

Request for Quotation

Procurement of Printing and Delivery Services for Educational Materials.

Lot 1: Trainers and Youth Corps Leaders

Lot 2: WRN Participant Handbooks

Lot 3: Trainer Guides

USAID Youth Empowerment Activity

**Education Development Center, Inc.
(Hereafter referred to as “EDC”)**

Date: November 23, 2023

Reference: Request for Quotation (RFQ): **2023-0120**

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

The purpose of this RFQ is to invite you to submit a quotation for the procurement of Printing and Delivery Services of Educational Materials. The materials shall be for use for project purposes in South Sudan.

EDC is seeking an Offeror to provide a quotation for the printing and delivery of educational materials for the EDC office located at AFEX Rivercamp, Juba, South Sudan.

Description of Technical Specifications

Please provide a quotation for printing the materials as described in the minimum technical specifications below. This procurement is an urgent need for USAID YEA with a preferred delivery by December 15, 2023. If the estimated need date cannot be met, provide an alternative delivery date in the quotation. **Please submit the quotation no later than the November 30, 2023 by 4:00 PM South Sudan time.**

Offerors may submit quotations for one, more than one, or all of the lots specified below. All of the other specifications listed below the lots must be met.

Minimum Technical Specifications:

Lot #1:

WRN Modules	Trainers and Youth Corps Leaders
Number of Modules for Trainers and Youth Corps Leaders	<p>1,110 (One Thousand One Hundred and Ten) copies.</p> <p>Below are the quantities for each book:</p> <ol style="list-style-type: none"> 1. Notes to Trainer – 155 Copies 2. Mod 0 Trainer -155 Copies 3. Mod 1 Trainer -155 Copies 4. Mod 2 Trainer – 155 Copies 5. Mod 3 Trainer – 155 Copies 6. Mod 4 Trainer – 155 Copies 7. Mod 5 Trainer – 155 Copies 8. Mod 6 Trainer – 155 Copies
Number of Pages and Orientation	<p>Below are the number of pages for each language, exclusive of covers:</p> <ol style="list-style-type: none"> 1. Notes to Trainer (39 Pages) 2. Mod 0 (47 pages) 3. Mod 1 (59 pages) 4. Mod 2 (65 pages) 5. Mod 3 (60 pages) 6. Mod 4 (88 pages) 7. Mod 5 (153 pages) 8. Mod 6 (74 pages)
Finished Size	210 × 297 mm (A4)
Binding	Perfect Binding
Color	Covers Only, Black and White Interior
Paper- Cover	250 grams, Gloss Laminated
Paper- Interior	<p>Bond</p> <p>Basis weight: 90 - 105 grams, 105 grams preferred</p>

Artwork and Illustrations	EDC will provide the selected offeror with the artwork and illustrations electronically in Adobe PDF format. The cover will contain branding specific to the USAID Youth Empowerment Activity. Covers will be provided in .png format.
Packing and Labeling	Books must be sorted by title and module name and placed in a corrugated 3-ply box that contains 250 books. Each title is to be bundled in sets of 25 copies and wrapped in clear plastic. The box in which the bundles are packed must have an exterior label placed on the side of the box that identifies the following: Title: WRN Modules for Trainers and Youth Corps Leaders Module Name: Quantity: 250
Sample	A sample of what the selected Offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC’s office in person.
Review of Sample by EDC	2 business days required for review
Changes	2 business days that changes may be submitted

Lot #2:

WRN Modules	Participant Handbooks
Number of WRN Modules for Participant Handbooks	31,500 (thirty-one thousand five hundred) copies. Below are the quantities for each book: <ol style="list-style-type: none"> 1. Mod 0 participant (4500 Copies) 2. Mod 1 participant (4500 Copies) 3. Mod 2 participant (4500 Copies) 4. Mod 3 participant (4500 Copies) 5. Mod 4 participant (4500 Copies) 6. Mod 5 participant (4500 Copies) 7. Mod 6 participant (4500 Copies)

<p>Number of Pages and Orientation</p>	<p>Below are the number of pages for each language, exclusive of covers:</p> <ol style="list-style-type: none"> 1. Mod 0 participant 17 pages 2. Mod 1 participant 34 pages 3. Mod 2 participant 24 pages 4. Mod 3 participant 27 pages 5. Mod 4 participant 41 pages 6. Mod 5 participant 74 pages 7. Mod 6 participant 33 pages
<p>Finished Size</p>	<p>210 × 297 mm (A4)</p>
<p>Binding</p>	<p>Perfect Binding</p>
<p>Color</p>	<p>Covers Only, Black and White Interior</p>
<p>Paper- Cover</p>	<p>250 grams, Gloss Laminated</p>
<p>Paper- Interior</p>	<p>Bond Basis weight: 90 - 105 grams, 105 grams preferred</p>
<p>Artwork and Illustrations</p>	<p>EDC will provide the selected offeror with the artwork and illustrations electronically in Adobe PDF format. The cover will contain branding specific to the USAID Youth Empowerment Activity. Covers will be provided in .png format.</p>
<p>Packing and Labeling</p>	<p>Books must be sorted by title and module name and placed in a corrugated 3-ply box that contains 250 books. Each title is to be bundled in sets of 25 copies and wrapped in clear plastic. The box in which the bundles are packed must have an exterior label placed on the side of the box that identifies the following:</p> <p>Title: WRN Modules Participant Handbooks</p> <p>Module Name:</p> <p>Quantity: 250</p>
<p>Sample</p>	<p>A sample of what the selected Offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC’s office in person.</p>
<p>Review of Sample by EDC</p>	<p>2 business days required for review</p>

Changes	2 business days that changes may be submitted
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Lot #3:

Basic Ed Materials	Trainer Guides
Number of Facilitator Guides	2,535 (Two thousand Five Hundred Thirty-Five) Copies total. Below are the quantities for each book: <ol style="list-style-type: none"> 1. ToT Guide (25 Copies) 2. Lit and Num Manual (500 Copies) 3. EWP Audio Guide- (755 Copies) 4. WRN Audio Guide - (755 Copies) 5. Lit and Nu Guide (500 Copies)
Number of Pages and Orientation	Below are the number of pages for each language, exclusive of covers : <ol style="list-style-type: none"> 1. ToT Guide (47 Pages) 2. Lit and Num Manual (306 Pages) 3. EWP Audio Guide- (68 Pages) 4. WRN Audio Guide – (18 Pages) 5. Lit and Nu Guide (38 Pages)
Finished Size	210 × 297 mm (A4)
Binding	Spiral Binding (preferred)
Color	Covers Only, Black and White Interior
Paper- Cover	250 grams, Gloss Laminated
Paper- Interior	Bond Basis weight: 90 - 105 grams, 105 grams preferred
Artwork and Illustrations	EDC will provide the selected offeror with the artwork and illustrations electronically in Adobe PDF format. The cover will contain branding specific to the USAID Youth Empowerment Activity. Covers will be provided in .png format.

Packing and Labeling	Books must be sorted by title and module name and placed in a corrugated 3-ply box that contains 150 books. Each title is to be bundled in sets of 25 copies and wrapped in clear plastic. The box in which the bundles are packed must have an exterior label placed on the side of the box that identifies the following: Title: Facilitator Guides Module Name: Quantity: 150
Sample	A sample of what the selected Offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC’s office in person.
Review of Sample by EDC	2 business days required for review
Changes	2 business days that changes may be submitted

In order for quotations to be considered eligible, all quotations must include the following documents and information:

1. Quotations must be valid for a minimum of 60 days
2. Ability to meet the Technical Specifications detailed in the RFQ
3. Ability to meet the proposed delivery timeline or a proposed alternative delivery timeline
4. Acceptable Past Performance: Please complete references form below
5. Complete Offeror contact information on company letter head, signed – including:
 - a. Offerors physical address and full legal name;
 - b. Trading License,
 - c. Certificate of Incorporation, Memos/Articles of Association
 - d. Tax certificate.
6. The price offered for the goods and/or services, including associated costs; the pricing of the cost must be a detailed breakdown including the unit price of each item, the total price, all applicable taxes and the cost of delivering the goods to AFEX Rivercamp. All pricing must be in US Dollars;
7. Delivery terms;
8. Payment terms including banking details.
9. All information relevant to demonstrating the vendor’s ability to meet EDCs Evaluation Criteria below:

EDC shall evaluate all quotations based on the following criteria:

- Price

Price

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also; (a) reject any or all quotations, (b) accept other than the lowest quotation, (c) accept more than one quotation, (d) May issue Contracts for some or all the deliverables.

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 conduct discussions which may result in revisions to quotations with one or more than one or all offeror(s) if, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

The unit price should be inclusive of any delivery costs. Ensure at a minimum your price quotation include the following:

Lot 2	Module Name	# of Pages	Quantity	Unit Price in US\$	Total Price in US\$
01	1. Notes to Trainer	39	155		
	2. Module 0 - Introductory - P2 Trainer's Manual	47	155		
	3. Module 1 - Personal Development - P2 Trainer's Manual	59	155		
	4. Module 2 - Communication Skills - P2 Trainer's Manual	65	155		
	5. Module 3 - Leadership - P2 Trainer's Manual	60	155		
	6. Module 4 - Finding and Keeping Work- P2 Trainer's Manual	88	155		
	7. Module 5 - Be Your Own Boss -P2 Trainer's Manual	153	155		
	8. Module 6 - Youth Group Support Manual -P2 Trainer's Manual	74	155		

02	1. Module 0 - Introductory - P2 Participant's Handbook	17	4500		
	2. Module 1 - Personal Development - P2 Participant's Handbook	34	4500		
	3. Module 2 - Communication Skills - P2 Participant's Handbook	24	4500		
	4. Module 3 - Leadership - P2 Participant's Handbook	27	4500		
	5. Module 4 - Finding and Keeping Work- P2 Participant's Handbook	41	4500		
	6. Module 5 - Be Your Own Boss - P2 Participant's Handbook	14	4500		
	7. Module 6 - Youth Group Support Manual -P2 Participant's Handbook	33	4500		
03	1. ToT Guide	47	25		
	2. Lit and Num Manual	306	500		
	3. EWP Audio Guide	68	755		
	4. WRN Audio Guide	18	755		
	5. Lit and Nu Guide	38	500		

Delivery Terms:

10 working days after approval of samples

If the delivery time is not possible, please propose an alternative delivery schedule.

Note: The project is exempted from the Value Added Tax and letter can be submitted to substantiate this exemption

Quotations must be submitted via email to: Education Development Centre, Inc., Attention: Procurement Team, E-mail: YEAProcurement@edc.org before the quotes due date and time; **November 30, 2023, by 4:00 pm. South Sudan time.**

In order to be considered quotes must be valid for at least 30 days and must fulfil the below requirement:

Quotation Due Date: All quotations must be received by EDC before the deadline date and time, **November 30, 2023, at 4:00 p.m. South Sudan Time.** Quotations received after this date and time will not be eligible for contract award.

Organizational Information and Certification Form

Please complete the following form and submit with your formal quotation.

1. Organizational Information

Full legal name of company	
Full office address	
Contact Person’s full name	
Contact Person’s phone number	
Contact Person’s email address	

2. Key Individuals

The names and titles of the Offerors’ key individuals are:

- 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):

3. References

Please list the names, email addresses, phone numbers, and contact people at three organizations to which the Offeror has provided goods of a similar or larger size and scope during the last 24 months, whom EDC can call on as references.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Goods Provided: _____

Value of Goods Provided: _____

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____



Type of Goods Provided:

Value of Goods Provided:

Month/s and Year During Which Goods
were Provided:

Reference #3:

Organization Name:

Contact Person:

Email Address:

Telephone Number:

Type of Goods Provided:

Value of Goods Provided:

Month/s and Year During Which Goods
were Provided:

4. Signature

Signature of Authorized Officer:

Name: _____

Signature: _____