whether an RFQ requirement is substantive or a mere formality shall reside solely within EDC. Please refer to the Offeror checklist in Annex E.

Before evaluating quotations, EDC will determine which quotations include the components required by the RFQ to be considered a complete quotation. Please note that although EDC will determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the offerors with complete quotations. Offerors are expected to meet the following minimum requirements to be eligible for this RFQ, (also see Technical Requirements Checklist in Annex F):

<b>Minimum Print Capacity Requirements (see Annex F for table to complete and submit)</b>
<i>OVERALL</i>
Be a registered printing company (not a print buyer or agent)
Have established sheet offset and web offset lithography printing press
Offer specialization in BOTH sheet offset and web offset lithography printing.
Have previous text book printing/publications experience (at least one similar contract of similar scope of text book printing)
<i>PRODUCTION CAPACITY</i>
DESKTOP PUBLISHING APPLICATIONS AND DEVICES TO SUPPORT THE FOLLOWING:
Have computer to film facilities or computer to plate facilities
Ability to do Plate making
Have Sheet-fed and web-fed offset lithography printing machinery capable of printing in one color and four colors: Minimum A2 size machine requirement for sheet offset. Have capacity to conduct text book production.
FINISHING AND BINDING:
Ability to do Perfect Binding: Automated section stitching
Ability to do Saddle Stitching: Automated section stitching
Ability to do Aqueous varnish
Ability to do Heat Lamination: minimum A3 size capacity
Packing ability with the following supplies: 3 ply cardboard boxes
Delivery
Ability to meet delivery date as explained in Section 4.1.2

**3.4.2 Past Performance**

Offerors may be disqualified if a check of past performance demonstrates that the offeror has not been able deliver similar services on time and in a satisfactory manner.

### 3.5 Evaluation Criteria

EDC shall evaluate all eligible quotations for each lot based on price, and quality of work .

### 3.6 Selection

EDC reserves the right to accept or reject any or all offers or any part of any offer, to waive defects, technicalities or any specifications (whether they be in EDC’s specifications or Offeror’s response), to sit and act as sole judge of the merit and qualifications of each offer received, or to solicit new quotations on the same project or on a modified project which may include portions of the originally proposed project as EDC may deem necessary in the best interest of EDC.

EDC may award one or more contracts without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct site visits and/or to conduct discussions, which may result in revisions to quotations, with one or more than one or all Offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.

It is the responsibility of the offeror to ensure that the quotation is delivered to EDC by the deadline date listed in this RFQ. The quotation delivery time shall be the time the quotation is received by EDC. Late submissions will not be considered. All quotations must be received before the deadline and time, (July 13, 2018, by 4:00pm local time in Monrovia, Liberia).

## 4. Technical Specifications & Requirements

### 4.1 Specifications

Offerors may submit a quotation for one, two, three or all lots for the print materials specified in this Section. 4.1.

All books for Lots 1, 2, and 3 must have the following specifications.

A4 Format:	21 x 29.7 cms (portrait or landscape)
Paper for Contents:	To be printed on 80gsm Woodfree paper
Paper for Cover:	250 gsm gloss 1 side coated (outer side) Cover board plus machine varnish on outer cover
Color for Contents:	Contents will be 1 + 1 (1 colour front and back)
Color for Cover:	Cover will be 4 + 0 printing (4 colour on outer cover)
Printing Type:	<u>Offset Lithography Printing OR Digital Printing: Risograph printing is prohibited</u>

### Lots 4 Specifications

A4 Format:	21 x 29.7 cms (landscape) one side
Paper for Contents:	To be printed on 80gsm Woodfree paper
Printing Type:	<u>Offset Lithography Printing OR Digital Printing: Risograph printing is prohibited</u>
Paper for lamination	To be cut in to A5 and laminated

The following tables include the titles, quantities, and specifications for each lot. Following each table are the capacity requirements for eligibility for all lots.

Table 1 shows the titles, quantities, and specifications for Lot 1: Literacy level 1 and English Language Arts Level 2 (Teachers guides and Learner Work books),

Table 2 details the titles, quantities, and specifications for Lot 2: Numeracy level 1 and Mathematics Level 2 (Teachers guides and Learner’s Workbooks)

Table 3 shows the titles, quantities and specifications for Lot 3: Learning together , Life Skills and Science Supplementary Reading ( Teachers guides and Learners Workbooks)

Table 4 shows the titles quantities and specifications for Lot 4: Bingo Cards Sets- Letters, Sight word and Numbers.

