# Request for Proposal (RFP) – Nepal EGRP-RFP/RFQ-FY20-P010 Amendment 1

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Printing, finishing, packaging and delivery of supplementary reading materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price with Payment Milestones</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>June 19 to September 30, 2020</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID’s Early Grade Reading Program (EGRP)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>The Selection Committee</td>
</tr>
<tr>
<td></td>
<td>RTI- USAID Early Grade Reading Program</td>
</tr>
<tr>
<td></td>
<td>House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.</td>
</tr>
<tr>
<td>Date of Issue of Original RFP:</td>
<td>Thursday, May 14, 2020</td>
</tr>
<tr>
<td>Date of Issue of Amendment 1:</td>
<td>Tuesday, May 26, 2020</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Monday, May 18, 2020, 11:00 AM Nepal Standard Time at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a></td>
</tr>
<tr>
<td></td>
<td>Note: Questions and Answers will be posted on RTI website.</td>
</tr>
<tr>
<td>Date for Pre-Bid Meeting RSVP:</td>
<td>May 19, 2020 by 4.00 PM Nepal Standard Time</td>
</tr>
<tr>
<td></td>
<td>Confirmation (RSVP) is required from all suppliers interested in attending the pre-bid meeting, which will be conducted via Zoom. A maximum of two representatives from each interested company will be permitted to attend. Send your confirmation of attendance including the name(s) of your participant(s) at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a> and subsequently the Zoom meeting invitation will be sent to you.</td>
</tr>
<tr>
<td>Date of Pre-Bid Meeting:</td>
<td>Thursday, May 21, 2020, 10:00 AM to 11:00 AM Nepal Standard Time</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td><strong>Monday, June 08, 2020, 11:00 AM Nepal Standard Time</strong></td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

**Method of Submission:** Via email to srm-procurement@np-egrp.rti.org

The bidder should transmit (send) three (3) separate emails (packages) in email ID: srm-procurement@np-egrp.rti.org.

The email packages should be as follows:

1) In the first email package bidder should transmit (send) two (2) attachment files for - i) minimum eligibility requirement documents and ii) technical proposal and email should be marked “SRM – Minimum Eligibility and Technical Proposal”.

2) In the second email package the bidder should transmit (send) one (1) attachment file for – financial proposal for Scenario 1 along with the budget narrative and email should be marked “SRM- Financial Proposal for Scenario 1”.

3) In the third email package the bidder should transmit (send) one (1) attachment file for – financial proposal for Scenario 2 along with the budget narrative and email should be marked “SRM- Financial Proposal for Scenario 2”.

The bidder agrees to hold the prices in its offer firm until the full execution of the resulting contract(s), unless another time is specified in an addendum to this RFP.

This RFP is applicable to bidders legally registered in Nepal only.

The bidders are required to submit one (1) overall technical proposal and two (2) financial proposals for the following two scenarios:

**Scenario 1:** Provide costs to deliver the materials to 22 district headquarters and make provision to store the materials till the materials are handed over to EGRP staff i.e. till the end of contract period.

**Scenario 2:** Provide costs to deliver the materials to 9,508 schools in 22 districts using a delivery tracking system, as well as costs to deliver to LEUs, EDCUs, ETCs and CLAs as specified in Annex 1.
In the **technical proposal**, please provide technical information **in the order** below, specified in the evaluation criteria:

1. **Detailed delivery plan/schedule covering plans for 1) distribution to district headquarters and 2) distribution to schools**
2. **Technical contents**
3. **Quality**
4. **Past performance**

The evaluation committee can then fairly evaluate all the responsive proposals without any missing information. Please note that EGRP evaluators will open and review all the proposals at the same time.

**Note:** The technical proposal should cover information for both delivery up to 22 district headquarters; and delivery up to schools using a tracking system to verify delivery.

The financial proposals will only be opened for the firms/companies that score a minimum of 36 points out of 60 (60%) in the technical proposal evaluation.

*RTI International reserves the right to change or cancel the requirement at any time during the RFP solicitation process.*

The Bidder 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.

