

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Packing and Distribution of TLM
Type of Procurement:	One off procurement agreement
Type of Contract:	Firm fixed price.
Term of Contract:	Within delivery period
Contract Funding:	USAID Jifunze Uelewe Project
This Procurement supports:	Tanzania Jifunze Uelewe Project
Submit Proposal to:	USAID Jifunze Uelewe Email: Procurement@jifunzeuelewe.rti.org
Date of Issue of RFP:	18 January, 2024
Date Questions from Supplier Due:	23 January, 2024, 13:00 hrs (EAT) be sent via email to mheriel@jifunzeuelewe.rti.org .
Date of response to interested bidders	23 January, 2024
Date Proposal Due:	29 January, 2024 10:00hrs. (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	o/a February, 2024

Method of Submittal:	
<p>Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@jifunzeuelewe.rti.org. Vendors shall submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@tusomepamoja.rti.org on the same day of bid submission.</p> <p>The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.</p>	
Solicitation Number:	TLM-FY4-Packing & Distribution

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”).

Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)</i>
1	Name of contact person	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	(Include physical location)
7	Primary business of company	(Attach certificate of Incorporation, VAT & Tax compliance certificate and TIN certificate)
8	Valid Business Permit	
9	Bank Details (Account Name, account number, Currency, Bank Name, Branch & Country, Swift Code)	
10	Describe the capacity of your firm	

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		<i>(Attach short company profile not more than 5 pages and product catalogue)</i>
11	<i>Has the company been audited during the last calendar year (2022)?</i>	<i>(If so attach audited profit & loss /Income statement and Balance sheet Only for 2021 & 2022)</i>
12	<i>RTI Credit policy is within 30 days upon delivery. Is this payment term acceptable to your organization</i>	
13	<i>List the names and current contact information for three (3) references for us to contact about your performance. Provide name of the institution, contact person, title of the contact person, email address, mobile number and copy of the contract.</i>	
14	<i>Describe any quality /service accreditations or dealerships that you have e.g. ISO.</i>	

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI have been awarded a new USAID Project called Arithmetic and Inclusive Education, this project is a USAID funded education project located at Plot #1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam, same building with USAID Jifunze Uelewe Project.

This project is intended to integrate the work of the Jifunze Uelewe Activity (AIE), improve the quality of early grade arithmetic instruction and improve the inclusive of early grade education for child with disability and gender effectively and efficiently. Jifunze Uelewe activities will be implemented in five regions of Iringa, Morogoro, Mtwara, Ruvuma as well as Zanzibar.

This request for proposals is for Packing of Books, class Consumables and Children with disability (CWD) kits, transportation, and distribution to 42 District in Iringa, Morogoro, Mtwara, Ruvuma and Zanzibar. Details of the items provided here below.

LOT-1: Specifications for books provided here below.

Sn	Book title	Language	Number of pages	Size	Quantity	Unit of measure
1	Decodable Book-Mainland	Kiswahili	40	B5	576,544	Pcs
2	Decodable Book-Zanzibar	Kiswahili	40	B5	109,509	Pcs
3	Decodable Teacher guide-Mainland	Kiswahili	80	A4	11,624	Pcs
4	Decodable Teacher guide-Zanzibar	Kiswahili	80	A4	3,822	Pcs
5	Nonfiction book-Mainland	Kiswahili	36	B5	19,186	Pcs
6	Nonfiction guide-Mainland	Kiswahili	36	A4	1,930	Pcs
7	Nonfiction book-Zanzibar	Kiswahili	36	B5	3,414	Pcs
8	Nonfiction guide-Zanzibar	Kiswahili	36	A4	319	Pcs
9	Levelled readers-Mainland	Kiswahili	16	B5	16,010	Pcs
10	Levelled readers- Zanzibar	Kiswahili	16	B5	5,877	Pcs
11	Preprimary small book-Mainland	Kiswahili	24	A4	17,231	Pcs

12	Preprimary big book-Mainland	Kiswahili	24	A3	9,050	Pcs
13	Preprimary guide Mainland	Kiswahili	68	A4	1,575	Pcs
14	Preprimary small book-Zanzibar	Kiswahili	24	A4	11,912	Pcs
15	Preprimary big book-Zanzibar	Kiswahili	24	A3	6,005	Pcs
16	Preprimary guide Zanzibar	Kiswahili	64	A4	1,642	Pcs
17	Preprimary small book-Zanzibar-New	Kiswahili	24	A4	17,688	Pcs
18	Preprimary big book-Zanzibar-New	Kiswahili	24	A4	8,844	Pcs
19	Inclusive guide-Mainland	Kiswahili	42	A4	14,420	Pcs
20	Inclusive guide-Zanzibar	Kiswahili	42	A4	3,250	Pcs

LOT-2: Class Consumables specification and quantity provided below,

Sn	Description of Goods or Services	Quantity	Unit of measure
1	Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream	16,309	Ream
2	Glue: 1Ltr bottles, liquid, non-toxic, washable	16,309	Bottle
3	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue, black, green, red)	16,309	Box
4	String (1 ball medium thickness (4mm x 5 meters - sisal)	16,309	Roll
5	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream.	16,309	Ream
6	Mathematical Compass	16,309	Set

Product or Service Expectations (both if applicable):
Detailed Scope of work under this RFP provided here below,

1. Arrange for packing (using waterproof materials) each of the material listed (a-e) below, packing will be done per school for a total of 3,288 schools. All packed parcels shall be ramped with sole tape to make sure items cannot spill out of the package, all packing activities will be conducted in Dar Es Salaam at RTI's designated warehouse located in Mikocheni. Here below find list of materials requiring packing.
 - a. Decodable pupil's books and Teacher guide
 - b. Nonfiction pupil's books and Teacher guide.
 - c. Levelled readers books.
 - d. Preprimary pupil's books and Teacher guide
 - e. Inclusive education materials

f. School consumable materials

Quantity for each item provided above, distribution matrix per district per region for the above materials provided at the end of this RFP while per school distribution matrix will be provided to the awarded bidder through email in excel format.

2. Each school shall receive two parcels, one for consumable and the second one for books,
3. Per schools' parcels shall be packed together and double strapped together to form a school package and boxed per district, per region. All packages shall be labelled with school name, list of items included and quantity.
4. RTI will conduct a verification exercise throughout during the packing and dispatch process.
5. Packing material: Vendor will propose durable waterproof packing materials which will suit this exercise in consideration of heavy rain going on in those regions, vendor will also propose strapping or other means by which they propose to hold the parcels/packages.
6. Labelling: All packages will be labelled clearly with variable labels in A5 size, labels artwork will be provided by RTI International. Vendor is expected to print the labels in full color and stick them on the packages indicating School name, district name, item name and quantity. Label samples provided at the end of this RFP.
7. Vendor shall arrange for transportation, and distribution of these materials to 42 districts in Ruvuma, Iringa, Morogoro, Mtwara and Zanzibar or as directed otherwise on point of delivery by Jifunze Uelewe project Chief of Party. Packing matrix per school per district will be provided to the awarded vendor.
8. Loading and offloading at the vendors warehouse and district level is the responsibility of the awarded vendor. Vendor shall ensure the offloaded materials are safely arranged at the dry location in the district's warehouse/storage room.
9. Delivery note: Vendor shall provide triplicate delivery/receipt forms, one for supplier, receiver and RTI.
10. Quotations **Currency:** All bids shall be in Tanzanian shillings for the local vendor and USD for international vendor.
11. This RFP May result into one or Multiple awards.
12. Bids must be marked with solicitation number on the Email subject. Bid submitted without solicitation number will not be evaluated.

Additional information:

1. Provide weekly reporting on the status of the shipment and delivery.
2. Take responsibility for all the losses and any damages in transit.
3. Vendor will be paid after successful completion of each LOT.

4. Outsourced services/subcontracting: Vendors are required to disclose any third party they propose for sub-contracting for any part of this bid. Please note that any proposed third party will be evaluated for the mandatory requirements and technical capacity.

The proposed third parties will form part of the LPO terms and conditions as key partners to the contract, however the main contracted vendor (Bid winner) will be responsible for all the deliverable as per the LPO.

5. Quality assurance policy and procedures must be submitted as part of the solicitation response.

6. Bid submission: Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@Jifunzeuelewe.rti.org. Vendors shall submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@tusomepamoja.rti.org on the same day of bid submission.

7. Interested bidders who wants to visit RTI's warehouse to inspect the consignment is required to schedule a visit through email: mheriel@jifunzeuelewe.rti.org or through phone: **+255 767 256 146** between 19-23 January 2024.

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Indicate the proposed parking and distribution completion time (days).
3. Provide pricing per LOT.

Pricing

e.g.LOT-1: Pricing Format-Packing and distribution of books

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each) Best & final price	Lead Time (Number of Days)
1	576,544	Sorting, Packing, labelling, transportation, and distribution of Decodable readers-Mainland	Pcs			
2	109,509	Sorting, Packing, labelling, transportation, and distribution of Decodable readers-Zanzibar	Pcs			

3	11,624	Sorting, Packing, labelling, transportation, and distribution of Decodable teacher guide-Mainland	PCs			
4	3,822	Sorting, Packing, labelling, transportation, and distribution of Decodable teacher guide-Zanzibar	Pcs			
5	19,186	Sorting, Packing, labelling, transportation, and distribution of nonfiction books-Mainland	Pcs			
6	1,930	Sorting, Packing, labelling, transportation, and distribution of nonfiction guide-Mainland	Pcs			
7	3,414	Sorting, Packing, labelling, transportation, and distribution of nonfiction books-Zanzibar	Pcs			
8	319	Sorting, Packing, labelling, transportation, and distribution of nonfiction guide-Zanzibar	Pcs			
9	16,010	Sorting, Packing, labelling, transportation, and distribution of levelled Readers-Mainland	Pcs			
10	5,877	Sorting, Packing, labelling, transportation, and distribution of levelled Readers -Zanzibar	Pcs			
11	17,231	Sorting, Packing, labelling, transportation, and distribution of Preprimary small book-Mainland	Pcs			
12	9,050	Sorting, Packing, labelling, transportation, and distribution of Preprimary big book-Mainland	Pcs			
13	1,575	Sorting, Packing, labelling, transportation, and distribution of Preprimary Guide-Mainland	PCs			
14	11,912	Sorting, Packing, labelling, transportation, and distribution of Preprimary small book-Zanzibar	Pcs			

15	6005	Sorting, Packing, labelling, transportation, and distribution of Preprimary big book-Zanzibar	Pcs			
16	1,642	Sorting, Packing, labelling, transportation, and distribution of Preprimary Guide-Zanzibar	Pcs			
17	17,688	Sorting, Packing, labelling, transportation, and distribution of Preprimary small book-Zanzibar (New Set)	Pcs			
18	8,844	Sorting, Packing, labelling, transportation, and distribution of Preprimary big book-Zanzibar (New Set)	Pcs			
19	14,420	Sorting, Packing, labelling, transportation, and distribution of inclusive materials-Mainland	PCs			
20	3,250	Sorting, Packing, labelling, transportation, and distribution of inclusive materials-Mainland	Pcs			
			Sub Total			
			VAT (18%)			
Total Value						

LOT-2: Pricing Format-Packing and distribution of Consumable.

Item #	Description of Preferred Commodity or Services Specifications	Item description	Unit of Measure	Quantity	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time (Number of Days)
1	Sorting, Packing, labelling, transportation, and distribution of consumable materials to 31 districts in the region of Ruvuma, Mtwara, Iringa and Morogoro	Manila Card	Ream	14,555			
		Glue 1Litre	Bottle	14,555			
		Marker Pens	Box	14,555			
		String	Roll	14,555			
		Photocopy Paper	Ream	14,555			
		Mathematical Compass	Set	14,555			
2	Sorting, Packing, labelling,	Manila Card	Ream	1,754			

	transportation, and distribution of consumable materials to 11 districts in Zanzibar	Glue 1Litre	Bottle	1,754			
		Marker Pens	Box	1,754			
		String	Roll	1,754			
		Photocopy Paper	Ream	1,754			
		Mathematical Compass	Set	1,754			
			Sub Total				
			VAT (18%)				
			Grand total				

Note: Cost provided above should be inclusive of all cost including packing materials etc up to delivery to LGA's

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Plot # 1131 B in between UNFPA and Totara Hotel, Msasani Road, Masaki, Dar es Salaam Tanzania.

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
- (g) Lead Time Availability of the Commodity/Service.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
- (j) Payment address or instructions (if different from mailing address)
- (k) Acknowledgment of solicitation amendments (if any)
- (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to
- Mashauri Heriel
- (insert name of procurement officer)
- at this email address:
- mheriel@jifunzeulewe.rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 23 January, 2024, 13:00 hrs (EAT)
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes.

Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

NIL

The Proposals will be evaluated in 3 Stages:**Stage 1: Mandatory Eligibility Requirements**

At this stage the bids will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the bids as received. Any bids that will be found to be incomplete, invalid or substantially unresponsive will be eliminated at this stage. To qualify for stage 2 evaluation, a vendor must meet the following Mandatory Eligibility Requirements:

Must submit copies of the following documents.

- A copy of Business Registration certificate.
- A copy of valid Business Permit
- A copy of company TIN certificate
- A copy of Current Tax Clearance certificate for the previous year (2023)
- Completed and stamped RTI's Vendor information form.
- Bidder must quote for both, packing, labelling and Transportation.
- Unique Entity Identifier (UEI) (**Quick Start Guide for Getting a Unique Entity ID provided at the end of this RFP**)

Proposals not meeting the above requirements will be automatically disqualified.

Stage 2: Technical Evaluation (50 points)

The total technical points assigned to each proposal will be determined by adding and weighting the scores assigned by the evaluation committee to the technical features of the proposal in accordance with the criteria below:

(a) DELIVERY PLAN/SCHEDULE-Maximum Weight-20 Points

Provide the most realistic and advantageous delivery duration for all the DISTRICT. The shortest offered delivery time will obtain maximum points.

(b) PAST PERFORMANCE-Maximum Weight-20 Points

Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of one contact person for each of these contracts/clients indicated for reference check. Details from each company carries 5 Points.

(c) PAYMENT TERMS: -10 Points:

RTI's payment terms are to pay suppliers within 30 days after service/product delivery. Supplier who meets this criterion will score points in full, supplier requiring advance will score 0 Points.

To qualify for stage 3 financial evaluation, vendor must score at least 40 Points:

Stage 3: Financial Evaluation--Price (50 points)

At this stage, the lowest proposed price will earn the highest weights allocated under financial evaluation. The tendered prices from all the proposal qualifying for stage 3 will be a function of the lowest proposed price and will be awarded marks proportionally from the total weight in this category.

Financial evaluation score= $\frac{\text{Lowest Price tendered}}{\text{Price of the tender being evaluated}}$ X Financial evaluation weight.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.
- Limitation on Payments to Influence Certain Federal Transactions**- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.



RFQ/RFP

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

Consumable distribution matrix-Mainland,

Region	Council	Manila card- assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream (Ream)	Glue: 1Ltr bottles, liquid, non-toxic, washable - (botles)	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue,	String (1 ball medium thickness (4mm x 5 meters - sisal) - (roll)	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream - (ream)	Mathematical Compass - (pcs)
Iringa	Iringa DC Total	765	765	765	765	765	765
Iringa	Iringa MC Total	215	215	215	215	215	215
Iringa	Kilolo DC Total	635	635	635	635	635	635
Iringa	Mafinga TC Total	150	150	150	150	150	150
Iringa	Mufindi DC Total	780	780	780	780	780	780
Iringa Total		2545	2545	2545	2545	2545	2545
Morogoro	Gairo DC Total	360	360	360	360	360	360
Morogoro	Ifakara TC Total	420	420	420	420	420	420
Morogoro	Kilosa DC Total	850	850	850	850	850	850
Morogoro	Malinyi DC Total	205	205	205	205	205	205
Morogoro	Mlimba DC Total	490	490	490	490	490	490
Morogoro	Morogoro DC Total	810	810	810	810	810	810
Morogoro	Morogoro MC Total	360	360	360	360	360	360
Morogoro	Mvomero DC Total	755	755	755	755	755	755
Morogoro	Ulanga DC Total	325	325	325	325	325	325
Morogoro Total		4575	4575	4575	4575	4575	4575
Mtwara	Masasi DC Total	665	665	665	665	665	665
Mtwara	Masasi TC Total	205	205	205	205	205	205
Mtwara	Mtwara DC Total	350	350	350	350	350	350
Mtwara	Mtwara MC Total	155	155	155	155	155	155
Mtwara	Nanyamba TC Total	335	335	335	335	335	335
Mtwara	Nanyumbu DC Total	470	470	470	470	470	470
Mtwara	Newala DC Total	390	390	390	390	390	390
Mtwara	Newala TC Total	230	230	230	230	230	230

Mtwara	Tandahimba DC Total	635	635	635	635	635	635
Mtwara Total		3435	3435	3435	3435	3435	3435
Ruvuma	Madaba DC Total	140	140	140	140	140	140
Ruvuma	Mbinga DC Total	820	820	820	820	820	820
Ruvuma	Mbinga TC Total	360	360	360	360	360	360
Ruvuma	Namtumbo DC Total	540	540	540	540	540	540
Ruvuma	Nyasa DC Total	575	575	575	575	575	575
Ruvuma	Songea DC Total	395	395	395	395	395	395
Ruvuma	Songea MC Total	410	410	410	410	410	410
Ruvuma	Tunduru DC Total	760	760	760	760	760	760
Ruvuma Total		4000	4000	4000	4000	4000	4000
Mainland Grand Total		14555	14555	14555	14555	14555	14555

Consumable distribution matrix-Zanzibar

No	Region Name	Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream (Ream)	Glue: 1Ltr bottles, liquid, non-toxic, washable -(bottles)	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue, green, red, black) - (roll)	String (1 ball medium thickness (4mm x 5 meters - sisal) - (roll)	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream - (ream)	Mathematical Compass - (pcs)
1	North Pemba	360	360	360	360	360	360
2	North Unguja	346	346	346	346	346	346
3	South Pemba	369	369	369	369	369	369
4	South Unguja	317	317	317	317	317	317
5	Urban West	362	362	362	362	362	362
	TOTAL	1,754	1,754	1,754	1,754	1,754	1,754

Decodable distribution matrix-Mainland,

Region	District	1.1. Tusome kwa Hatua Darasa la Kwanza Kitabu cha 1 (Tusome Hadithi Darasa la kwanza Kitabu cha Ziada 1)	1.2. Tusome kwa Hatua Darasa la kwanza Kitabu cha 2 (Tusome Hadithi Darasa la kwanza Kitabu cha Ziada 2)	1.3. Tusome kwa Hatua Darasa la Kwanza Kitabu cha 3 (Tusome Hadithi Darasa la kwanza Kitabu cha Ziada 3)	2.1. Tusome kwa Hatua Darasa la Pili Kitabu cha 1 (Tusome Hadithi Darasa la Pili Kitabu cha Ziada 1)	2.2. Tusome kwa Hatua Darasa la Pili Kitabu cha 2 (Tusome Hadithi Darasa la Pili Kitabu cha Ziada 2)	2.3. Tusome kwa Hatua Darasa la Pili Kitabu cha 3 (Tusome Hadithi Darasa la Pili Kitabu cha Ziada 3)	Std.1 TEACHERS' GUIDE FOR DECODABLES	Std.2 TEACHERS' GUIDE FOR DECODABLES
Iringa	Iringa DC Total	3,567	3,238	3,276	3,726	3,702	3,703	306	306
Iringa	Iringa MC Total	1,657	1,430	1,256	1,590	1,551	1,645	84	84
Iringa	Kilolo DC Total	3,001	2,743	2,723	2,745	2,468	2,611	254	254
Iringa	Mafinga TC Total	954	943	826	1,323	1,126	1,218	60	60
Iringa	Mufindi DC Total	3,191	3,102	2,939	3,110	3,062	2,996	310	308
Iringa Total		12,370	11,456	11,020	12,494	11,909	12,173	1,014	1,012
Morogoro	Gairo DC Total	3,469	3,335	3,102	3,548	3,451	3,478	142	144
Morogoro	Ifakara TC Total	2,747	2,555	2,304	2,937	2,873	3,072	168	168
Morogoro	Kilosa DC Total	7,704	7,262	7,325	7,148	7,330	7,257	338	340
Morogoro	Malinyi DC Total	4,086	3,756	3,981	2,443	2,637	2,415	82	82
Morogoro	Mlimba DC Total	5,174	4,728	4,449	4,297	3,868	3,683	194	196
Morogoro	Morogoro DC Total	4,969	4,469	4,165	5,287	5,074	5,022	324	324
Morogoro	Morogoro MC Total	3,711	3,504	3,783	4,006	3,693	4,141	144	144

Morogoro	Mvomero DC Total	6,278	6,202	6,210	5,629	5,735	5,938	302	302
Morogoro	Ulanga DC Total	3,135	3,024	3,118	2,859	2,625	2,559	130	130
Morogoro Total		41,273	38,835	38,437	38,154	37,286	37,565	1,824	1,830
Mtwara	Masasi DC Total	4,182	4,207	4,188	4,562	4,491	4,503	266	264
Mtwara	Masasi TC Total	1,480	1,340	1,509	1,824	1,738	1,720	82	82
Mtwara	Mtwara DC Total	2,165	1,931	1,821	1,892	1,770	1,704	140	140
Mtwara	Mtwara MC Total	1,155	1,026	1,198	850	993	924	62	62
Mtwara	Nanyamba TC Total	1,675	1,662	1,646	1,543	1,558	1,516	134	134
Mtwara	Nanyumbu DC Total	2,716	2,662	2,650	2,754	2,532	2,746	188	188
Mtwara	Newala DC Total	1,452	1,328	1,587	1,409	1,312	1,508	156	156
Mtwara	Newala TC Total	1,411	1,318	1,189	1,287	1,302	1,211	92	92
Mtwara	Tandahimba DC Total	4,609	4,934	4,647	4,520	4,405	4,232	254	254
Mtwara Total		20,845	20,408	20,435	20,641	20,101	20,064	1,374	1,372
Ruvuma	Madaba DC Total	819	551	720	702	786	680	56	56
Ruvuma	Mbinga DC Total	4,291	4,061	3,889	4,301	4,353	4,331	328	328
Ruvuma	Mbinga TC Total	1,760	1,640	1,338	1,641	1,490	1,405	144	144
Ruvuma	Namtumbo DC Total	4,708	4,707	4,879	4,316	4,290	4,329	216	216
Ruvuma	Nyasa DC Total	3,813	3,533	3,570	3,691	3,691	3,722	230	230
Ruvuma	Songea DC Total	2,739	2,429	2,346	2,578	2,593	2,604	158	158
Ruvuma	Songea MC Total	3,381	3,162	3,076	3,196	3,041	3,362	164	164
Ruvuma	Tunduru DC Total	5,020	4,578	4,857	4,765	4,721	4,623	302	304
Ruvuma Total		26,531	24,661	24,675	25,190	24,965	25,056	1,598	1,600

Mainland Grand Total	101,019	95,360	94,567	96,479	94,261	94,858	5,810	5,814
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Decodable distribution matrix-Zanzibar,

Kisiwa	Wilaya	3.1. Tusome kwa Hatua Darasa la Kwanza Kitabu cha 1	3.2. Tusome kwa Hatua Darasa la kwanza Kitabu cha 2	3.3. Tusome kwa Hatua Darasa la Kwanza Kitabu cha 3	3.4. Tusome kwa Hatua Darasa la Pili Kitabu cha 1	3.5. Tusome kwa Hatua Darasa la Pili Kitabu cha 2	3.6. Tusome kwa Hatua Darasa la Pili Kitabu cha 3	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 1	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 2	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 3	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 1	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 2	Mwongozo wa Mwalimu; Hadithi Simbuzi, Darasa la kwanza kitabu cha 3
Pemba	Micheweni Total	1,630	1,650	1,777	1,467	1,835	2,056	54	54	54	48	48	48
Pemba	Wete Total	3,128	3,046	3,040	2,961	3,121	3,285	80	80	80	74	74	74
North Pemba Total		4,758	4,696	4,817	4,428	4,956	5,341	134	134	134	122	122	122
Pemba	Chakechake Total	1,543	1,293	1,361	1,344	1,417	1,660	66	66	66	60	60	60
Pemba	Mkoani Total	1,875	1,536	1,632	1,938	2,004	1,898	72	72	72	68	68	68
South Pemba Total		3,418	2,829	2,993	3,282	3,421	3,558	138	138	138	128	128	128
Unguja	North A Total	2,666	2,377	2,469	2,363	2,697	2,662	78	78	78	78	78	78
Unguja	North B Total	858	1,017	1,095	966	957	931	50	50	50	50	50	50
North Unguja Total		3,524	3,394	3,564	3,329	3,654	3,593	128	128	128	128	128	128
Unguja	Central Total	1,209	986	1,060	1,143	1,064	976	84	84	84	78	78	78
Unguja	South Total	565	486	383	383	380	494	34	34	34	34	34	34
South Unguja Unguja Total		1,774	1,472	1,443	1,526	1,444	1,470	118	118	118	112	112	112

Unguja	Urban Total	1,468	1,138	1,074	1,252	879	884	36	36	36	36	36	36
Unguja	West A Total	2,573	2,313	2,207	2,103	1,641	1,960	50	50	50	48	48	48
Unguja	West B Total	2,332	1,878	1,983	1,587	1,892	1,661	48	48	48	48	48	48
Urban West Total		6,373	5,329	5,264	4,942	4,412	4,505	134	134	134	132	132	132
Zanzibar Grand Total		19,847	17,720	18,081	17,507	17,887	18,467	652	652	652	622	622	622

Nonfiction distribution matrix-Mainland

Region	District	5.1 Rasilimali Zetu	5.2 Sehemu	5.3 Tuheshimu Tamaduni Zetu na za Wengine	5.4 Ujazo	5.5 Urefu Na Uzito	5.6 Kujiweka Safi	5.7 Uwazi Uadilifu Na Ukweli	5.8 Elimu Ya Hali Ya Hewa	5.9 Kuishi Kwa Upendo	5.10 Kutumia Ramani	5.11 Maada	5.12 Maumbo	5.13 Mazingira Yetu	5.14 Mlo Kamili	5.15 Mwongozo Wa Kufundisha Kwa Kutumia Vitabu Si-Bunilizi
Iringa	Iringa DC Total	45	50	51	43	45	50	54	45	50	50	49	56	46	55	78
Iringa	Iringa MC Total	21	20	18	14	14	10	23	15	25	15	19	16	9	19	19
Iringa	Kilolo DC Total	53	51	57	53	51	51	49	52	54	70	59	42	59	56	74
Iringa	Mafinga TC Total	14	10	10	8	9	15	17	10	13	12	12	11	10	12	23
Iringa	Mufindi DC Total	46	42	39	41	41	44	55	44	41	42	43	42	44	40	90
Iringa Total		179	173	175	159	160	170	198	166	183	189	182	167	168	182	284
Morogoro	Gairo DC Total	52	48	49	48	45	48	55	52	59	54	58	42	57	53	38
Morogoro	Ifakara TC Total	31	25	36	34	32	34	50	37	38	38	39	35	42	41	46
Morogoro	Kilosa DC Total	59	67	72	66	65	70	78	72	76	69	79	69	69	64	76

Morogoro	Malinyi DC Total	29	33	31	29	31	29	35	27	30	32	28	25	27	32	27
Morogoro	Mlimba DC Total	48	58	55	48	49	56	46	51	50	47	51	60	47	50	75
Morogoro	Morogoro DC Total	75	70	86	72	78	76	85	87	73	81	77	75	79	84	106
Morogoro	Morogoro MC Total	41	43	58	51	41	57	57	53	54	56	49	49	45	55	43
Morogoro	Mvomero DC Total	82	84	103	80	95	99	100	102	99	94	92	96	88	100	100
Morogoro	Ulanga DC Total	35	33	36	43	23	38	30	31	29	27	20	29	20	33	33
Morogoro Total		452	461	526	471	459	507	536	512	508	498	493	480	474	512	544
Mtwara	Masasi DC Total	35	27	58	32	37	41	45	37	66	56	46	36	44	46	121
Mtwara	Masasi TC Total	21	23	24	17	14	25	38	24	29	28	31	20	13	21	40
Mtwara	Mtwara DC Total	25	25	48	26	23	34	41	23	38	32	41	28	34	39	64
Mtwara	Mtwara MC Total	4	2	20	1	-	8	3	-	6	11	11	4	16	9	36
Mtwara	Nanyamba TC Total	33	30	33	28	31	43	43	28	46	37	31	28	34	30	51
Mtwara	Nanyumbu DC Total	33	20	50	31	27	46	46	24	39	47	37	26	29	48	78
Mtwara	Newala DC Total	22	19	39	21	29	37	54	40	48	41	29	29	23	35	74
Mtwara	Newala TC Total	22	18	31	20	24	27	35	23	28	23	29	20	21	26	49
Mtwara	Tandahimba DC Total	95	66	151	97	98	140	142	118	120	125	131	81	97	122	113
Mtwara Total		290	230	454	273	283	401	447	317	420	400	386	272	311	376	626
Ruvuma	Madaba DC Total	2	6	4	5	5	3	3	3	4	4	5	5	6	8	15
Ruvuma	Mbinga DC Total	35	38	53	32	41	49	88	39	66	47	54	42	52	67	94
Ruvuma	Mbinga TC Total	10	13	26	11	11	15	22	18	27	16	14	20	15	19	28
Ruvuma	Namtumbo DC Total	53	46	70	51	51	61	62	63	62	61	59	51	69	58	69
Ruvuma	Nyasa DC Total	42	37	54	42	45	52	60	47	57	49	51	43	42	48	65

Ruvuma	Songea DC Total	35	31	41	31	32	45	41	37	36	33	35	34	29	39	56
Ruvuma	Songea MC Total	51	59	54	47	52	52	49	51	52	55	49	55	54	54	53
Ruvuma	Tunduru DC Total	89	82	111	76	78	98	97	82	99	86	90	76	97	103	96
Ruvuma Total		317	312	413	295	315	375	422	340	403	351	357	326	364	396	476
Mainland Grand Total		1,238	1,176	1,568	1,198	1,217	1,453	1,603	1,335	1,514	1,438	1,418	1,245	1,317	1,466	1,930

Nonfiction distribution matrix-Zanzibar

Kisiwa	Wilaya	5.1 Ndoto ya Halima	5.2 Sehemu	5.3 Utambulisho wa Zanzibar Yetu	5.4 Udongo	5.5 Dawa za Kulevya	5.6 Chakula Bora	5.7 Mstatili na Mraba	5.8 Wanyama	5.9 Matendo ya Kihisabati	5.10 Utamaduni	5.11 Maisha ya Mizani	5.12 Aljebra	5.13 Lita na Mililita	5.14 Ruwaida – Ndoto Yangu Inetimia	5.15 Shujaa Abeid Amani Karume	5.16 Haki na Wajibu wa Watoto	5.17 Mwongozo wa kufundisha kwa kutumia vitabu si-bunilizi
Pemba	Micheweni Total	34	12	18	17	26	39	16	25	13	33	19	18	13	44	15	20	14
Pemba	Wete Total	49	48	55	46	54	51	50	55	52	75	71	50	46	55	34	48	37
North Pemba Total		83	60	73	63	80	90	66	80	65	108	90	68	59	99	49	68	51
Pemba	Chakechake Total	20	21	30	30	21	27	18	20	18	25	44	22	15	34	19	27	25
Pemba	Mkoani Total	14	9	13	10	14	14	6	20	8	9	12	7	8	14	26	17	28
South Pemba Total		34	30	43	40	35	41	24	40	26	34	56	29	23	48	45	44	53
Unguja	North A Total	24	11	25	18	27	19	21	22	23	30	99	20	19	30	31	26	49
Unguja	North B Total	14	12	11	10	12	18	16	13	8	19	27	17	14	11	16	22	33
North Unguja Total		38	23	36	28	39	37	37	35	31	49	126	37	33	41	47	48	82
Unguja	Central Total	10	4	5	7	7	6	6	3	6	9	82	5	7	10	8	9	41
Unguja	South Total	5	0	3	2	4	3	1	1	0	7	25	1	1	3	4	4	15
South Unguja Unguja Total		15	4	8	9	11	9	7	4	6	16	107	6	8	13	12	13	56

Unguja	Urban Total	0	0	0	0	8	0	7	0	8	14	28	6	7	1	5	7	22
Unguja	West A Total	15	19	25	20	17	12	19	20	19	27	53	16	22	20	15	25	29
Unguja	West B Total	17	22	12	15	15	16	12	15	14	24	26	15	12	18	8	12	26
Urban West Total		32	41	37	35	40	28	38	35	41	65	107	37	41	39	28	44	77
Zanzibar Grand Total		202	158	197	175	205	205	172	194	169	272	486	177	164	240	181	217	319

Levelled Readers distribution matrix-Mainland.

Region	District	4.1 Ninapenda kwenda Shule	4.2 Tujifunze Kuhasabu	4.3 Safari ya Mjin	4.4 Herufi Zetu	4.5 Mifugo ya Nyumbani kwetu	4.6 Rangizi zetu	4.7 Viumbe katika Maji	4.8 Vyakula Vyetu	4.9 Tucheze Pamoja	4.10 Tatu na Paka wake	4.11 Shani na Mazingira	4.12 Rafiki yetu Jua	4.13 Tausi na Rafiki zake	4.14 Yuko wapi Rafiki yangu?	4.15 Hamisi ajifunza Kusoma	4.16 Sungura Mjanja	4.17 Upile na Bustani	4.18 Jasiri Arudi Nyumbani	4.19 Hii ni kazi ya nani?	4.20 Mimi na Bibi yangu	4.21 Dogo na Sisimizi Jasiri	4.22 Kabula	4.23 Chiriku na Panzi	4.24 Tembo na Mkonga wake	4.25 Musa si Mzigo
Iringa	Iringa DC Total	17	24	18	11	13	12	11	12	24	16	12	17	20	13	15	18	14	10	15	10	13	10	16	16	20
Iringa	Iringa MC Total	2	10	5	0	4	0	4	3	2	3	9	9	17	13	7	26	11	10	7	8	10	13	16	25	9
Iringa	Kilolo DC Total	21	41	23	21	22	15	17	15	31	18	20	22	24	25	24	27	18	22	21	19	29	24	32	16	31
Iringa	Mafinga TC Total	1	1	0	0	2	0	2	0	0	0	2	0	5	0	0	0	1	0	2	0	0	0	0	0	0
Iringa	Mufindi DC Total	33	39	41	44	33	34	29	33	29	33	47	43	37	44	32	54	41	40	39	47	41	42	41	49	37
Iringa Total		74	115	87	76	74	61	63	63	86	70	90	91	103	95	78	125	85	82	84	84	93	89	105	106	97
Morogoro	Gairo DC Total	10	16	10	19	17	12	14	13	16	16	20	14	17	13	13	19	13	18	12	17	19	15	17	17	16
Morogoro	Ifakara TC Total	17	8	6	6	11	4	6	7	4	9	5	10	9	8	14	15	4	7	6	5	19	13	18	12	23
Morogoro	Kilosa DC Total	18	17	13	24	8	7	15	14	6	10	10	6	13	9	10	12	4	10	9	10	8	6	10	10	17
Morogoro	Malinyi DC Total	15	15	9	13	16	11	13	15	18	11	13	19	19	14	16	18	17	13	17	17	13	25	20	19	15
Morogoro	Mlimba DC Total	30	24	25	33	32	23	26	27	27	30	41	33	43	47	40	47	34	48	32	35	42	50	40	54	69
Morogoro	Morogoro DC Total	22	36	28	40	31	32	40	28	25	28	35	43	32	53	33	40	29	24	39	37	31	37	53	52	43
Morogoro	Morogoro MC Total	0	8	3	3	2	2	5	6	2	7	3	7	1	2	5	1	3	2	0	4	4	0	2	1	6
Morogoro	Mvomero DC Total	24	26	23	22	25	24	24	23	19	23	40	27	30	31	24	22	17	27	29	31	28	25	26	29	39
Morogoro	Ulanga DC Total	12	13	9	8	11	11	11	9	11	11	9	6	7	11	9	9	11	10	9	7	10	9	12	11	9
Morogoro Total		148	163	126	168	153	126	154	142	128	145	176	165	171	188	164	183	132	159	153	163	174	180	198	205	237
Mtwara	Masasi DC Total	25	17	19	19	30	20	22	30	32	41	80	70	57	28	48	52	40	34	34	25	48	87	39	32	41
Mtwara	Masasi TC Total	2	2	2	0	2	1	2	0	5	1	12	17	4	2	0	2	2	4	7	4	3	15	8	5	3
Mtwara	Mtwara DC Total	18	8	14	11	13	9	12	20	20	21	37	43	31	35	30	34	29	27	20	16	38	52	25	19	37
Mtwara	Mtwara MC Total	0	2	2	0	0	2	0	1	0	0	6	8	4	6	4	2	0	5	9	2	0	7	4	5	3
Mtwara	Nanyamba TC Total	3	5	6	7	3	6	3	5	10	1	44	59	13	17	14	13	7	11	15	14	13	55	15	8	10
Mtwara	Nanyumbu DC Total	34	28	31	17	52	23	36	41	36	54	75	70	60	42	56	74	66	81	44	74	65	93	42	42	49
Mtwara	Newala DC Total	20	22	19	18	23	13	25	27	25	43	68	77	44	35	40	34	42	68	30	37	38	74	30	22	34
Mtwara	Newala TC Total	0	1	0	0	3	1	0	3	5	6	31	38	8	6	9	17	11	19	4	4	10	46	8	5	7

Mtwara	Tandahimba DC Total	29	47	44	52	48	41	53	47	42	64	110	125	87	72	71	82	44	83	63	81	91	140	98	58	70
Mtwara Total		131	132	137	124	174	116	153	174	175	231	463	507	308	243	272	310	241	332	226	257	306	569	269	196	254
Ruvuma	Madaba DC Total	2	2	2	2	2	2	2	4	2	2	4	2	2	2	2	2	3	2	2	2	2	2	4	2	2
Ruvuma	Mbinga DC Total	12	19	10	23	12	17	8	10	15	21	18	22	44	27	42	38	22	31	19	14	41	30	24	27	50
Ruvuma	Mbinga TC Total	4	2	2	0	3	0	1	0	0	1	4	2	4	10	15	16	6	4	3	5	11	4	10	13	11
Ruvuma	Namtumbo DC Total	13	15	11	11	17	8	16	9	12	13	20	20	20	29	32	28	18	25	15	23	23	26	31	16	29
Ruvuma	Nyasa DC Total	19	26	15	15	10	6	17	6	10	22	22	22	18	17	20	24	16	37	18	25	20	17	29	18	29
Ruvuma	Songea DC Total	18	19	12	15	16	15	11	10	17	23	18	26	19	33	35	38	18	30	32	21	25	20	32	16	24
Ruvuma	Songea MC Total	6	6	6	4	4	3	4	6	6	4	7	4	3	4	7	8	5	6	11	2	9	8	5	10	11
Ruvuma	Tunduru DC Total	28	30	31	33	30	27	27	36	28	38	38	40	44	53	60	43	35	37	36	65	54	44	40	41	61
Ruvuma Total		102	119	89	103	94	78	86	81	90	124	131	138	154	175	213	197	123	172	136	157	185	151	175	143	217
Mainland Grand Total		455	529	439	471	495	381	456	460	479	570	860	901	736	701	727	815	581	745	599	661	758	989	747	650	805

Levelled Readers distribution matrix-Zanzibar.

Kisiwa	Wilaya	4.1. Safari ya Mjini	4.2. Siku ya Skuli	4.3 Tujifunze Kuhesabu	4.4 Vifaa vya Kazi	4.5 Herufi na Maneno	4.6 Rangi Tunazozijua	4.7 Wanyama Wafugwao	4.8 Rangi Zetu	4.9 Tucheze Pamoja	4.10 Watu Hula nini?	4.11 Tatu na Paka Wake	4.12 Viembe Wanaoishi Majini	4.13 Nyumbani kwa Bibi	4.14 Tausi Aliyetamani Kupaa	4.15 Yuko Wapi Rafiki Yangu?	4.16 Shani na Mazingira	4.17 Chura na Wanaswe	4.18 Hii ni kazi ya Nani?	4.19 Rafiki Yetu Jua	4.20 Mazoea Arudi Nyumbani	4.21 Ndoto za Nuru	4.22 Sungura na Samaki	4.23 Kuchi Mbabe	4.24 Kisa cha Mtoto wa Tembo	4.25 Musa si Mago
Pemba	Micheweni Total	15	14	16	23	20	20	16	17	17	22	17	19	20	23	23	19	18	22	22	19	24	23	19	27	26
Pemba	Wete Total	37	46	48	44	52	51	46	50	49	46	49	48	45	56	47	48	43	50	49	49	47	48	41	55	46
North Pemba Total		52	60	64	67	72	71	62	67	66	68	66	67	65	79	70	67	61	72	71	68	71	71	60	82	72
Pemba	Chakechake Total	21	27	28	28	45	27	18	25	24	29	27	23	20	32	30	31	24	25	27	23	25	25	28	32	25
Pemba	Mkoani Total	20	14	17	14	25	12	22	19	17	19	13	21	16	15	12	15	14	17	16	22	19	14	14	21	21
South Pemba Total		41	41	45	42	70	39	40	44	41	48	40	44	36	47	42	46	38	42	43	45	44	39	42	53	46
Unguja	North A Total	27	20	30	26	54	37	29	28	31	30	37	34	38	35	36	36	27	28	33	35	33	30	28	29	31
Unguja	North B Total	15	15	18	17	27	18	16	18	22	16	19	16	14	17	19	16	21	14	22	21	19	18	18	20	23
North Unguja Total		42	35	48	43	81	55	45	46	53	46	56	50	52	52	55	52	48	42	55	56	52	48	46	49	54
Unguja	Central Total	23	21	32	21	46	28	27	28	30	23	26	26	26	28	30	23	21	30	27	24	25	23	23	31	20
Unguja	South Total	5	9	7	7	19	6	7	9	8	11	10	14	13	8	9	9	6	12	10	6	8	8	6	12	11

South Unguja Unguja Total		28	30	39	28	65	34	34	37	38	34	36	40	39	36	39	32	27	42	37	30	33	31	29	43	31
Unguja	Urban Total	2	7	6	10	15	7	10	12	8	6	8	5	1	2	2	4	0	5	3	5	3	3	3	14	9
Unguja	West A Total	10	17	14	19	33	20	14	19	13	14	23	17	11	10	14	15	9	7	15	9	23	19	16	29	22
Unguja	West B Total	11	10	12	13	29	11	10	17	13	16	10	13	14	17	16	12	10	15	17	16	22	18	17	18	16
Urban West Total		23	34	32	42	77	38	34	48	34	36	41	35	26	29	32	31	19	27	35	30	48	40	36	61	47
Zanzibar Grand Total		186	200	228	222	365	237	215	242	232	232	239	236	218	243	238	228	193	225	241	229	248	229	213	288	250

Preprimary Small books distribution matrix-Mainland,

Region	District	1. Bustani ya Maua	2. Kode na Kole	3. Kuku na Kanga	4. Luko Mchungaji	5. Moto	6. Mtoto Furaha	7. Napenda Nyumbani Kwetu	8. Natamani kuanza Shule	9. Nyoka Mkubwa	10. Shule Yangu	11. Tatu na Bata	12. Urafiki wa Binadamu na Mbwa
Iringa	Iringa DC Total	68	66	67	72	69	81	71	66	74	65	74	69
Iringa	Iringa MC Total	23	18	21	24	22	20	18	23	20	19	23	22
Iringa	Kilolo DC Total	56	57	59	64	46	56	45	63	51	50	53	57
Iringa	Mafinga TC Total	2	2	5	3	6	5	2	4	3	4	4	2
Iringa	Mufindi DC Total	66	62	67	65	66	61	71	69	57	66	68	71
Iringa Total		215	205	219	228	209	223	207	225	205	204	222	221
Morogoro	Gairo DC Total	33	25	38	25	22	24	32	27	25	32	32	35
Morogoro	Ifakara TC Total	17	12	16	23	17	14	16	17	13	20	20	14
Morogoro	Kilosa DC Total	42	29	45	58	42	52	41	44	39	42	49	53
Morogoro	Malinyi DC Total	22	22	21	27	18	23	23	32	24	24	25	24
Morogoro	Mlimba DC Total	37	36	39	35	38	43	30	34	38	34	36	34
Morogoro	Morogoro DC Total	62	63	74	69	74	72	69	76	73	79	69	71
Morogoro	Morogoro MC Total	61	54	61	56	53	54	52	55	52	50	56	60
Morogoro	Mvomero DC Total	48	59	59	69	55	65	62	58	63	59	59	76
Morogoro	Ulanga DC Total	27	35	30	38	37	32	31	28	33	31	35	35

Morogoro Total		349	335	383	400	356	379	356	371	360	371	381	402
Mtwara	Masasi DC Total	88	79	93	86	74	91	79	79	84	81	85	87
Mtwara	Masasi TC Total	30	22	23	18	21	27	16	19	16	22	17	22
Mtwara	Mtwara DC Total	43	43	48	39	40	48	43	45	28	45	51	49
Mtwara	Mtwara MC Total	17	15	14	13	13	11	9	13	6	11	7	9
Mtwara	Nanyamba TC Total	45	42	37	46	44	39	40	42	45	37	44	47
Mtwara	Nanyumbu DC Total	73	57	66	66	72	72	69	57	54	59	61	68
Mtwara	Newala DC Total	58	57	62	65	62	64	49	61	61	46	62	67
Mtwara	Newala TC Total	38	42	37	42	29	33	35	30	35	33	30	39
Mtwara	Tandahimba DC Total	74	66	65	90	65	80	59	68	76	71	81	99
Mtwara Total		466	423	445	465	420	465	399	414	405	405	438	487
Ruvuma	Madaba DC Total	6	5	4	8	6	5	3	7	5	4	3	5
Ruvuma	Mbinga DC Total	95	81	81	85	62	90	81	62	78	72	79	104
Ruvuma	Mbinga TC Total	22	14	27	17	26	17	18	21	14	21	15	20
Ruvuma	Namtumbo DC Total	38	54	32	44	36	47	40	48	50	42	47	51
Ruvuma	Nyasa DC Total	44	43	51	46	38	47	41	39	42	55	42	58
Ruvuma	Songea DC Total	38	31	34	45	38	41	42	44	36	48	42	40
Ruvuma	Songea MC Total	59	55	58	62	56	57	52	55	57	52	56	58
Ruvuma	Tunduru DC Total	134	134	117	128	117	126	113	114	120	120	129	127
Ruvuma Total		436	417	404	435	379	430	390	390	402	414	413	463
Mainland Grand Total		1466	1380	1451	1528	1364	1497	1352	1400	1372	1394	1454	1573

Preprimary big books distribution matrix-Mainland.

Region	District	1. Bustani ya Maua	2. Kode na Kole	3. Kuku na Kanga	4. Luko Mchungaji	5. Moto	6. Mtoto Furaha	7. Napenda Nyumbani Kwetu	8. Natamani kuanza Shule	9. Nyoka Mkubwa	10. Shule Yangu	11. Tatu na Bata	12. Urafiki wa Binadamu na Mbwa	PRE-PRIMARY TEACHER GUIDE
Iringa	Iringa DC Total	36	35	39	38	41	47	35	32	32	33	37	37	73
Iringa	Iringa MC Total	14	11	13	14	11	12	15	12	11	13	14	13	30
Iringa	Kilolo DC Total	23	22	24	18	20	23	20	24	27	18	21	26	64
Iringa	Mafinga TC Total	2	2	2	1	3	2	3	3	1	2	2	2	12
Iringa	Mufindi DC Total	48	47	47	46	44	54	57	50	51	49	49	52	112
Iringa Total		123	117	125	117	119	138	130	121	122	115	123	130	291
Morogoro	Gairo DC Total	16	17	15	18	15	17	18	15	16	16	19	18	30
Morogoro	Ifakara TC Total	14	15	15	17	12	16	14	16	13	14	15	13	31
Morogoro	Kilosa DC Total	37	33	37	33	32	34	34	32	37	35	33	35	90
Morogoro	Malinyi DC Total	18	17	19	17	18	17	17	17	18	17	19	19	39
Morogoro	Mlimba DC Total	19	19	20	20	18	19	20	17	17	18	17	20	42
Morogoro	Morogoro DC Total	29	32	33	32	38	31	34	35	31	33	34	36	103
Morogoro	Morogoro MC Total	40	43	41	43	41	42	42	41	39	43	44	41	84
Morogoro	Mvomero DC Total	34	38	37	39	35	43	44	40	40	40	37	45	87
Morogoro	Ulanga DC Total	8	8	9	9	10	7	8	8	13	13	12	10	41
Morogoro Total		215	222	226	228	219	226	231	221	224	229	230	237	547
Mtwara	Masasi DC Total	36	32	37	46	41	39	38	37	38	38	47	48	60
Mtwara	Masasi TC Total	8	9	10	8	9	8	7	7	7	8	5	6	29
Mtwara	Mtwara DC Total	19	20	24	26	18	21	23	18	22	17	25	23	48
Mtwara	Mtwara MC Total	11	10	9	11	14	11	9	12	11	12	10	7	21
Mtwara	Nanyamba TC Total	16	17	18	22	19	18	19	21	18	19	18	20	35
Mtwara	Nanyumbu DC Total	31	27	28	32	34	34	33	30	27	27	30	26	48
Mtwara	Newala DC Total	21	24	28	26	26	27	23	26	24	26	27	24	42

Mtwara	Newala TC Total	20	17	17	16	15	15	17	15	17	15	18	17	23
Mtwara	Tandahimba DC Total	37	35	34	44	33	37	31	29	36	40	40	45	87
Mtwara Total		199	191	205	231	209	210	200	195	200	202	220	216	393
Ruvuma	Madaba DC Total	3	4	3	5	2	3	2	3	2	2	3	2	12
Ruvuma	Mbinga DC Total	35	41	40	42	35	40	37	32	39	37	38	39	70
Ruvuma	Mbinga TC Total	6	4	6	5	7	6	6	5	4	8	7	7	19
Ruvuma	Namtumbo DC Total	24	24	21	28	26	27	24	29	23	27	24	26	47
Ruvuma	Nyasa DC Total	29	21	20	21	19	20	22	18	22	28	27	32	26
Ruvuma	Songea DC Total	21	18	21	19	22	20	22	22	20	27	22	23	41
Ruvuma	Songea MC Total	31	33	35	33	31	32	32	29	33	32	34	33	43
Ruvuma	Tunduru DC Total	48	52	52	48	46	51	49	51	46	47	54	53	86
Ruvuma Total		197	197	198	201	188	199	194	189	189	208	209	215	344
Mainland Grand Total		734	727	754	777	735	773	755	726	735	754	782	798	1575

Preprimary Small books distribution matrix-Zanzibar

Kisiwa	Wilaya	8.1 Usafi ni Afya	8.2 Tujiking na Malaria	8.3 Nyuki na Uvi	8.4 Kisa cha Binadamu na Ndege	8.5 Mkia wa Sungura	8.6 Tembo na Kinyonga	8.7 Yangeyange na Tausi	8.8 Mpira wa Miguu	8.9 Nani Mshindi wa Rede	8.10 Upendo	8.11 Mwanafunzi Mpya	8.12 Cheza Salama
Pemba	Micheweni Total	97	99	99	97	105	99	98	102	100	99	103	103
Pemba	Wete Total	124	121	119	119	121	119	117	119	119	119	119	119
North Pemba Total		221	220	218	216	226	218	215	221	219	218	222	222
Pemba	Chakechake Total	182	182	189	184	182	180	183	182	182	180	182	182
Pemba	Mkoani Total	84	87	87	84	85	84	84	86	86	84	86	84
South Pemba Total		266	269	276	268	267	264	267	268	268	264	268	266
Unguja	North A Total	126	126	126	126	126	126	126	126	126	126	126	126
Unguja	North B Total	55	54	53	54	55	54	53	53	54	54	56	56
North Unguja Total		181	180	179	180	181	180	179	179	180	180	182	182
Unguja	Central Total	112	103	104	103	106	105	102	104	103	105	104	104

Unguja	South Total	61	58	58	58	58	58	58	58	58	58	58	58
South Unguja Unguja Total		173	161	162	161	164	163	160	162	161	163	162	162
Unguja	Urban Total	53	58	51	54	58	53	51	53	53	46	50	49
Unguja	West A Total	61	66	69	72	65	77	63	68	70	70	72	67
Unguja	West B Total	47	40	44	40	40	40	40	42	42	40	44	40
Urban West Total		161	164	164	166	163	170	154	163	165	156	166	156
Zanzibar Grand Total		1002	994	999	991	1001	995	975	993	993	981	1000	988

Preprimary Big books distribution matrix-Zanzibar.

Kisiwa	Wilaya	9.1 Usafi ni Afya	9.2 Tujikinge na Malaria	9.3 Nyuki na Uvi	9.4 Kisa cha Binadamu na Ndege	9.5 Mkia wa Sungura	9.6 Tembo na Kinyonga	9.7 Yang'eye na Tausi	9.8 Mpira wa Miguu	9.9 Nani Mshindi wa Rede	9.10 Upendo	9.11 Mwanafunzi Mpya	9.12 Cheza Salama	PRE-PRIMARY TEACHER GUIDE
Pemba	Micheweni Total	73	46	46	46	48	47	46	45	48	45	46	48	188
Pemba	Wete Total	72	58	59	58	60	60	61	57	59	59	60	61	180
North Pemba Total		145	104	105	104	108	107	107	102	107	104	106	109	368
Pemba	Chakechake Total	110	90	90	92	92	90	90	90	90	90	91	90	129
Pemba	Mkoani Total	76	43	42	44	42	43	42	42	42	42	42	42	139
South Pemba Total		186	133	132	136	134	133	132	132	132	132	133	132	268
Unguja	North A Total	73	68	63	63	63	63	63	63	63	63	63	63	315
Unguja	North B Total	52	26	26	26	27	26	27	26	26	26	26	26	113
North Unguja Total		125	94	89	89	90	89	90	89	89	89	89	89	428
Unguja	Central Total	70	54	54	52	53	53	54	52	52	52	54	54	158
Unguja	South Total	31	29	29	29	29	29	29	29	29	29	29	29	72
South Unguja Unguja Total		101	83	83	81	82	82	83	81	81	81	83	83	230
Unguja	Urban Total	57	25	27	20	24	23	24	24	22	21	23	26	61
Unguja	West A Total	56	30	27	30	32	26	29	26	27	25	27	26	185
Unguja	West B Total	67	17	17	19	17	17	17	17	17	17	17	19	102
Urban West Total		180	72	71	69	73	66	70	67	66	63	67	71	348
Zanzibar Grand Total		737	486	480	479	487	477	482	471	475	469	478	484	1642

Preprimary Small books distribution matrix-Zanzibar (new set)

			PRE-PRIMARY SMALL BOOKS (NEW TITLES)											
Kisiwa	Mkoa	Wilaya	Bustani ya Maua	Jua Mchungaji	Kuku na Kanga	Moto	Mtoto Furaha	Natamani kuanza skuli	Ninakupenda Nyumbani kwetu	Nyoka Mkubwa	Saida na Saidi	Skuli yangu	Tatu na Bata	Urafiki wa Binadamu na Mbwa
Pemba	North Pemba	Micheweni Total	146	146	146	146	146	146	146	146	146	146	146	146
Pemba	North Pemba	Wete Total	144	144	144	144	144	144	144	144	144	144	144	144
North Pemba Total			290	290	290	290	290	290	290	290	290	290	290	290
Pemba	South Pemba	Chakechake Total	220	220	220	220	220	220	220	220	220	220	220	220
Pemba	South Pemba	Mkoani Total	152	152	152	152	152	152	152	152	152	152	152	152
South Pemba Total			372	372	372	372	372	372	372	372	372	372	372	372
Unguja	North Unguja	North A Total	146	146	146	146	146	146	146	146	146	146	146	146
Unguja	North Unguja	North B Total	104	104	104	104	104	104	104	104	104	104	104	104
North Unguja Total			250	250	250	250	250	250	250	250	250	250	250	250
Unguja	South Unguja	Central Total	140	140	140	140	140	140	140	140	140	140	140	140
Unguja	South Unguja	South Total	62	62	62	62	62	62	62	62	62	62	62	62
South Unguja Unguja Total			202	202	202	202	202	202	202	202	202	202	202	202
Unguja	Urban West	Urban Total	114	114	114	114	114	114	114	114	114	114	114	114
Unguja	Urban West	West A Total	112	112	112	112	112	112	112	112	112	112	112	112
Unguja	Urban West	West B Total	134	134	134	134	134	134	134	134	134	134	134	134
Urban West Total			360	360	360	360	360	360	360	360	360	360	360	360
Zanzibar Grand Total			1474	1474	1474	1474	1474	1474	1474	1474	1474	1474	1474	1474

Preprimary big books distribution matrix-Zanzibar (new set)

			PRE-PRIMARY BIG BOOKS (NEW TITLES)											
Kisiwa	Mkoa	Wilaya	Bustani ya Maua	Jua Mchungaji	Kuku na Kanga	Moto	Mtoto Furaha	Natamani kuanza skuli	Ninakupenda Nyumbani kwetu	Nyoka Mkubwa	Saida na Saidi	Skuli yangu	Tatu na Bata	Urafiki wa Binadamu na Mbwa
Pemba	North Pemba	Micheweni Total	73	73	73	73	73	73	73	73	73	73	73	73
Pemba	North Pemba	Wete Total	72	72	72	72	72	72	72	72	72	72	72	72
North Pemba Total			145	145	145	145	145	145	145	145	145	145	145	145
Pemba	South Pemba	Chakechake Total	110	110	110	110	110	110	110	110	110	110	110	110
Pemba	South Pemba	Mkoani Total	76	76	76	76	76	76	76	76	76	76	76	76
South Pemba Total			186	186	186	186	186	186	186	186	186	186	186	186
Unguja	North Unguja	North A Total	73	73	73	73	73	73	73	73	73	73	73	73
Unguja	North Unguja	North B Total	52	52	52	52	52	52	52	52	52	52	52	52
North Unguja Total			125	125	125	125	125	125	125	125	125	125	125	125
Unguja	South Unguja	Central Total	70	70	70	70	70	70	70	70	70	70	70	70
Unguja	South Unguja	South Total	31	31	31	31	31	31	31	31	31	31	31	31
South Unguja Unguja Total			101	101	101	101	101	101	101	101	101	101	101	101
Unguja	Urban West	Urban Total	57	57	57	57	57	57	57	57	57	57	57	57
Unguja	Urban West	West A Total	56	56	56	56	56	56	56	56	56	56	56	56
Unguja	Urban West	West B Total	67	67	67	67	67	67	67	67	67	67	67	67
Urban West Total			180	180	180	180	180	180	180	180	180	180	180	180

Zanzibar Grand Total	737	737	737	737	737	737	737	737	737	737	737	737
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Inclusive Supplementary guide distribution matrix-Mainland

Region	District	Inclusive Education Supplementary guide (Regular Schools)
Iringa	Iringa DC	765
Iringa	Iringa MC	215
Iringa	Mafinga TC	150
Iringa	Kilolo DC	635
Iringa	Mufindi DC	780
Morogoro	Gairo DC	360
Morogoro	Ifakara TC	420
Morogoro	Kilosa DC	850
Morogoro	Malinyi DC	205
Morogoro	Mlimba DC	490
Morogoro	Morogoro DC	810
Morogoro	Morogoro MC	360
Morogoro	Mvomero DC	755
Morogoro	Ulanga DC	322
Mtwara	Masasi DC	655
Mtwara	Masasi TC	205
Mtwara	Mtwara DC	350
Mtwara	Mtwara MC	155
Mtwara	Nanyamba TC	335
Mtwara	Nanyumbu DC	376
Mtwara	Newala DC	390
Mtwara	Newala TC	230
Mtwara	Tandahimba DC	635

Ruvuma	Madaba DC	112
Ruvuma	Mbinga DC	820
Ruvuma	Mbinga TC	360
Ruvuma	Namtumbo DC	540
Ruvuma	Nyasa DC	575
Ruvuma	Songea DC	395
Ruvuma	Songea MC	410
Ruvuma	Tunduru DC	760
Grand Total		14,420

Inclusive Supplementary guide distribution matrix-Zanzibar

Island	Region name	District name	Inclusive Education Supplementary guide
Pemba	North Pemba	Micheweni	278
Pemba	North Pemba	Wete	367
Pemba	South Pemba	Chakechake	348
Pemba	South Pemba	Mkoani	346
Unguja	North Unguja	North A	393
Unguja	North Unguja	North B	228
Unguja	South Unguja	Central	462
Unguja	South Unguja	South	186
Unguja	Urban west	Urban	203
Unguja	Urban west	West A	228
Unguja	Urban west	West B	211
Grand Total			3,250

LABEL SAMPLES PROVIDED BELOW:

Books label sample:

Sn	Label details	Example
1	School Name	Kipera
2	District name	Iringa DC
3	Region name	Iringa
4	Title name	Quantity
	Decodable	5 Pcs
	Nonfiction pupil's book	5 Pcs
	Nonfiction guide	5 Pcs

Consumable label sample:

Sn	Label details	Example
1	School Name	Nangaka
2	District name	Iringa DC
3	Region name	Iringa
4	Quantity	
	Manila card-assorted	5 Pcs
	Glue: 1Ltr bottles	5 cs
	Marker pens	5 boxes
	String	1 roll
	Ream paper	5 reams
	Mathematical Compass	4 Pcs

Quick Start Guide for Getting a Unique Entity ID



SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.

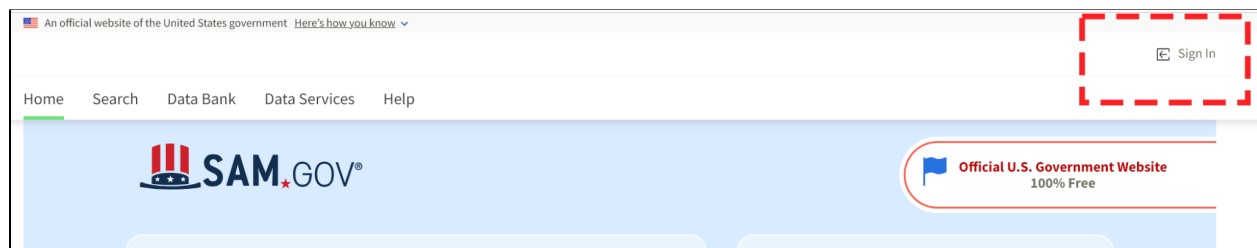
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

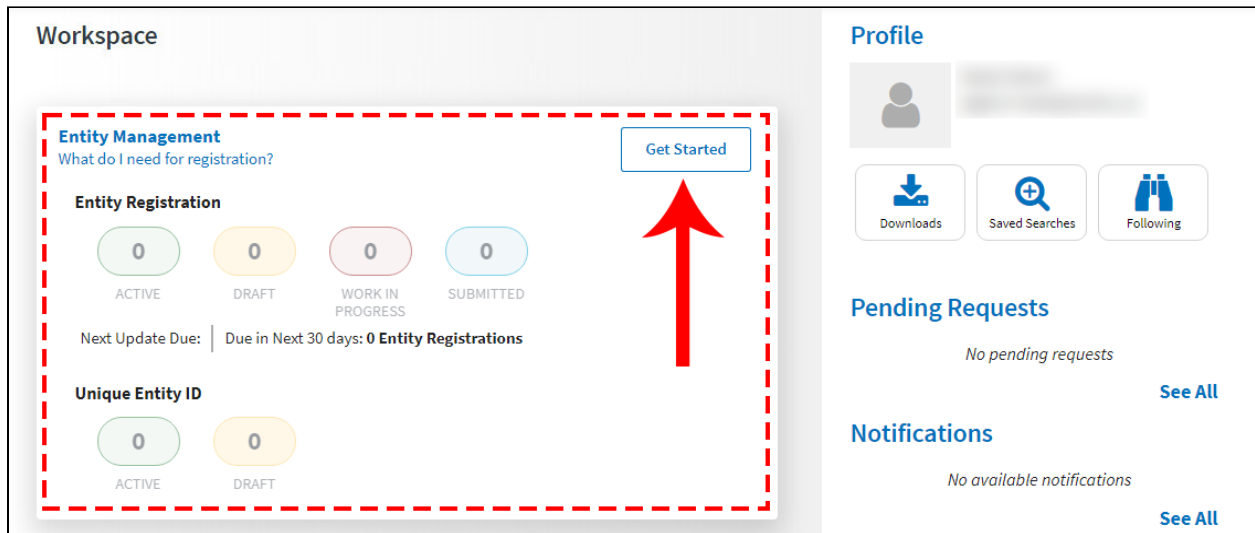
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



Workspace

Entity Management
What do I need for registration?

Entity Registration

0 ACTIVE 0 DRAFT 0 WORK IN PROGRESS 0 SUBMITTED

Next Update Due: Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0 ACTIVE 0 DRAFT

Get Started

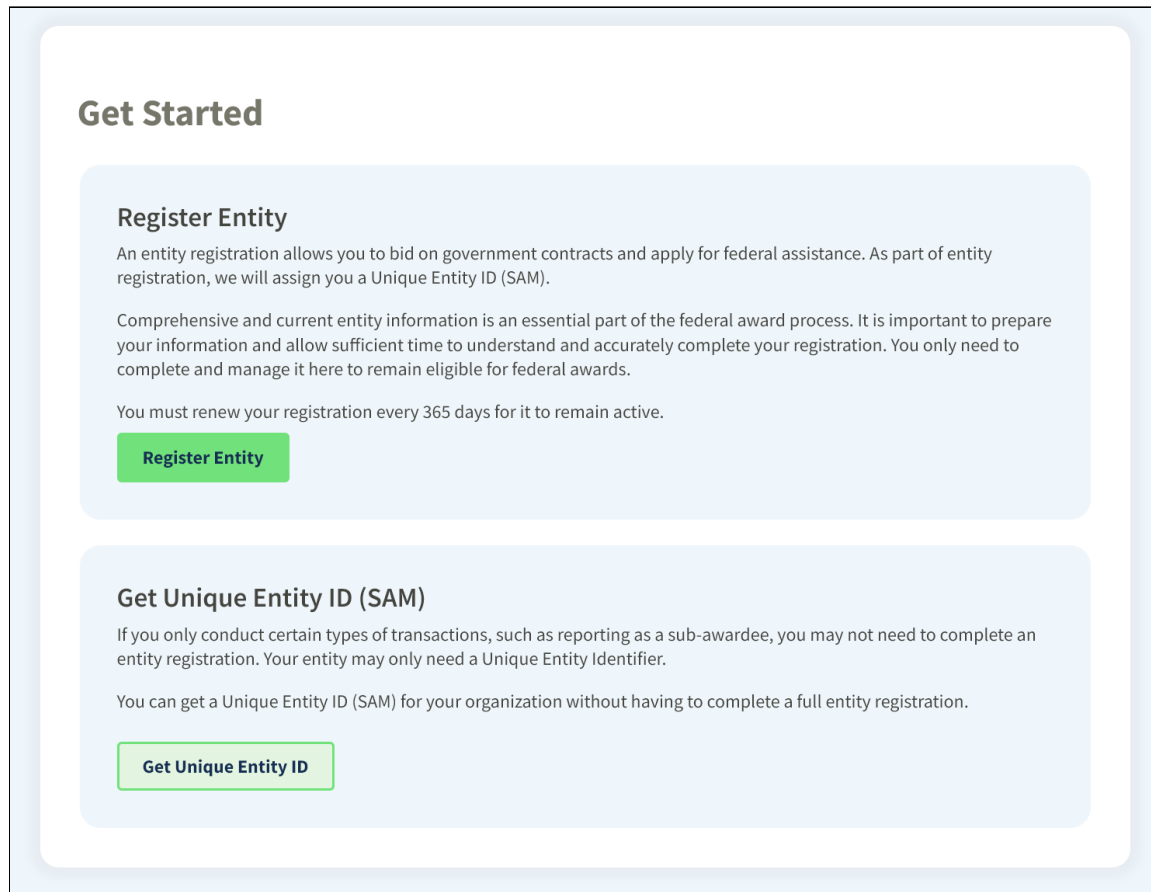
Profile

Downloads Saved Searches Following

Pending Requests
No pending requests
[See All](#)

Notifications
No available notifications
[See All](#)

3. Select the “Get Unique Entity ID” button on the next page.



Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

4. On the next page, enter information about your entity. All fields are required, unless marked as optional.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

<

×

>

Previous

Cancel

Next

5. On the next page, your entity name and address will be [validated by SAM.gov](#). The next page will show an entity matched in SAM.gov. If your entity information is correct, select “Next.”
 - a. If the match shown is not your entity or you are unable to find a match, you can [create a help ticket](#) with the Federal Service Desk from the page. Select the “Create Incident” button to contact the Federal Service Desk (FSD.gov) for assistance.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Validate Entity Information

The information you provided matches the following entity. If this is your entity, select **Next** to continue.

YOU ENTERED

Foundation

University Heights, Ohio 44118

UNITED STATES

WE FOUND THE FOLLOWING MATCH

FOUNDATION

CLEVELAND HEIGHTS, OH 44118

USA

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

Start Over

Create Incident

<

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>

Previous

Cancel

Next

6. You may be required to enter your entity's date and state of incorporation to complete validation.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

EXAMPLE FOUNDATION


12345 MAIN STREET NW

CLEVELAND HEIGHTS, OH 44118

USA

Please provide the following information to finish validating your entity.

Date of Incorporation



State of Incorporation

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Previous

Cancel

Next

- On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

1

Enter Entity Information

2

Validate Information

3

Request UEI

4

Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

Entity Name: [REDACTED]

Entity Address: [REDACTED]

USA

☒ **Include in public search**

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

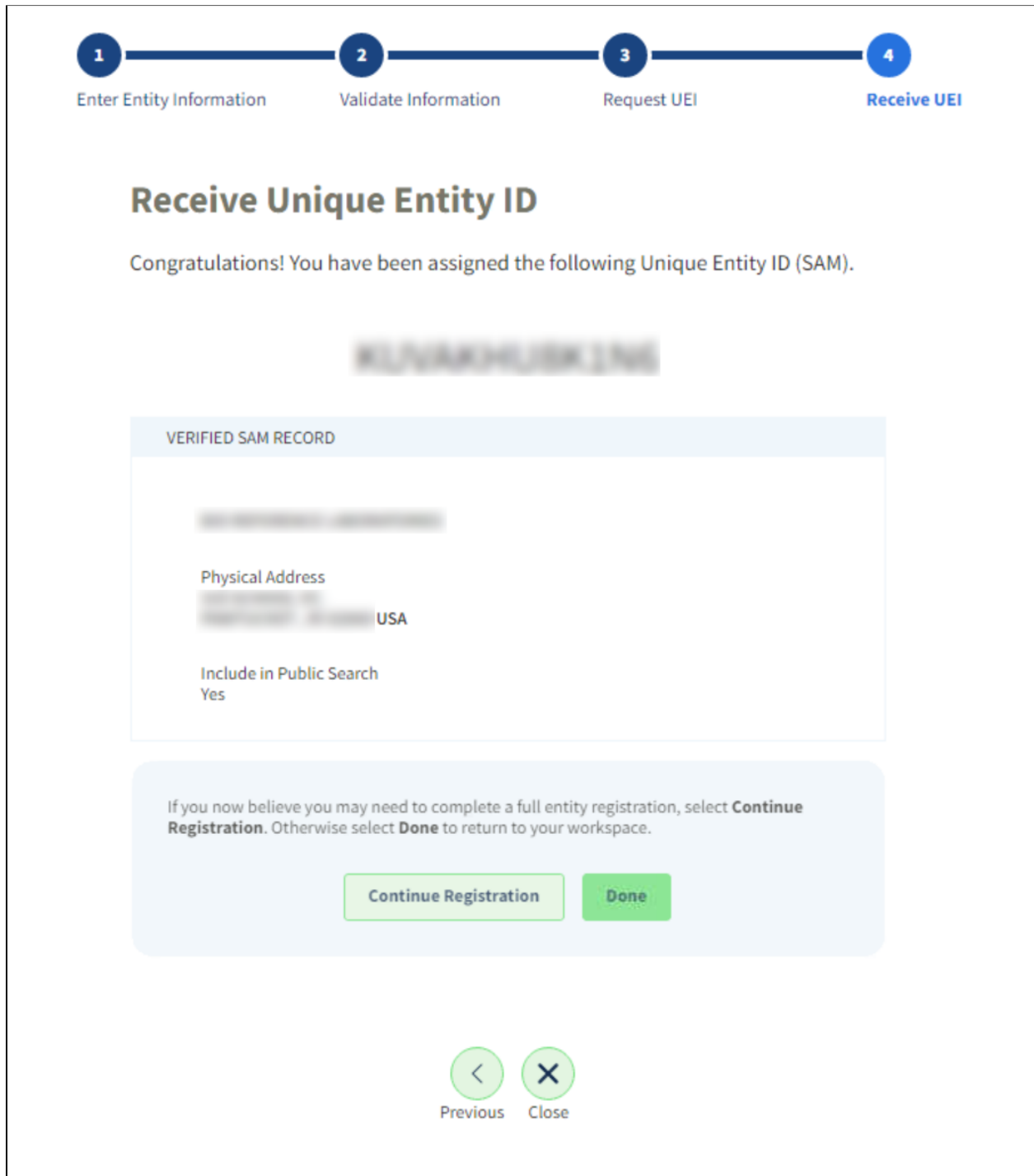
<

×

Previous

Cancel

- On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.



The screenshot shows a four-step progress bar at the top: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI, and 4. Receive UEI (highlighted in blue). Below the progress bar, the heading 'Receive Unique Entity ID' is displayed. A congratulatory message states: 'Congratulations! You have been assigned the following Unique Entity ID (SAM).' The Unique Entity ID is shown as a blurred text field. Below this, a 'VERIFIED SAM RECORD' section contains a blurred record ID, the label 'Physical Address', a blurred address followed by 'USA', and the option 'Include in Public Search' with 'Yes' selected. At the bottom of this section, a message reads: 'If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.' Two green buttons, 'Continue Registration' and 'Done', are provided. At the very bottom, there are two circular navigation buttons: a left arrow labeled 'Previous' and a close icon labeled 'Close'.