**Table 1: Lot 1: Literacy and English Language Arts**

- **Semester 1 Materials Literacy Level 1 : Teacher Guides**
- **Semester 1 Materials Literacy Level 1 : Learner Workbooks**
- **Semester 1 English Language Arts Level 2, Semester 1: Teacher Guides**
- **Semester 1 English Language Arts Level 2, Semester 1: Learner Workbooks**

No:	Description	# of Pages B&F	Qty	Unit	Pages as per file	Binding
1.	Literacy Level 1, Semester 1 : Teachers Guide (Portrait)	532 pages, back and front	706	<i>Booklets</i>	532 pages + cover	Perfect binding
2.	Literacy, Level 1 Semester 1: Learner Workbook (Landscape)	298 pages, back and front	15,422	<i>Booklets</i>	298 pages + cover	Perfect binding
3.	English Language Arts, Level 2, Semester 1 : Teachers Guide (Portrait)	633 pages, back and front	248	<i>Booklets</i>	633 + covers	Perfect binding
4.	English Language Arts, level 2, Semester 1 : Learners Workbook (Portrait)	278 pages, back and front	1,710	<i>Booklets</i>	278+ covers	Perfect binding

Offerors should note that page numbers can change on final production.

**Table 2: Lot 2 : Numeracy and Mathematics**

- **Semester 1 Materials Numeracy Level 1 : Teacher Guides**
- **Semester 1 Materials Numeracy Level 1 : Learner Workbooks**
- **Semester 1 Mathematics Level 2, Semester 1: Teacher Guides**
- **Semester 1 Mathematics Level 2, Semester 1: Learner Workbooks**

No:	Description	# of Pages B&F	Qty	Unit	Pages as per file	Binding
1.	Numeracy, Level 1 Semester 1 : Teachers Guide (Portrait)	398 pages, back and front	706	<i>Booklets</i>	398 + cover	Perfect binding
2.	Numeracy, Level 1 Semester 1: Learner Workbook (Landscape)	311 pages, back and front	15,422	<i>Booklets</i>	311 + cover	Perfect binding
3.	Mathematics Level 2, Semester 1 : Teachers Guide (Portrait)	343 pages, back and front	248	<i>Booklets</i>	343 + cover	Perfect binding
4.	Mathematics Level 2, Semester 1: Learner Workbook (Landscape)	327 pages, back and front	1,710	<i>Booklets</i>	327 + cover	Perfect binding

Offerors should note that page numbers can change for final production.

**Table 3: Lot 3 : Living Together, Life Skills and Science**

- Semester 1 Learning Together Teachers Guide
- Semester 1 Learning Together Learner Workbooks
- Semester 1 Life Skills, Level 1 Teachers Guide
- Semester 1 Life Skills Level 1, Learner Workbooks
- Semester 1 Science Supplementary Reading Level 2, Teachers Guide
- Semester 1 Science Supplementary Reading Level 2, Learner Workbooks

No:	Description	# of Pages B&F	Qty	Unit	Pages as per file	Binding
1.	Learning Together Levels 1& 2 Teacher Guide (Portrait)	112 pages, back and front	1,000	<i>Booklets</i>	112 + cover	Perfect binding
2.	Learning Together Levels 1 & 2 Learner Workbook (Landscape)	34 pages, back and front	17,132	<i>Booklets</i>	34+ cover	Saddle stitching
3.	Life Skills Level 1, Semester 1 Teachers Guide	180 pages, back and front	706	<i>Booklets</i>	144+ cover	Perfect binding
4.	Life Skills Level 1, Semester 1 Learner Workbook	87 pages, back and front	15,422	<i>Booklets</i>	87+ cover	Saddle stitching
5.	Science Supplementary Reading, Level 2 Teachers Guide	32 pages, back and front	248	<i>Booklets</i>	32+ cover	Saddle stitching
6.	Science Supplementary Reading, Level 2 Learners Workbook	34 pages, back and front	1,710	<i>Booklets</i>	34+ cover	Saddle stitching

Offerors should note that page numbers can change for final production.

**Table 4: Lot 4 – Teaching Aids**

No:	Description	# of Pages B&F	Qty	Pages as per file	Finishing
1.	Bingo Card Set – Letters	16 pages, one side, laminated	250	16	Cut in to A5 and Laminated
2.	Bingo Card Set – Sight Words	16 pages, one side, laminated	450	16	Cut in to A5 and Laminated
3.	Bingo Card Set - Numbers	16 pages, one side, laminated	450	16	Cut in to A5 and Laminated

For each lot, based on the table below, the Offeror is requested to submit a draft printing and delivery schedule as part of the quotation. Please use the format in Annex H.