<table>
<thead>
<tr>
<th>Solicitation Number:</th>
<th>Nepal EGRP-RFP/RFQ- FY20-P010 Amendment 1</th>
</tr>
</thead>
</table>

### Attachments to RFP:

1. Attachment “A” – Material Specifications/Scope of Work
2. Attachment “B” – Instructions to Bidders
3. Attachment “C” – Steps to obtain DUNS number (exceeding $30,000)
4. Attachment “D” – Budget Narrative Template

a. Annex-1 – Detail specifications, quantity and school lists
b. Annex-2 – Budget template for Scenario 1
c. Annex-3 – Budget template for Scenario 2

All PO Terms and Conditions are listed on our website at: [http://www.rti.org/POterms](http://www.rti.org/POterms).
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Bidder’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Bidder’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
Attachment-A
Material Specifications
Statement of Work

This RFP Amendment-1 is being issued because changes need to be made to the RFP to revise the submission requirements and to extend the submission deadline. The changes are as below:

- The bidders are now required to submit the proposal via email to srm-procurement@negrp.rti.org instead of submission of hard copy.
- The submission deadline is extended to Monday, June 08, 2020, 11 AM from June 05, 2020.
- The bidders are no longer required to submit the dummy samples and samples of similar previous work.

Description of Activity/Service:

Description of Activity/Service:

One of the core goals of RTI-USAID Early Grade Reading Program is to promote early grade reading through the use of appropriate teaching/learning and education materials and supplementary reading materials that aid in the acquisition of classroom reading skills for students of grades 1, 2 and 3.

The bidder will print, finish, pack and deliver supplementary reading materials and lending registers as per the requirements below:

Printing:
The bidder will print the supplementary reading materials and lending registers as mentioned in specification in Annex-1. All materials to be printed will be provided by the Early Grade Reading Program, using camera ready pdfs and samples.

Note: All books and materials should be printed in Nepal.

Packaging:
The bidder will package the finished supplementary reading materials prior to delivery in a waterproof shrink wrapped 25x11x5 inches size 7-ply corrugated cardboard boxes with double packing strip. One side of the box should have a printed sticker containing USAID and Government of Nepal logos sized 20 cm x 15cm. Artwork and instructions will be provided by EGRP for this purpose. One (1) set of 177 titles with 3 lending registers for grade 1, 2 and 3 should be packed for each school. Within each box, materials should be bundled by grade-wise (60 books each including lending register) in each pack and then shrink wrapped. There
should be 3 shrink wrapped packs in a box and each pack should have the list of book titles with grade on top.

**Delivery:**

**Scenario I:**

The bidder will deliver the materials to 22 districts headquarters, CLAs and EGRP Central Office as below:

<table>
<thead>
<tr>
<th>SN</th>
<th>District</th>
<th># Box to be delivered</th>
<th>SN</th>
<th>District</th>
<th># Box to be delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Taplejung</td>
<td>370</td>
<td>12</td>
<td>Rasuwa</td>
<td>115</td>
</tr>
<tr>
<td>2</td>
<td>Bhojpur</td>
<td>410</td>
<td>13</td>
<td>Tanahun</td>
<td>520</td>
</tr>
<tr>
<td>3</td>
<td>Khotang</td>
<td>515</td>
<td>14</td>
<td>Myagdi</td>
<td>260</td>
</tr>
<tr>
<td>4</td>
<td>Siraha</td>
<td>600</td>
<td>15</td>
<td>Baglung</td>
<td>565</td>
</tr>
<tr>
<td>5</td>
<td>Dhanusha</td>
<td>525</td>
<td>16</td>
<td>Nawalparasi (W)</td>
<td>290</td>
</tr>
<tr>
<td>6</td>
<td>Mahottari</td>
<td>480</td>
<td>17</td>
<td>Kapilbastu</td>
<td>660</td>
</tr>
<tr>
<td>7</td>
<td>Sarlahi</td>
<td>615</td>
<td>18</td>
<td>Rolpa</td>
<td>450</td>
</tr>
<tr>
<td>8</td>
<td>Rautahat</td>
<td>430</td>
<td>19</td>
<td>Salyan</td>
<td>480</td>
</tr>
<tr>
<td>9</td>
<td>Bara</td>
<td>525</td>
<td>20</td>
<td>Dailekh</td>
<td>525</td>
</tr>
<tr>
<td>10</td>
<td>Sindhuli</td>
<td>585</td>
<td>21</td>
<td>Accham</td>
<td>520</td>
</tr>
<tr>
<td>11</td>
<td>Sindhupalchok</td>
<td>570</td>
<td>22</td>
<td>Doti</td>
<td>440</td>
</tr>
</tbody>
</table>

