

Request for Quotations

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Request for Quotations for Procurement of
Photocopying of Teachers guide and Learners Workbooks**

Lot 1: Unit 2 - Semester 1 Teaching and Learning Materials (Teachers Guide and Learner's Workbooks)

Lot 2: Unit 3 - Semester 1 Teaching and Learning Materials (Teachers Guide and Learner's Workbooks)

Note: Offerors May Provide Quotations on Lot 1, Lot 2, or Both

Date of Issuance:
February 7, 2018

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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 for Liberian Children Project provides educational opportunities to children and adolescents across 3 counties of Liberia. EDC's work on the Accelerated Quality Education for Liberian Children Project 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 EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of this RFQ is to invite prospective offerors to submit quotations for photocopying services and delivery of Teachers Guides (TG) and Learner Workbooks (LWB) that will be used in Accelerated Learning Program.

1.2 Eligibility

This procurement is open to offers from organizations in Liberia which are incorporated or legally organized under the laws of Liberia, operating as a going concern 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 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	Monday, February 19, 2018	Deadline for request for any clarifications from EDC. Questions must be submitted in writing via email to byekeson@edc.org
4:00 pm Monrovia, Liberia time	Friday, February 23, 2018	Estimated date for issuance of any clarifications by EDC. All Questions will be answered in one document which will be posted at www.emansion.gov.lr under the heading “Liberia – Photocopied Teaching/Training Materials”, or Offerors may contact Benjamin Yekeson at byekeson@edc.org to obtain a copy.
4:00 pm Monrovia, Liberia time	Monday, February 26, 2018	Deadline for submission of quotation
11:00 am Monrovia, Liberia time	Tuesday, February 27, 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 photocopied materials to determine whether such photocopied 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 photocopied materials for conformity before payment or acceptance of such photocopied materials, in accordance with Section 2-513(1) of the UCC. Payment for photocopied materials made before inspection for conformity shall not constitute an acceptance of such printed materials or impair EDC’s right to inspect such photocopied materials or any of EDC’s remedies, in accordance with Section 2-512(2) of the UCC. Photocopied 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 **Monday, February 19, 2018** - by 4:00 pm local time in Monrovia, Liberia (GMT). Responses will be responded to 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 **Monday, February 19, 2018** by 4:00 pm local time in Monrovia, Liberia to:

Education Development Center, Inc.
Attention: Benjamin Yekeson
E-mail: byekseson@edc.org

Excel copies of Annex D can be found on www.emansion.gov.lr website under the title "Annex D – Liberia Price Template Photocopied Teaching/Training Materials". Alternatively, Offerors may send an email to byekseson@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: Benjamin Yekeson
E-mail: byekseson@edc.org

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

Education Development Center, Inc.
Attention: Benjamin Yekeson
Address: 21st Street, Gibson Avenue, Fiamah, Montserrado
Monrovia, Liberia

If sent via email, quotations must have the subject line of "**Quotation in response to RFQ for Photocopying Teaching 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 C D 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):

Minimum Photocopying Capacity Requirements (see Annex F for table to complete and submit)
<i>OVERALL</i>
Be a registered company in Liberia permitted to offer printing/photo copying services (not a print buyer or agent)
Have established photocopying machines with the capacity for high-speed color and black and white
Have previous bulk photocopying experience (at least one similar contract of similar scope of bulk photocopying)
Ability to meet delivery dates as explained in Section 4.1

3.4.2 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the offeror has not been able to 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.

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, (TBD by 4:00pm local time in Monrovia, Liberia).

4. Technical Specifications & Requirements

4.1 Specifications

All books for Lots 1 and 2 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:	To be printed on 80gsm Woodfree paper
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)

The following tables include the titles, quantities, and specifications for each lot. Following each table are the capacity requirements for eligibility for both lots. Table 1 shows the titles, quantities, and specifications for Lot 1: School Readiness materials (Teacher Guides and Learner's Workbooks) and Table 2 details the titles, quantities, and specifications for Lot 2: Semester 1 materials for Level 1 and Level 2 materials (Teacher Guides and Learner's Workbooks). **The number of pages for each book serve as guidance to the supplier of the volume of work. The page numbers may change upwards or downwards therefore, the bidder is requested to quote per PAGE for each book.**

Table 1: Lot 1 – Unit 2 Semester 1 Teaching and Learning Materials
(Teachers Guide and Learner's Workbooks)

No:	Description	# of Pages B&F	Qty	Unit	Pages as per file	Binding
1	Literacy, Teacher Guide	65,835 pages, back & front	385	<i>Booklets</i>	171 pp + cover	3-point stapling
2	Literacy, Learner Work Book	694,620 pages, back & front	7718	<i>Booklets</i>	90 pp + cover	3-point stapling
3	English Language Arts, Teacher Guide	11,741 pages, back & front	59	<i>Booklets</i>	199 pp + cover	3-point stapling
4	English Language Arts, Learner Work Book	14,136 pages, back & front	152	<i>Booklets</i>	93 pp + cover	3-point stapling
5	Numeracy, Teacher Guide	47,740 pages, back & front	385	<i>Booklets</i>	124 pp + cover	3-point stapling
6	Numeracy, Learner Work Book	779,518 pages, back & front	7718	<i>Booklets</i>	101 pp + cover	3-point stapling
7	Numeracy, Teacher Guide	7,788 pages, back & front	59	<i>Booklet</i>	132 pp + cover	3-point stapling
8	Numeracy, Learner Guide	14,136 pages, back & front	152	<i>Booklets</i>	93 pp + cover	3-point stapling

9	Science, Teacher Guide	1,888 pages, back & front	59	<i>Booklets</i>	32 pp + cover	3-point stapling
10	Science, Learner Work Book	5,168 pages, back & front	152	<i>Booklets</i>	34 pp + cover	3-point stapling
11	Life Skill, Teacher Guide	5,005 pages, back & front	385	<i>Booklet</i>	13 pp + cover	3-point staple
12	Life Skill, Learner Wook Book	355,028 pages, back & front	7718	<i>Booklet</i>	46 pp + cover	3-point staple
Total Number of Booklets			24942	Booklet		3-point staple

Table 2: Lot 2 – Unit 3 - Semester 1 Teaching and Learning Materials
(Teachers Guide and Learner's Workbooks)

1	Literacy, Teacher Guide	65,835 pages, back & front	385	<i>Booklets</i>	171 pp + cover	3-point stapling
2	Literacy, Learner Work Book	694,620 pages, back & front	7718	<i>Booklets</i>	90 pp + cover	3-point stapling
3	English Language Arts, Teacher Guide	11,741 pages, back & front	59	<i>Booklets</i>	199 pp + cover	3-point stapling
4	English Language Arts, Learner Work Book	14,136 pages, back & front	152	<i>Booklets</i>	93 pp + cover	3-point stapling
5	Numeracy, Teacher Guide	47,740 pages, back & front	385	<i>Booklets</i>	124 pp + cover	3-point stapling
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7	Numeracy, Teacher Guide	7,788 pages, back & front	59	<i>Booklet</i>	132 pp + cover	3-point stapling
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9	Science, Teacher Guide	1,888 pages, back & front	59	<i>Booklets</i>	32 pp + cover	3-point stapling
10	Science, Learner Work Book	5,168 pages, back & front	152	<i>Booklets</i>	34 pp + cover	3-point stapling
11	Life Skill, Teacher Guide	5,005 pages, back & front	385	<i>Booklet</i>	13 pp + cover	3-point staple
12	Life Skill, Learner Wook Book	355,028 pages, back & front	7718	<i>Booklet</i>	46 pp + cover	3-point stapling
Total Number of Booklets			24,942	Booklet	46 pp + cover	3-point stapling

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.

Original Booklets/Electronic File	To be provided by EDC with issuance of award.
Offeror to provide Sample Photocopy Booklet Materials	Selected Offeror must ensure that 2 (2) samples from each photocopy booklet 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 photocopy booklet samples may take place at EDC’s Monrovia, Liberia office, or at the Offeror’s location.
EDC to Review Sample	EDC will review the sample photocopy booklets 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 Advancing Youth Project, 21 st Street, Fiamah, Monrovia, Liberia	For Lot 1 , photocopied booklet materials must arrive at USAID Liberia Accelerated Quality Education for Liberian Children Project, 21 st Street, Fiamah, Monrovia, Liberia no later than 7 business days from receipt of original booklets. For Lot 2 , photocopied booklet materials must arrive at USAID Liberia Accelerated Quality Education for Liberian Children Project, 21st Street, Gibson Avenue, Fiamah, Monrovia, Liberia no later than 7 days from receipt of purchase order

4.2 Inspection of Photocopied Booklet Materials

The selected Offeror shall provide EDC with an initial photocopy production and inspection schedule detailing each photocopied booklet materials run in accordance with the specifications in Section 4.1. The selected Offeror will be required to provide EDC with written notification before each print/photocopy booklet materials 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 photocopied booklet materials to determine whether they conform to the specifications in Section 4.1. Any payments made before inspection for conformity shall not constitute an acceptance of such services or impair EDC’s right to inspect the photocopied booklet materials. Photocopied booklet 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 photocopied 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 photocopied materials so that the photocopied materials 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 photocopied materials in order for their quotation to be reviewed. In addition to any other express or implied warranties, offerors must expressly warrant that:

- all photocopied 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 photocopied 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 photocopied materials or payment therefore by EDC.

4.5 Other Requirements

Offerors may not provide any photocopied materials which were manufactured or produced in or shipped from countries sanctioned by the US government. Quotations that include photocopied 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 photocopying 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. 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:

Photocopying Booklet Materials and Delivery - Payment Schedule

Lot 1.

Deliverable	Payment Amount
Upon receipt of all photocopy booklet materials and completion of all deliverables	100%

Lot 2.

Deliverable	Payment Amount
Upon receipt of all photocopy booklet materials and completion of all deliverables	100%

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.rfpdb.com or www.emansion.gov.ir.

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 Number¹: _____

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.

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

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Month and Year During Which Services Were Provided: _____

¹ 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 #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: _____

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

Documentation showing the Offeror's current legal incorporation in the country in which it is incorporated:

Attached

A copy of the Offeror's currently active registration in the country in which it is incorporated and the country(ies) in which it will be working, demonstrating that the organization can legally operate in those countries.

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)²
 - 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:

² 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 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/. 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/)).

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 or both Lots)

LOT 1 - Unit 2

Number	Photocopy Booklet Description	Quantity of Photocopied Booklets Needed	Unit Price Per Page For Printing/ Photocopying	Total Number of Pages
			U.S. Dollars	
1	Literacy, Teacher Guide	385		171 pages, back & front
2	Literacy, Learner Work Book	7718		90 pages back & front
3	English Language Arts, Teacher Guide	59		199 pages back & front
4	English Language Arts, Learner Work Book	152		93 pages back & front
5	Numeracy, Teacher Guide	385		124 pages back & front
6	Numeracy, Learner Work Book	7718		101 pages back & front
7	Numeracy Teacher Guide	59		132 pages back & front
8	Numeracy, Learner Work Book	152		93 pages back & front
9	Science, Teacher Guide	59		32 pages back & front
10	Science, Learner Work Book	152		34 pages back & front
11	Life Skill, Teacher Guide	385		13 pages back & front
12	Life Skill, Learner Work Book	7718		46 pages back & front
Total Price			\$0.00	

LOT 2 - Unit 3

Number	Photocopy Booklet Description	Quantity of Photocopy Booklets Needed	Unit Price Per Page For Photocopy Booklet	Total Number of Pages
			U.S. Dollars	
1	Literacy, Teacher Guide	385		171 pages, back & front
2	Literacy, Learner Work Book	7718		90 pages back & front

3	English Language Arts, Teacher Guide	59		199 pages back & front
4	English Language Arts, Learner Work Book	152		93 pages back & front
5	Numeracy, Teacher Guide	385		124 pages back & front
6	Numeracy, Learner Work Book	7718		101 pages back & front
7	Numeracy Teacher Guide	59		132 pages back & front
8	Numeracy, Learner Work Book	152		93 pages back & front
9	Science, Teacher Guide	59		32 pages back & front
10	Science, Learner Work Book	152		34 pages back & front
11		385		13 pages back & front
12		7718		46 pages back & front
Total Price for Lot 2			\$0.00	

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.

Minimum Print Capacity Requirements			
<i>Items to be submitted in the quotation</i>	Yes	No	Location of the Item in the Quotation
Proof of being a Registered Photocopy or 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.			
Past performance references who can verify the Offeror’s experience and capability in bulk photocopying in similar or greater quantities.			

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 – Photocopy Production and Delivery Schedule Templates
 (please submit using templates provided in WORD format)

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

Summary Delivery Schedule for Lot 1		
<i>Please summarize the steps needed and estimate the number of days to complete and deliver all photocopied materials as described in the RFQ. Required steps are listed below. Please fill in any missing information, additional steps, etc.</i>		
Item	Number of Business Days	Delivery Date
Original Booklets/Electronic Copy Provided to selected vendor by EDC	1	1 same day award is issued
Sample Photocopy for each booklet provided by selected vendor to EDC		
EDC Reviews Sample Photocopy for each booklet	Same day as provided by vendor	
Selected vendor to provides one Sample Photocopy of all booklets to EDC		
EDC reviews Sample Photocopies	Same day as provided by vendor	
Selected vendor makes changes to Sample Photocopy (if required)		
<i>Add/list other steps in additional rows</i>		
Delivery		
Total Days:		
Final Completion Date:		

Comment [CT1]: Denise and Benjamin

Given that our delivery deadline is just seven business days, we have to adjust the dates in this draft delivery schedule

I have suggested changes to the template so that we can say within the seven business day timeline.

I am not sure if it will be possible but I have suggested that the photocopies be approved by EDC the same day they are presented by the vendor

Detailed Explanations of the Detail of Delivery

Please explain in detail the steps necessary to complete and deliver all photocopied materials for Lot 1, 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:

Summary Delivery Schedule for Lot 2		
<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>		
Item	Number of Business Days	Delivery Date
Original Booklets/Electronic Copy Provided to selected vendor by EDC		
Sample Photocopy for each booklet provided by selected vendor to EDC		
EDC Reviews Sample Photocopy of each Booklet	2	
Selected vendor to provides one Sample Photocopy of all booklets to EDC		
EDC reviews Sample Photocopies	2	
Selected vendor makes changes to Sample Photocopy (if required)		
<i>Add/list other steps in additional rows</i>		
Delivery		
Total Days:		
Final Completion Date:		

Detailed Explanations of the Detail of Delivery

Please explain in detail the steps necessary to complete and deliver all printed materials for Lot 2, including justifications for number of days and consideration for any possible unforeseen events.

Authorized Signatory's Name and Title:

Signature:

Date: