

## REQUEST FOR QUOTATION (RFQ)

RFQ Title:	<b>RFQ-JUB- 2024-0022 Printing of Workbook</b>
RFQ Number	<b>RFQ-JUB- 2024-0022 Printing of workbook</b>
Request for Quotes Issue Date:	February 01, 2024,
Due Date/Time for Questions:	February 05, 2024,
Quote Due Date & Time:	February 07, 2024, <b>by 3:00PM South Sudan time</b>
<b><u>Quotes submitted after the deadline (time &amp; date) or that do not include all the information requested will not be eligible for further consideration or contract award</u></b>	
EDC Point of Contact:	Procurement Team - For Questions/submissions - please quote this RFQ title and send to: <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a>

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 under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

### Scope of Work

The purpose of this RFQ is to invite applications from interested vendors (including current suppliers) to submit their offer for Printing of workbook, PDF will be shared with selected vendor for samples.

## Printing of workbook

Material to be printed	Materials to be printed	Quantity
Printing of workbooks for Literacy.		4000
Printing of workbooks for Numeracy.		4000
Pages per book	Each booklet are 100 pages	
Finished Size of printed material	A4/ <b>205 x 275mm</b> (workbook)	
Color	Covers: Full print-quality color, CMYK front, back, Interior pages: Black and white inside pages	
Bleeds	5mm	
Binding	All Learner Books will use Perfect binding	
Paper	Cover: Four process colors (one side only) plus overall Gloss, 250gsm, Gloss Art, white Interior: A4, 80gsm, white	
Artwork and Illustrations	Images are throughout each document. EDC will provide Offeror with High Resolution PDF documents.	
Packing	Shrink wrap print materials in small bundles, vendor to propose number per bundle and bulk palletized and shrink wrapped (further details below – 4.1.2)	
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.	

Quotations must be submitted via email to: Education Development Centre, Inc., Attention: Procurement Team, E-mail: [YEAProcurement@edc.org](mailto:YEAProcurement@edc.org) , before the quotes due date and time; **February 07, 2024, by 3:00 pm. South Sudan time.**

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

- Complete vendors contact information on company letter head, signed – including vendors physical address and full legal names.
- The price offered for the Services and/or services, including associated costs, the pricing of the cost must be a detailed breakdown including unit price, the total price, all pricing must be in United States Dollars.
- Current contact information for at least 3 past customer references (see page 3)
- Delivery time and location.
- Payment terms including banking details.

All information relevant to demonstrating the vendor's ability to meet EDCs Evaluation Criteria below:

- o Valid Tax clearance certificate
- o Valid Operational Certification
- o Valid Registration Certificate
- o Valid Incorporation Certificate

**Offer to Comply with Other Conditions and Related Requirements**

Information pertaining to our Quotations. are as follows:	Your Responses (Tick appropriately)		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
<b>Preferred Currency of Quotation:</b> US\$			
<b>Payment terms:</b> EDC Operates on a standard of 30-day credit. Please confirm that you agree with these terms.			
<b>Payment Mode:</b> Bank transfer			
<b>Delivery Lead Time:</b> 5 working days after signing the samples.			
<b>Delivery terms:</b> DDP, Incoterms 2010			
<b>Delivery Location:</b> EDC Head Offices-at Afex River Camp			
<b>Validity of Quotation:</b> (30 days)			

**EDC shall evaluate all quotations based on the following criteria:**

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).	
Price and Value	
Acceptable Past Performance	
Delivery Time receipt of PO & Payment Terms	
Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.

**Price/Value**

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. Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

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

Full Legal Name of Company	
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Contact Person's full name and phone number	Name: Number:
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Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature: _____	Date: _____
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**Please complete the following form with references for where your firm has provided similar service.**

**Reference #1:**

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

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

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

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

Type of Commodities/Services Provided: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

Month/s and Year During Which Commodities Services were Provided: \_\_\_\_\_

**Reference #2:**

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

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

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

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

Type of Commodities/Services Provided: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

Month/s and Year During Which Commodities/Services were Provided: \_\_\_\_\_

**Reference #3:**

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

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

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

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

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

Value of Commodities/Services Provided: \_\_\_\_\_

Month/s and Year During Which Commodities Services were Provided: \_\_\_\_\_