Artwork for all books	To be provided by EDC with issuance of award.
Proof for sub-set of books. Printer to provide date for sending proofs to EDC based on receiving artwork on date that contract is signed	Sample – composite to res, hi-res for cover. Electronic proofs of title numbers 1 and 2 from Lots 1, 2 and 3 and title 1 from Lot 4 must be provided. Proofs will be used for print supervision monitoring during prepress and production.
EDC reviews the Proof for books	2 business day must be allotted for EDC to review and provide written feedback to the selected offeror indicating approval of the proof or detailing the edits/revisions required
Offeror to provide Sample	Selected Offeror must ensure that five (5) samples from each print run are ready for inspection by EDC at a mutually-agreed upon date as referenced in section 4.2 as part of a physical inspection. Review of samples may take place at EDC’s Monrovia, Liberia office if samples are shipped, or at the Offeror’s location.
EDC to Review Sample	EDC will review the sample within 2 business days of receipt and notify the selected Offeror in writing of acceptance or rejection of book. At this time, EDC will confirm additional details of the physical inspection that may take place at the selected offeror’s facility
Changes to Sample (if required)	EDC will provide sample changes within 2 business days of review.
Delivery to USAID Liberia Accelerated Quality Education Program Gibson Street Fiamah Monrovia Liberia	For all <b>Lots</b> , printed materials must arrive at USAID Liberia Accelerated Quality Education Program Gibson Street Fiamah , Monrovia, Liberia no later than <b>20 business days</b> from receipt of print ready artwork.

#### **4.2 Inspection of Print Materials**

The selected Offeror shall provide EDC with an initial print production and print inspection schedule detailing each print run in accordance with the specifications in Section 4.2.1. The selected Offeror will be required to provide EDC with written notification before each print run. The number of days for notification will be specified in the contract. (EDC or its designated representative may attend the tests and/or inspections conducted at the premises of the selected Offeror.

EDC will inspect and test the print materials to determine whether they conform to the specifications in Section 4.2.1. Any payments made before inspection for conformity shall not constitute an acceptance of such services or impair EDC's right to inspect the print materials. Print materials rejected or in excess of quantities ordered may be returned to selected Offeror at the selected Offeror's expense, subject to the following:

EDC may reject any or all of the deliverables or any part thereof that fail to pass any test and/or inspection, or do not conform to EDC's specifications and standards, subject to test or inspection that shall be carried out by an EDC representative. The decision of the EDC representative will be final with regards to technical specifications as well as the intended purposes and will be binding on the Parties. The selected Offeror shall either rectify or replace such rejected materials or parts thereof or make alterations necessary to meet the specifications at no cost to EDC.

The selected Offeror will assume all risk of loss or of damage to services ordered and all other items related to the order, until the same are finally received by the EDC, in accordance with the terms and conditions set forth in a contract resulting from this RFQ. The selected Offeror will also assume all risk of loss of or damage to any services rejected by EDC for nonconformity.

#### **4.3 Delivery of Books**

The selected offeror(s) must deliver the printed materials to Education Development Center (EDC), Inc. to the USAID Liberia Accelerated Quality Education Project, , 21st Street, Gibson Avenue, Fiamah, Monrovia, Liberia.. The offeror must be able to initiate the delivery of the printed books so that they are delivered by the dates specified in Section 4.1. All offerors must provide a timeline for delivery in order for their quotation to be considered

#### **4.4 Warranty**

Offeror must provide a document with proposed or applicable warranty for each of the printed materials in order for their quotation to be reviewed. In addition to any other express or implied warranties, offerors must expressly warrant that:

- all printed materials delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, material and workmanship, conform to all samples, drawings, descriptions and specifications furnished, and be free of liens and encumbrances and that the use, distribution or resale of printed materials by EDC will not infringe any third party's patent, trademark, trade secret, copyright, or any other proprietary, intellectual property or other right held by any third party;
- none of the printed materials delivered under any contract resulting from this RFQ will be counterfeit;
- Offeror will perform the Services in accordance with industry standards;

- Offeror will be solely responsible for any loss or damage of the goods during shipping;
- Offeror will carry reasonable insurance and provide proof of insurance as part of their quotation.

The warranties set forth shall not be waived by reason of the acceptance of printed materials or payment therefore by EDC.

**4.3 Other Requirements**

Offerors may not provide any printed materials which were manufactured or produced in or shipped from countries sanctioned by the US government. Quotations that include printed materials from countries sanctioned by the US government shall not be considered.

**5. Price Quotation Requirements**

The price quotation must include the costs for all the printed materials including any necessary components to meet the specifications in Section 4 and all delivery costs. The quotation must follow the format provided in Annex D. The price quotation must be in United States Dollars. All offerors must provide a price guarantee that the quotation price remains valid for 120 days.

**6. Contract Type and Payment**

**6.1 Payment**

One or more fixed price contracts may be awarded in response to this RFQ. The payment schedule for any resultant contract is *anticipated* to be as follows:

**Printing of Books and Shipment - Payment Schedule**

<b>Deliverable</b>	<b>Payment Amount</b>
Upon receipt and approval of all electronic proofs	10%
Upon inspection and acceptance of all sample print materials	15%
Upon receipt of all print materials in Liberia and completion of all deliverables	75%

EDC reserves the right, at its sole discretion, to revise the payment schedule before issuance of a contract. EDC further reserves the right to require the offeror to provide a performance security or a bank guarantee.

**6.2 Contract Terms**

The anticipated contract terms and conditions for any resultant contract are provided in **Annex G**. EDC reserves the right, at its sole discretion, to revise the contract terms and conditions before issuance of a contract.

## **7. Organization Overview and Offeror Certification**

### ***7.1 Organization Overview***

In order for their quotation to be considered, the offeror must complete and submit the organizational information form included in Annex A to this RFQ and submit all the attachments required by Annex A to this RFQ.

### ***7.2 Organizational Certification***

In order for their quotation to be considered, the offeror must complete and submit the organizational certification included in Annex B to this RFQ.

## **8. Annexes**

Annexes A – H follow this page. Annexes D and H are provided separately in Excel and Word formats respectively upon request or by download from [www.emansion.gov.lr](http://www.emansion.gov.lr).

## Annex A—Organizational Information Form

Full legal name of the Offeror's company: \_\_\_\_\_

Year the Offeror's company was established: \_\_\_\_\_

Contact information regarding the quotation:

(a) Individual's full name and title: \_\_\_\_\_

(b) Full office address: \_\_\_\_\_

(c) Telephone number: \_\_\_\_\_

(d) Fax number: \_\_\_\_\_

(e) Email address: \_\_\_\_\_

Offeror's Dun & Bradstreet Number<sup>1</sup>: \_\_\_\_\_

Names, email addresses, telephone numbers and contact people at three organizations to which the Offeror has provided similar services during the last 24 months, whom EDC can call on as references, and a description of the type of services provided to each organization. Offerors must have provided each of the following services to at least one of the reference organizations:

- Sheet offset printing capable of printing in one color and four colors (Minimum A2 size machine requirement for sheet offset);
- Web offset lithography printing capable of printing in one color and four colors;
- Text book printing/publications;
- Computer to film facilities or computer to plate facilities;
- Plate making;
- Perfect Binding: Automated section stitching;
- Saddle Stitching: Automated section stitching;
- Aqueous varnish;
- Heat Lamination (minimum A3 size capacity);
- Packing with 5 ply cardboard boxes (for international shipping) or 3 ply cardboard boxes (if only shipping within Liberia); and
- Delivery.

After listing the name and contact information, using the table below, please indicate which services from the list above were provided to each organization.

---

<sup>1</sup> Offerors that currently have a Dun & Bradstreet Number are requested to provide this information. Offerors who are not registered with Dun & Bradstreet may do so at <http://fedgov.dnb.com/webform>. There is no charge for this registration. A Dun & Bradstreet Number is not required for submission of a quotation, but may be required before a contract is issued. Whether or not an offeror currently has a Dun & Bradstreet number will not affect the evaluation of the offeror's quotation.

**Reference #1:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Month and Year During Which Services were Provided: \_\_\_\_\_

**Reference #2:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Month and Year During Which Services were Provided: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Month and Year During Which Services were Provided: \_\_\_\_\_

	<i>For each reference organization, please indicate “yes” if the service was provided to that organization and “no” if the service was provided to that organization.</i>		
<b>Service</b>	<b>Reference #1 Organization Name:</b>	<b>Reference #2 Organization Name:</b>	<b>Reference #3 Organization Name:</b>
Sheet offset printing capable of printing in one color and four colors: Minimum A2 size machine requirement for sheet offset.			
Web offset lithography printing capable of printing in one color and four colors			
Text book printing/publications or similar work			
Computer to film facilities or computer to plate facilities			
Plate making			
Perfect Binding: Automated section stitching			
Saddle Stitching: Automated section stitching			
Aqueous varnish			
Heat Lamination: minimum A3 size capacity			
Packing with 5 ply cardboard boxes (for international shipping) or 3 ply cardboard boxes (if only shipping within Liberia)			
Delivery			

The following documents are expected to be included in your quotation, unless otherwise certified below.

Documentation showing the Offeror’s current legal incorporation in Liberia :

Attached

A copy of the Offeror’s currently active registration in Liberia , demonstrating that the organization can legally operate in Liberia.

Attached

A list of the offerors’s key individuals including: (a) the principal officers of the organization’s governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (c) the program manager(s) for the proposed contract; and (d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the services.

Attached

References: Names, email addresses, phone numbers, and contact people at **three** organizations to which the offeror has provided similar services during the last 24 months, whom EDC can call on as references, and a description of the services provided to each organization.

Attached

Information regarding any current litigation in which the offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

Attached       Offeror certifies that it is not currently involved in any litigation

**Signature of Authorized Officer:**

Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annex B—Organizational Certification

This certification attests to the Offeror's awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.

The Offeror must ensure that this certification is duly completed and correctly executed by an authorized officer of the Offeror's company.