Total boxes for 22 District Headquarters: 10,450

Boxes for CLAs and EGRP Kathmandu Office: 50

**GRAND TOTAL**: 10,500

The boxes will be delivered to the vendor’s warehouse located in the 22 district headquarters. The vendor will make a provision to store the materials at the district headquarters until September 30, 2020. The vendor will hand over the materials to EGRP authorized person before the end date of contract. The EGRP authorized person will verify the materials and provide verification note to vendor after verification. All warehouses should have secure, dry and clean storage facilities and the materials should be insured during the entire storage period. Proper security of warehouses must be arranged by vendor. Vendor will be responsible for any damages, wear and tear during storage in warehouses.

Please refer to Annex-1 for specifications, quantity, packaging information and Annex-2 for detailed budget calculation.
Scenario 2:

The bidder will deliver the materials to schools in the following 22 program districts:

<table>
<thead>
<tr>
<th>SN</th>
<th>District</th>
<th>Number of schools</th>
<th>SN</th>
<th>District</th>
<th>Number of schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Taplejung</td>
<td>338</td>
<td>12</td>
<td>Rasuwa</td>
<td>89</td>
</tr>
<tr>
<td>2</td>
<td>Bhojpur</td>
<td>376</td>
<td>13</td>
<td>Tanahun</td>
<td>470</td>
</tr>
<tr>
<td>3</td>
<td>Khotang</td>
<td>477</td>
<td>14</td>
<td>Myagdi</td>
<td>232</td>
</tr>
<tr>
<td>4</td>
<td>Siraha</td>
<td>544</td>
<td>15</td>
<td>Baglung</td>
<td>529</td>
</tr>
<tr>
<td>5</td>
<td>Dhanusha</td>
<td>461</td>
<td>16</td>
<td>Nawalparasi (W)</td>
<td>259</td>
</tr>
<tr>
<td>6</td>
<td>Mahottari</td>
<td>434</td>
<td>17</td>
<td>Kapilbastu</td>
<td>626</td>
</tr>
<tr>
<td>7</td>
<td>Sarlahi</td>
<td>558</td>
<td>18</td>
<td>Rolpa</td>
<td>414</td>
</tr>
<tr>
<td>8</td>
<td>Rautahat</td>
<td>380</td>
<td>19</td>
<td>Salyan</td>
<td>446</td>
</tr>
<tr>
<td>9</td>
<td>Bara</td>
<td>471</td>
<td>20</td>
<td>Dailekh</td>
<td>472</td>
</tr>
<tr>
<td>10</td>
<td>Sindhuli</td>
<td>552</td>
<td>21</td>
<td>Accham</td>
<td>485</td>
</tr>
<tr>
<td>11</td>
<td>Sindhupalchok</td>
<td>507</td>
<td>22</td>
<td>Doti</td>
<td>388</td>
</tr>
</tbody>
</table>

Total number of Schools: 9,508

The delivery to schools will be done using a delivery tracking system. The bidder must develop a delivery tracking system to track delivery status of the boxes from central headquarters to schools. The tracking system must indicate delivery status of each box and geo-location coordinates of each delivery point (school), and include a photo of the signed delivery receipt from each school. The bidder must demonstrate previous experience of using a similar delivery tracking system. Preference will be for an electronic tracking system that has an online dashboard with live updates on the status of delivery to schools, and which is accessible for checking by EGRP personnel.

In addition to the materials sent to the schools, there will be additional provision of supplementary reading materials to the Education Development and Coordination Units (EDCUs), Central Line Agencies (CLAs), Local Education Units (LEUs), Education Training Center (ETCs) and Early Grade Reading Program Central and Regional offices (COs and ROs).

Please refer to Annex-1 for specifications, quantity, packaging information and list of schools and Annex-3 for detailed budget calculation.

Product or Service Expectations (both if applicable):

**Expectation from the Bidder:**

One of the core goals of EGRP is to promote early grade reading through the use of
appropriate teaching learning materials and supplementary reading materials that aid in the acquisition of classroom reading skills.

**What do we expect from the vendors?**

1. Printing of supplementary reading materials for school use using the specifications provided in Annex-1.
2. Packaging in 25x11x5 inches box size with clear branding that acknowledges the Nepal government and USAID. All materials should be shrink wrapped before packing. **Branding and marking guidelines for these materials will be provided by EGRP.**
3. Scenario 1: Delivers and keeps safely the books in vendor’s warehouse located at 22 district headquarters.
   Scenario 2: Delivers to 9,508 schools and LEUs, EDCUs and ETCs in 22 program districts in coordination and collaboration with Education Development and Coordination Units and local EGRP team.

**Deliverables, Timelines, Special Terms and Conditions:**

These materials need to be delivered either to 22 districts or to 9,508 schools with additional materials to EDCUs, CLAs, LEUs, ETCs and EGRP offices, depending upon the final requirement of EGRP. The expected period of performance is June 19 to September 30, 2020. Payment will be milestone based. There will be no advance payment.

Note: it is possible that the purchase order agreement could be for a smaller or larger quantity of materials than specified in Annex-1. The bidders should keep the option open and be flexible for printing 10% more or less than what is mentioned in the RFP. The unit cost should be the same irrespective of the quantities, 10% plus or minus, of the quantities specified in Annex-1.

The bidder is required to provide a detailed work plan of each activity of printing, packaging and delivery period. The proposals will be evaluated on the basis of the detailed work plan of the activity as follows:

- Printing Activity:
- Finishing Activity:
- Packaging Activity:
- Delivery Activity:

Please provide a Gantt Chart or Bar Graph for the timeline. Please note that some of the activities may overlap.

**ELIGIBILITY REQUIREMENT:**

Given the complexity of the task, only bidders with their own printing service and those that meet all the eligibility requirement mentioned in points A, B, C, D and E should apply. Proposals of the bidders who do not meet the minimum eligibility requirement will not be considered for evaluation.
A. Experience
A minimum of three years in operation prior to the date of proposal submission with an important part of its business being the manufacturing of printed education materials.

- Two (2) reference letters from previous or current clients for printing and distributing of reading materials (including phone number, location, name of contact persons and email address within the last three years)
- Company profile

B. Financial Capacity
Soundness of the bidder’s financial position demonstrated through audited annual financial statements (balance sheet, income statement) of the last three years

- Audited financial statements – previous 3 years (2073/74, 2074/75 and 2075/76), including profit & loss and balance sheet
- Evidence of bidder’s financial position, e.g. liquid assets, line of credit etc., to meet any possible cash requirement that may arise during the execution of the contract (minimum of NPR 20,000,000)
- Total turnover of NPR. 50,000,000 (fifty million Nepalese rupees) over last 3 years

C. Legal Registration Documents
- Company registration certificate
- VAT registration certificate
- Company tax clearance certificate of the year B.S. 2075/76

D. Signed Copy of this RFP document

E. DUNS & Bradstreet Number (a nine character unique number)

The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization, which is mandatory for proposal submission.

Note: - This process can take much longer than two business days. It is advised to apply immediately if bidders are interested in submitting proposals. The detail instructions and steps to obtain DUNS number is given in attachment C.

If outsourcing will be part of the proposal, please state clearly the exact sub-processes and quantities to be outsourced, as well as the sub-supplier with a signed consent letter, firm registration and VAT certificates. While outsourcing will be allowed under this award, it is imperative that the contractor be transparent about processes, tasks and quantities to be outsourced. Unreported outsourcing will be penalized.

Pricing
The financial proposal should include the costs breakdown of printing, packaging and delivery as per the attached budget templates (Annex-2 and Annex-3). All bidders are required to submit a budget narrative (Attachment D) along with each financial proposal.
Note: The proposed cost should include any operational costs like human resource, insurance, communication and any other related expenses.

**Scenario 1:** Delivery of the materials to 22 districts headquarters specified in description of Activity/Service

The cost proposal should include the following headings:

<table>
<thead>
<tr>
<th>SN</th>
<th>Budget Summary of SRM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Activities</strong></td>
</tr>
<tr>
<td>1</td>
<td>Total Printing Cost (tab1)</td>
</tr>
<tr>
<td>2</td>
<td>Total Packaging Cost (tab2)</td>
</tr>
<tr>
<td>3</td>
<td>Total Delivery/Transportation Cost (tab3)</td>
</tr>
<tr>
<td>4</td>
<td>Total Warehouse Cost (tab4)</td>
</tr>
<tr>
<td>5</td>
<td>Total Human Resource (tab5)</td>
</tr>
<tr>
<td>6</td>
<td><strong>Insurance Cost</strong></td>
</tr>
<tr>
<td></td>
<td><em>(Insurance Cost of all materials against fire, theft and damage in warehouse and in-transit, attached separate sheet for detail calculation)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT at 13%</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total Cost of the Proposal</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Scenario 2:** Delivery of materials to schools in the following 22 program districts specified in description of Activity/Service

The cost proposal should include the following headings:

<table>
<thead>
<tr>
<th>SN</th>
<th>Budget Summary of SRM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Activities</strong></td>
</tr>
<tr>
<td>1</td>
<td>Total Printing Cost (tab1)</td>
</tr>
<tr>
<td>2</td>
<td>Total Packaging Cost (tab2)</td>
</tr>
<tr>
<td>3</td>
<td>Total Delivery/Transportation Cost (tab3)</td>
</tr>
<tr>
<td>4</td>
<td>Total Warehouse Cost (tab4)</td>
</tr>
<tr>
<td>5</td>
<td>Total Human Resource (tab5)</td>
</tr>
<tr>
<td>6</td>
<td><strong>Delivery Tracking System Cost</strong></td>
</tr>
</tbody>
</table>
### Insurance Cost

*(Insurance Cost of all materials against fire, theft and damage in warehouse and in-transit, attached separate sheet for detail calculation)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>VAT at 13%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total Cost of the Proposal</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Please do not write the cost (price) in the above table. The cost should be written on “Annex 2 and Annex 3: Cost Proposal Summary” only.

By signing this attachment, the bidder confirms he/she has a complete understanding of the specifications and fully intends to deliver items that comply with the specifications as specified in Annex 1. *(attach this signed document in the minimum eligibility requirement envelope).*

By: *(Bidder Company Name)*

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 Annex 1. 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 Bidder unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” bidder based on conformance to the listed specifications, the ability to service this contract, and price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFP, bidder understands that quantities indicated in the specifications (Annex 1) 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

<table>
<thead>
<tr>
<th>RTI-USAID Early Grade Reading Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 14417</td>
</tr>
<tr>
<td>House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.</td>
</tr>
</tbody>
</table>

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

| USAID |

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

3. **Proposal Requirements.** All bidders will submit a proposal which contains offers for all items and options included in this RFP. All information presented in the bidder’s proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the 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 bidder’s proposal shall include the following:

(a) The solicitation number: Nepal EGRP-RFP/RFQ- FY20-P010 Amendment 1
(b) The date and time submitted:
(c) The name, address, and telephone number of the bidder and authorized signature of same:
(d) Validity period of Quote: 90 days.
(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 bidder 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 bidder 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: June 19 to September 30, 2020

(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 bidder, by their response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. **Forms:** Bidders (potential bidders or suppliers) must record their pricing utilizing the format found on Annex 1. Bidders must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.

5. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidders 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 RFP. The bidder 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 Bidder.

6. **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) Proof of delivery/Packing List
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals:** Bidders 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 bidder whose offer conforms to the RFP and will be most advantageous to RTI, price and other factors considered. The award will be made to the bidder representing the **best value** to the project and to RTI. For the purpose of this 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 bidder. Therefore, the bidder’s best and final offer should contain the bidder’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 comprise of the following criteria:

(a) **PRICE - Maximum Weight – 40 Points**
   - Lowest evaluated ceiling price

(b) **DETAILED DELIVERY PLAN USING – Maximum Weight – 20 Points**
   - Please provide evidence and details of the delivery plan with the information below:
     i. The most detailed convincing delivery plan and schedule to complete the task
     ii. Vehicles/ transportation arrangement
     iii. Warehouse capacity in center and in 22 districts to complete the task
     iv. Distribution channel/network from the center to the districts and schools
     v. Human resources for management and distribution at center and districts
     vi. Detailed plan for the delivery tracking system

(c) **TECHNICAL CONTENTS – Maximum Weight – 20 Points**
   - Bidders can demonstrate with evidence that Items/Services shall satisfy or exceed the specifications described in Annex-1. The evidence of following machinery is required:
     i. Evidence of prepress to finish the task on time with high quality
     ii. Evidence of printing plants to finish the task on time with high quality
     iii. Evidence of finishing machines to finish the task on time with high quality
iv. Evidence of packaging/wrapping machines to finish the task on time with high quality
v. Evidence of skilled printing and packaging human resource

(d) QUALITY – Maximum Weight – 15 Points
Bidders can demonstrate their capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner with the following evidence:
i. Existing stock of specified raw materials (given the time constraint and COVID-19 situation the bidder needs to strongly demonstrate their stock availability)
ii. Quality assurance and remediation plan

(e) PAST PERFORMANCE - Maximum Weight – 5 Points
i) Evidence demonstrating previous experience of printing, packaging and delivery of reading materials of similar quality (i.e. similar printing specifications) to school level within past three years and evidence demonstrating previous experience in delivery using a tracking system

Total weightage – 100 Points

12. Award Notice. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful bidder 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 Bidder in the preparation and submission of a proposal or amendments to a proposal. The proposal shall be considered valid for 90 days after submission.

14. Representations and Certifications. Winning bidders 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. Anti- Kick Back Act of 1986. US Government’s 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 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.

Acceptance:
Bidder agrees, as evidenced by signature below, that the bidder’s completed and signed solicitation, bidder’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein. (*attach this signed document in the minimum eligibility requirement envelope*)

By: (Bidder Company Name)

Signature: __________________________________________________________

Title: 

Date:
ATTACHMENT C: - STEPS TO OBTAIN DUNS NUMBER (exceeding $30,000)

ORGANIZATION INSTRUCTIONS

PURPOSE OF THIS STEP:

The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization.

This process should take no more than 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers.

Ask your administrator or chief financial officer to provide your organization’s DUNS number. If your organization is based in the U.S., a DUNS number can be requested by phone or online.

Webpage for phone number: http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp

If your organization is located outside the United States, you can request and register for a DUNS number through the following web site.

Webpage for registration: http://fedgov.dnb.com/webform/displayHomePage.do

This is the information you will need to have available in order to obtain the DUNS number. (If your organization does not already have one):

- Legal Name of organization
- Name of the organization CEO
- The primary type of business your company engages in (NCIA/SIC CODE)  
  To obtain this code please go to www.naics.com/search.htm
  (Also see list attached)
- Any other name your business might be recognized by, i.e. doing business as (DBA)
- Physical organization address (city, state and zip code)
- Mailing address if separate from headquarters
- Telephone number
- Name of the primary contact person and his or her title
- Number of employees at your location
- Is this a home-based business?

If your organization does not have a DUNS number, use this Dun & Bradstreet (D&B) online registration process to receive one free of charge.

NOTE: Obtaining a DUNS number places your organization on D&B’s marketing list that is sold to other companies. You can request not to be added to this list during your application.
Attachment D

**Budget Narrative: Note:** Bidder is required to submit budget narrative for both scenarios (1 & 2) and it should be attached to the respective financial proposal.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Early Grade Reading Program (EGRP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Organization</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Period of Project</td>
<td></td>
</tr>
<tr>
<td>Budget Currency</td>
<td></td>
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</tbody>
</table>

Please describe rational for unit rates proposed in the cost proposal.

**Budget Topics**

1. **Printing**

2. **Packaging**

3. **Warehouse**

4. **Delivery/Transportation**

5. **Human Resource**

6. **Insurance**