Request for Quotations

(USAID) Advancing Youth Project
Education Development Center, Inc.
(Hereafter referred to as “EDC”),
Request for Quotations for Procurement of
Photocopying Services

Date of Issuance:
October 4, 2016
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 Advancing Youth Project provides educational opportunities to out-of-school youth across 6 counties of Liberia. EDC’s work on the Advancing Youth 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 USAID Advancing Youth Project, Liberia.

1. Purpose and Eligibility

1.1 Purpose
The purpose of this RFQ is to invite prospective offerors to submit quotations for photocopying of training manuals.

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
Advancing Youth Project 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 Advancing Youth Project in this RFQ is offered in good faith. Advancing Youth Project makes no certification that any item is without error. Advancing Youth Project 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 Advancing Youth Project 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 Advancing Youth Project upon delivery to Advancing Youth Project.
   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 Advancing Youth Project’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

<table>
<thead>
<tr>
<th>TIME</th>
<th>DATE</th>
<th>Time Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 pm Monrovia, Liberia</td>
<td>October 7, 2016</td>
<td>Deadline for request for any clarifications from the Advancing Youth Project. Questions must be submitted in writing via email to <a href="mailto:GMouvi@edc.org">GMouvi@edc.org</a></td>
</tr>
<tr>
<td>4:00 pm Monrovia, Liberia</td>
<td>October 10, 2016</td>
<td>Estimated date for issuance of any clarifications by EDC, Advancing Youth Project</td>
</tr>
<tr>
<td>4:00 pm Monrovia, Liberia</td>
<td>October 14, 2016</td>
<td>Deadline for submission of quotations</td>
</tr>
</tbody>
</table>

2.4 Inspection and Acceptance

Under any contract awarded in response to this RFQ, EDC Advancing Youth Project may inspect the facility and to determine whether such vendor conform to the terms of the contract and its attachments. Unless otherwise agreed to in writing by EDC Advancing Youth Project, Advancing Youth Project shall have a right to inspect the materials photocopied and for conformity before payment or acceptance of such materials. Payment for materials made before inspection for conformity shall not constitute an acceptance of such materials or impair Advancing Youth Project’s right to inspect such materials or any of Advancing Youth Project’s remedies. 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 Advancing Youth Project as necessary to gain such understanding. Clarification questions must be submitted by potential offerors—in writing—by October 7, 2016 by 4:00 pm local time in Monrovia, Liberia (GMT). EDC Advancing Youth Project 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 on before October 7, 2016 by 4:00 pm local time in Monrovia, Liberia to:
3.3 Quotation Submission

Quotations must be provided on the offeror’s letterhead or stationery and must be delivered via email to:

Education Development Center, Inc.
Attention: Germain
E-mail: GMouvi@edc.org

OR sent via postal mail or hand delivered to:

Education Development Center, Inc.
Attention: Germain Mouvi
Postal address: Mamba Point
Coconut Plantation
Courier mail address: Opposite IOM Office
Monrovia, Liberia
Hand delivery address: Mamba Point, Opposite IOM Office
Monrovia, Liberia

Quotations submitted via postal mail or hand delivered must be in a closed and sealed envelope.

It is the responsibility of the offeror to ensure that the quotation is delivered to EDC by the deadline date listed in this RFQ.

All quotations must be received by EDC, on before the deadline date and time October 14, 2016, 4:00 pm local time in Monrovia, Liberia.

3.4 Eligibility of Quotations

3.4.1 Complete Quotations

Offerors must submit all components required by this RFQ, including its annexes, in order for their quotation to be complete. 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. Only complete quotations will be evaluated and considered for award.

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 based on price. To be considered eligible, offerors must meet and demonstrate the following minimum requirements through documentation and past performance records for similar procurements.

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Business Entity in Liberia (not a buyer or agent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRODUCTION CAPACITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well-equipped to provide the materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.6 Selection
EDC may award a contract without discussions with offerors. As such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to 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.

4. Technical Specifications & Requirements

4.1 Specifications
Offerors must submit quotations for all items specified in the matrix in Section 4.1.1.

4.1.1 Technical Specifications
SEE ANNEX C

4.1.2 Delivery Schedule and Location
The quotation must be based on the following delivery schedule, taking into account the delivery location specified below.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Delivery Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>All items and quantities from Section 4.1.1</td>
<td>Upon request</td>
<td>USAID Liberia Advancing Youth Project, Mamba Point, Monrovia, Liberia</td>
</tr>
</tbody>
</table>

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

- **All 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 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 materials delivered under any contract resulting from this RFQ will be counterfeit.

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

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

4.2 Delivery
The selected offeror(s) must deliver the materials to Education Development Center (EDC), Inc. to the USAID Liberia Advancing Youth Project, Mamba Point, Monrovia, Liberia.

5. Quotation Requirements

5.1 General Requirements
Offeror must submit:
1. A detailed technical proposal explaining the quotation services the offeror proposes to meet the needs of EDC as described in Section 4. The quotation must include all the necessary technical information.
2. A detailed price quotation in accordance with Section 5.2.
3. An example of the product similar to the product that the offeror intends to provide EDC in response to this RFQ.
4. The forms and certifications specified in Section 7.

5.2 Price Quotation Requirements
The price quotation must include the costs for all the materials including any necessary components to meet the specifications in Section 4. The quotation must follow the format provided in Annex C. The price quotation must be in United States Dollars. All offerors must provide a price guarantee that the quotation price remains valid for 240 days.

6. Contract Type and Payment
One or more contracts may be awarded in response to this RFQ. The payment schedule for any resultant task order under the contract is anticipated to be as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon inspection and acceptance of materials delivered</td>
<td>100%</td>
</tr>
</tbody>
</table>
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.

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.

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: __________________________________________________________________________

The following documents must be included in your quotation.

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 Liberia, demonstrating that the organization can legally operate in Liberia.

☐ Attached
A list of the offeror’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 12 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: ________________________________ 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 90 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.

4. 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.
### Annex C

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of item</th>
<th>Qty.</th>
<th>Unit Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Photocopying – black &amp; white (A4 size paper)</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Photocopying – color (A4 size paper)</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Photocopying with pictures - (black &amp; white) – A4 size</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Photocopying with pictures – (color) – A4 size paper</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Photocopying - both writing &amp; pictures (black &amp; white) – A4 size paper</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Photocopying - both writing &amp; pictures in color – A4 size paper</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Photocopying on hard paper (black &amp; white) – A4 size</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Photocopying on hard paper (color) – A4 size</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Photocopying on hard paper (black &amp; white) – A3 size</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Photocopying on hard paper (color) – A3 size</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Laminating A-4 size sheet (80 grm sheet)</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Laminating A-4 size hard paper</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Laminating A-3 size sheet</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Laminating A-3 size hard paper</td>
<td>1 page</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Spiral binding using <strong>80 gsm sheet paper</strong> on both sides as cover (every 50 pages) – A4 size</td>
<td>1 booklet</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Spiral binding using <strong>hard paper</strong> on both sides as cover (every 50 pages)</td>
<td>1 booklet</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Spiral binding using <strong>80 gsm sheet with transparent plastic</strong> as cover (every 50 pages)</td>
<td>1 booklet</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Spiral binding using <strong>hard paper and transparent plastic</strong> as cover (every 50 pages)</td>
<td>1 booklet</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**