1. This quotation is submitted in response to an RFQ issued by EDC. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_  
(Offeror Name)

Agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The quotation shall remain in effect for a period of 120 calendar days as of the Due Date of the RFQ.

2. The undersigned further certify that their firm (check one):

IS

IS NOT

Currently debarred, suspended, or proposed for debarment by any United States federal entity. The undersigned agree to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

3. The offeror, by checking the applicable box, certifies that –

(a) If the offeror is a **U.S. entity**,

1. it operates as [ ] a corporation incorporated under the laws of the State of \_\_\_\_\_ (state),  an individual,  a partnership,  a nongovernmental nonprofit organization,  a state or local governmental organization,  a private college or university,  a public college or university,  an international organization, or  a joint venture;

2. its status\* is (check all that apply; the NAICS code for this procurement is 323117):

Small Business (SB) (self-certification)<sup>2</sup>

Small Disadvantaged Business (SDB) (self-certification)

HUBZone Small Business (self-certification not available), certification issued by \_\_\_\_\_

Woman Owned Small Business (WOSB) (self-certification)

Veteran Owned Small Business (VOSB) (self-certification)

Service Disabled Veteran Owned Small Business Concern (SDVOSP) (self-certification)

Alaska Native Corporation (ANC)

Large Business (LB)

Other Certification, certification: \_\_\_\_\_

3. In addition to the above:

<sup>2</sup> Please refer to Annex C for standard definitions of "small business," "small disadvantaged business," etc.

The offeror complies with the Small Business Administration's Table of Size Standards. (See [www.sba.gov](http://www.sba.gov) for additional information.); or

(b) If the offeror is a **non-U.S. entity**, it operates as [ ] a corporation organized under the laws of \_\_\_\_\_ (country),  an individual,  a partnership,  a nongovernmental nonprofit organization,  a nongovernmental educational institution,  a governmental organization,  an international organization, or  a joint venture.

4. Offeror agrees to comply with all applicable U.S. federal laws and regulations including those governing affirmative action, E-Verify, equal employment opportunity, use of human participants in research, disabilities, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of the contract resulting from this RFQ is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. Offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.

5. Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Name:	_____	Title:	_____
Signature:	_____	Date:	_____

**Signature of Authorized Officer:**

Name:	_____	Title:	_____
Signature:	_____	Date:	_____

*Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.*

*\*If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet at [http://www.dnb.com/us/duns\\_update/](http://www.dnb.com/us/duns_update/). There is no charge for this registration.*

## Annex C—Definitions (Applicable to U.S. Entities Only)

### ***Small Business (SB)***

The Small Business Administration (SBA), for most industries, defines a "small business" either in terms of the **average number of employees** over the past 12 months, or **average annual receipts** over the past three years. In addition, SBA defines a U.S. small business as a concern that: is organized for profit; has a place of business in the US; operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor; is independently owned and operated; and is not dominant in its field on a national basis. The business may be a **sole proprietorship**, partnership, corporation, or any other legal form. In determining what constitutes a small business, the definition will vary to reflect industry differences, such as size standards (reference NAICS ([www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/))).

### ***Small Disadvantaged Business (SDB)***

A Small Disadvantaged Business (SDB) is a small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged.

The SBA defines socially disadvantaged groups as those who have been, historically, subjected to "racial or ethnic prejudice or cultural bias" within the larger American culture. Identified groups include: African Americans, Asian Pacific Americans, Hispanic Americans, Native Americans and Subcontinent Asian Americans. Members of other groups may qualify if they can satisfactorily demonstrate that they meet established criteria.

Economically disadvantaged individuals are defined as those for whom impaired access to financial opportunities has hampered the ability to compete in the free enterprise system, in contrast to people in similar businesses who are not identified as socially disadvantaged.

### ***HUBZone Small Business - Historically Underutilized Business Zone***

A small business concern that appears on the list of [Qualified HUBZones Small Businesses](#) maintained by the US Small Business Administration. To determine if your business is located in a HUBZone, or to apply online, go to The Small Business Administration's HUBZone website <https://eweb1sp.sba.gov/hubzone/internet/index.cfm>.

### ***Woman-owned Small Business (WOSB)***

A small business that is at least 51 percent owned and actively managed by one or more women with either U.S. citizenship or U.S. resident alien status. Learn more at SBA's Office of Women's Business Ownership at <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>.

### ***Veteran-Owned Small Business (VOSB)***

A small business concern that is:

- i. At least 51% unconditionally owned by one or more veterans as defined at 38 U.S.C. 101(2) or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and
- ii. The management and daily business operations of which are controlled by one or more veterans.

Learn more at SBA's Office of Veterans Business Development <http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html>.

***Service Disabled Veteran-Owned Small Business Concern (SDVOSB)***

A small business concern that is:

- i. At least 51% unconditionally owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more service-disabled veterans, and;
- ii. The management and daily business operations of which are controlled by one or more service disabled veterans, or in the case of a service disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“Service Disabled Veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected as defined in 38 U.S.C. 101(16). Learn more at the US Dept. of Veteran Affairs <http://vabenefits.vba.va.gov/vonapp/main.asp>.

***Alaska Native Corporation:***

Any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(e)(1). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures, and partnerships that meet the requirements of 43 U.S.C. 1626(e)(2). Please see <http://www.ncai.org/tribal-directory/alaska-native-corporations> for additional information.

***NAICS***

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information go to NAICS at <http://www.census.gov/eos/www/naics/>.

**Annex D – Price Template (please submit in the template provided in Excel format for Lot 1, Lot 2 , 3 or 4.) Bidders can also bid for 1 lot 2 Lots or all Lots**

**Lot 1 : Literacy and English Language Arts**

Number	Book Description	Quantity of Books Needed	Price for Sample Book	Unit Price Per Book For Printing	Total Cost For Printing
			U.S. Dollars	U.S. Dollars	U.S. Dollars
1	Literacy Level 1, Semester 1 : Teachers Guide (Portrait)	706			\$0.00
2	Literacy, Level 1 Semester 1: Learner Workbook (Landscape)	15,422			\$0.00
3	English Language Arts, Level 2, Semester 1 : Teachers Guide (Portrait)	248			\$0.00
4	English Language Arts, level 2, Semester 1 : Learners Workbook (Portrait)	1,710			\$0.00
<b>Total Price</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Lot 2: Numeracy and Mathematics**

Number	Book Description	Quantity of Books Needed	Price for Sample Book	Unit Price Per Book For Printing	Total Cost For Printing
			U.S. Dollars	U.S. Dollars	U.S. Dollars
1	Numeracy, Level 1 Semester 1 : Teachers Guide (Portrait)	706			\$0.00
2	Numeracy, Level 1 Semester 1: Learner Workbook (Landscape)	15,422			\$0.00
3	Mathematics Level 2, Semester 1 : Teachers Guide (Portrait)	248			\$0.00
4	Mathematics Level 2, Semester 1: Learner Workbook (Landscape)	1,710			\$0.00
<b>Total Price</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Lot 3 : Living Together, Life Skills and Science**

Number	Book Description	Quantity of Books Needed	Price for Sample Book	Unit Price Per Book For Printing	Total Cost For Printing
			U.S. Dollars	U.S. Dollars	U.S. Dollars
1	Learning Together Levels 1& 2 Teacher Guide (Portrait)	1,000			\$0.00
2	Learning Together Levels 1 & 2 Learner Workbook (Landscape)	17,132			\$0.00
3	Life Skills Level 1, Semester 1 Teachers Guide	706			\$0.00
4	Life Skills Level 1, Semester 1 Learner Workbook	15,422			\$0.00
5	Science Supplementary Reading, Level 2 Teachers Guide	248			\$0.00
6	Science Supplementary Reading, Level 2 Learners Workbook	1,710			\$0.00
<b>Total Price</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Lot 4: Teaching Aids**

Number	Book Description	Quantity of Teaching Aids Needed	Price for Sample Book	Unit Price Per Book For Printing	Total Cost For Printing
			U.S. Dollars	U.S. Dollars	U.S. Dollars
1	Bingo Card Set – Letters	250			\$0.00
2	Bingo Card Set – Sight Words	450			\$0.00
3	Bingo Card Set - Numbers	450			\$0.00
<b>Total Price</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Annex E - RFQ Completion Checklist

Please include this checklist with your Quotation

Name of Offeror: \_\_\_\_\_

Items to be included with quotation	Submitted
1. Checklist (Annex E)	
2. Quotation on Letterhead with Technical Proposal	
3. Guarantee that Quotation is valid for 120 days	
4. Annex H – Timeline for Production and Shipment	
5. Warranty Information	
6. Annex A (completed and signed)	
a. Documents of Incorporation	
b. Active Registration	
c. List of Key Personnel	
d. References (3)	
7. Annex B - Organizational Certification (completed and signed)	
8. Annex D Price Template utilizing template provided in excel format (include CD with quotation if submitting Quote in person or by mail)	
9. Annex F – Minimum Requirement Checklist	

**Annex F – Minimum Technical Requirements Checklist**

Please complete and submit the following table regarding institutional capacity to complete this print procurement.

<b>Minimum Print Capacity Requirements</b>			
<i>Items to be submitted in the quotation</i>	<b>Yes</b>	<b>No</b>	<b>Location of the Item in the Quotation</b>
Proof of being a Registered Printing Company (not a print buyer or agent)			
Delivery schedule demonstrating the Offeror’s ability to meet delivery deadline as explained in Section 4.1.2			
Past performance references who can verify the Offeror’s experience and capability in Sheet offset printing capable of printing in one color and four colors (Minimum A2 size machine requirement for sheet offset); Web offset lithography printing capable of printing in one color and four colors; Text book printing/publications; Computer to film facilities or computer to plate facilities; Plate making; Perfect Binding: Automated section stitching; Saddle Stitching: Automated section stitching; Aqueous varnish; Heat Lamination (minimum A3 size capacity); Packing with 5 ply cardboard boxes (for international shipping) or 3 ply cardboard boxes (if only shipping within Liberia); and Delivery.			

## **Annex G—Education Development Center, Inc. GENERAL TERMS AND CONDITIONS**

1. Offeror (“Provider”) agrees to perform services as set forth in the Scope of Work, attached hereto, (“Services”) and EDC agrees to pay Provider upon satisfactory completion of the work and in accordance with the terms of this agreement (“Agreement”).
2. The Provider will submit invoices within thirty days of acceptance of the Services by the EDC Project Director. Invoices that do not include the Agreement number and a brief, identifying description of the service, will not be paid.
3. Provider’s relationship to EDC is that of an independent contractor. Provider certifies that he/she will not present or allege or claim to third persons in any manner whatsoever that he/she is employed by EDC. Provider further certifies that Provider makes his or her services available to the public through an independently established trade, occupation, profession or business and is licensed as required by applicable law or is part of a separate legally incorporated business, and that EDC is not Provider’s sole client for this type of service. Provider shall determine the method, details, and means of performing the Services. EDC may not control, direct, or otherwise supervise Provider's assistants or employees in the performance of the Services. Provider will not use EDC facilities to perform the Services and Provider is free to make business decisions which affect Provider’s profit or loss. Nothing in this Agreement is intended to create a partnership, agency, employer, employee or joint venture relationship. Provider will be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of Provider’s employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by EDC on behalf of Provider or its employees. Provider and Provider’s employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan, of EDC. No workers' compensation insurance shall be obtained by EDC covering Provider or Provider’s employees. If the work is to be performed in the US, Provider certifies that this individual is authorized to work in the US under US Law.
4. Provider indemnifies, defends and holds EDC harmless from and against all liabilities (including reasonable expenses and attorneys' fees) incurred by or imposed on EDC in connection with any suits, or judgments related to Provider’s warranties, representations or performance of the Services under the Agreement.
5. Provider is advised to carry general comprehensive liability insurance in an amount consistent with industry standards.
6. All data, documentation, specifications, models, computer programs and code, and other technical and business information furnished or disclosed to Provider by EDC ("Confidential Information") are the property of EDC, and all copies will be returned to EDC at the end of the performance period. Unless such Confidential Information was previously known to Provider free of any obligation to keep it confidential, or is subsequently made public by EDC, it will be held in confidence by Provider and used only for the purposes of performing the Services.

7. Provider and EDC agree that all written material, software programs, code and documentation, and intangible or tangible inventions arising out of the performance of this Agreement, ("Deliverables") shall belong to EDC. Provider agrees that the Deliverables are specially commissioned and works made-for-hire, and that EDC is deemed the author for copyright purposes. Notwithstanding anything to the contrary, to the extent that ownership in the Deliverables or any part thereof does not vest in EDC as a work made for hire, Provider hereby irrevocably and exclusively assigns and transfers in whole to EDC all of its right, title and interest in and to the Deliverables. Provider hereby waives any rights to the Deliverables afforded by the U.S. Visual Artists Rights Act, and all so-called "moral rights" to the Deliverables afforded under the law of any country. Provider will, as EDC requests, execute documents required to vest ownership in all right, title and interest in and to the Deliverables in EDC. Provider will acquire all rights as necessary to provide EDC the rights agreed to be conveyed, and will appoint EDC as attorney-in-fact to execute required documents. Provider will treat Deliverables as EDC Confidential Information. Provider will not incorporate any works in the preparation of Deliverables unless such works and their owners (including the owners of any intellectual property rights embodied therein) are identified in advance and in writing to EDC. If such works consist of or incorporate any materials owned by third parties, Provider warrants that he/she has the authority to grant to EDC unrestricted rights and licenses, free of any claim of rights by any other person or entity.

8. EDC may terminate the Agreement for any reason with fourteen (14) days prior written notice. EDC will not be liable for any payments accruing after notice of termination without EDC's approval.

9. If the Scope of Work identifies any individual(s) as Key Personnel then no substitution for such individual(s) may be made unless mutually agreed upon by the parties. In the event Provider anticipates that any Key Personnel may become unavailable or have reduced availability to perform hereunder, Provider will give EDC reasonable notice of the same and justification in writing, sufficient to permit EDC to assess the impact of their unavailability or reduced availability. EDC reserves the right to approve or disapprove any substitutions for Key Personnel proposed by Provider.

10. Provider represents and warrants that it will perform the Services in accordance with industry standards and that the work product will be delivered to EDC with no restrictions or obligations that would impair EDC's rights under this Agreement. Additional Warranty for Work Product Containing Software: Provider further warrants and represents that all work product containing software that is delivered pursuant to this Agreement will conform to written specifications and will be free of "bugs", viruses or similar defects that would render the work product unfit for its intended use. Provider will have 15 business days to modify the work product so that it meets all written specifications and performs as the parties intended. In the event Provider is unable to deliver work product that is "bug" or virus free or otherwise does not conform to written specifications within 15 days following notice from EDC that the work product is unfit for its intended use, EDC may terminate this Agreement and withhold payment or receive a full refund of all payments made to Provider pursuant to this Agreement.

11. Notice of Delay. In the event Provider knows or has reason to know that any actual or potential situation is delaying or threatens to delay the timely performance of the Services required hereunder, Provider will immediately provide written notice thereof, including all relevant

information, to EDC. Receipt of such notice by EDC will not constitute a waiver by EDC of the delivery schedule, or any of EDC's rights or remedies under this Agreement.

12. Force Majeure. The Parties to this Agreement will be excused from any performance required hereunder if such performance is rendered impossible or impracticable due to any catastrophes or other major events beyond their reasonable control, including without limitation, war, riot and insurrection; laws, proclamations, edicts, ordinances or regulations; government shutdowns, strikes, lockouts or other serious labor disputes; and floods, fires, earthquakes, explosions or other natural disasters. A party affected by force majeure will take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay. The affected party will notify the other party of such event as soon as possible, providing evidence of the nature and cause of such event, and will similarly give notice of the restoration of normal conditions as soon as possible. When such events have abated, the Parties' respective obligations hereunder will resume; provided, however, that EDC may terminate this Agreement, at its option, if Provider is rendered unable to perform its obligations hereunder by an event or events of force majeure for more than a total of one hundred and twenty days (120) within any twelve-month period during the Term.

13. The failure of EDC to enforce any right under this Agreement is not a waiver of that right.

14. Provider may not transfer or subcontract any part of this Agreement to another party, without EDC prior written consent.

15. Provider agrees not to use the prime sponsor or EDC's name or make reference to any prime sponsor or EDC employees in publications, news releases, advertising, speeches, technical papers, photographs, sales promotions, or publicity purposes of any form related to this work or data developed hereunder, unless Provider has received express written approval from EDC prior to such use.

16. This is the entire agreement with respect to its subject matter and there are no other agreements, either written or oral. It may be modified only by written amendment, executed by authorized representatives of both parties.

17. The interpretation of this Agreement and transactions or disputes under it shall be governed by the laws of the Commonwealth of Massachusetts, U.S.A.

18. Sections 3, 4, 6, 7, 15 and 17 will survive termination of this Agreement.

19. Provider agrees to comply with all applicable federal laws and regulations including affirmative action, E-Verify, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of this Agreement is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Provider hereby certifies that he/she is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and is not delinquent on any State or Federal tax. Provider will cooperate

with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed on EDC by the sponsor(s) of this project.

20. Provider shall: a) abide by the requirements of 41 CFR 60-741.5(a), which prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities; and b) abide by the requirements of 41 CFR 60-300.5(a), which prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractor and subcontractors to employ and advance in employment qualified protected veterans.

**ANNEX H – Print Production and Delivery Schedule Templates**  
**(please submit using templates provided in WORD format)**

RFQ#:  
 Company Name:  
 Address:  
 Date:  
 Point of Contact:  
 Contact Information:

<b>Summary Delivery Schedule for each Lot (Lots 1, 2, 3 and 4)</b>		
<i>Please summarize the steps needed and estimate the number of days to complete and deliver all printed materials as described in the RFQ. Required steps are listed below. Please fill in any missing information, additional steps, etc.</i>		
<b>Item</b>	<b>Number of Business Days</b>	<b>Delivery Date</b>
Artwork Provided to <b>selected vendor</b> by EDC	1	1 business days after award is issued
Electronic Proofs for subset of Books provided <b>by selected vendor</b> to EDC		
EDC Reviews Proof for Books	2	
<b>Selected vendor</b> to provides 5 Samples of all titles to EDC		
EDC reviews Samples	2	
EDC makes sample changes, if required.	2	
<b>Selected vendor</b> makes changes to Sample (if required)		
<i>Add/list other steps in additional rows</i>		
<b>Delivery</b>		
<b>Total Days:</b>		
<b>Final Completion Date:</b>		

**Detailed Explanations of the Detail of Delivery**

*Please explain in detail the steps necessary to complete and deliver all printed materials for each Lot , including justifications for number of days and consideration for any possible unforeseen events.*

Authorized Signatory's Name and Title:

Signature:

Date:

RFQ#:  
Company Name:  
Address:  
Date:  
Point of Contact:  
Contact Information: