

RESPONSES TO QUESTIONS RAISED DURING VENDOR BRIEFING SESSION.

Question 1

Vendor D: Can a vendor indicate RTI in the past performance section of a proposal?

Answer: Yes. If a vendor has serviced an RTI project with a similar scope and is relevant to the current procurement.

Question 2

Vendor D: Is there any delivery time RTI expect to meet? Number of days?

Answer: Not specific but the vendor should do their best and deliver as quickly as possible without compromising on the quality of the materials.

Question 3:

Vendor D: Will RTI accept partial deliveries or will delivery be made when the whole project is complete?

Answer: By default Tusome expects all-at-once deliveries. However, Tusome is willing to entertain proposals that offer partial, ongoing deliveries as a separate option (not as the only option). For the "Delivery timeline" metric, vendors' offers will be scored on the basis of when the final book for the final county will be in Tusome's possession.

Question 4:

Vendor D: We need to work out how many boxes are required for packing, we also need to know how many schools will be there

Answer: An illustrative packing list will be included in the response to Questions that will be issued on May 16.

Question 5:

Vendor D: Is there any way RTI acknowledge e-submission so that vendor is sure it reached RTI's inbox?

Answer: It is possible, but the requirement for this submission is for the bids to be submitted in hard copy, an email submission shall not be responsive and it will mean that the vendor will be removed from the competition.

Question 6:

Vendor A: How long does it take you to evaluate?

Answer: Initial bid evaluation aims to be completed within a few days of the submission deadline. Due diligence and formulation of BAFO questions may occasionally take extra time.

Question 7:

Vendor D: Bid will be in hard copy and CD also you need the same password protected files?

Answer: Yes, the soft copy files in the CD should be password protected.

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Question 8:

Vendor I: What is the usefulness of the soft copy to the procuring entity? Can we deliver them to you then you print them elsewhere?

Answer: The vendor should provide both the hard copy and the softcopy.

Question 9:

Vendor d: Do we need password protected CD copy.

Answer: The soft copy file in the CD must be password protected.

Question 10:

Vendor H: We can ask Question on packing now or later?

Answer: The RFQ provides a provision for vendors to ask questions. The vendor will ask the question during this period.

Question 11:

Vendor D: So no need to submit the password protected file by email?

Answer: Any electronic submission must be password protected.

This particular procurement require physical submission of bids only, the CD soft copy files should be password protected.

Question 12:

Vendor B: Can we submit the prices in USD?

Answer: Yes, but if we have to change the currency to Kenya shillings RTI, will use the Oanda exchange rates for the day of evaluating the bids.

Question 13:

Vendor D: What do you mean by CRC?

Answer: Camera Ready Copy. These are the digital copies that will be sent to the vendor to begin their pre-press process.

Question 14:

Vendor D: You always need print proofs and until it is approved we cannot proceed; do you also ask for advance copy ?

Answer: Answers will be provided on 16 May 2018

Question 15:

Vendor D: When RTI demands partial delivery, is payment made 30 days after receipt of the partial delivery or after delivery of all the books?

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Answer: If a vendor is interested in having a partial advance payment the time to indicate that is before the contract is signed. RTI standard terms indicate that we pay on net 30 terms after receipt of invoice following completion of the work. This should however be discussed during negotiation of the contract but not after the contract have been signed.

Question 16:

Vendor B: What is the mode of transportation?

Answer: It's the vendor's responsibility to determine the most appropriate mode of transportation to avail the materials with consideration of price and delivery timelines.

Question 17:

Vendor A: will the bid require samples provided?

Answer: Samples and dummies will be required.

Question 18:

Vendor d: Will RTI require the vendor to deliver all 2.4 million books together?

Answer: By default, RTI expects all 2.4 million books to be delivered at once

Question 19:

Vendor H: The packing must be offered in Kenya or in the country of origin or both?

Answer: Vendor can propose either or both of those as long the proposal is clear on timelines and price.

Question 20:

Vendor I: Can the samples be same specs but different titles eg. Maths?

Answer: Yes, the subject does not matter as long as the sample conforms to the specifications.

Question 21:

Vendor I: Can we accumulate deliveries over a year running to over 2.4million books for a running contract?

Answer: One set of specification and task to complete for a single vendor is one contract.

Question 22:

Vendor D: Explain the warranty terms indicated on the RFQ.

Answer: Answers will be provided on 16 May 2018

Question 23:

Vendor H: For the delivery schedule: do you have to print samples before mass run on the printing machine used for the large quantity or digital printed sample would be ok for approval?

Answer: Answers will be provided on 16 May 2018

Question 24:

Vendor H: Are the labels to be printed in A4? Which color is to be used per district?

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Answer: Details regarding label colors will be provided in the final packing list given to the vendor who receives the award.

Question 25:

Vendor D: Will per box weight be 16 kgs or 20kgs?

Answer: The maximum weight per box will be 16Kgs.

Question 26:

Vendor I: Can we provide an alternate contact person since we are a large organization?

Answer: For the past performance references, the vendor will be required to provide contact of at least 2 people from each client organization.

Question 27:

Vendor A: The bid is to be submitted physically along with a CD how then do we need to scan a copy of PO's of our past performance?

Answer: We need the scanned copies as we require to file the documents electronically.

Question 28:

Vendor I: I hope the samples do not have to be scanned coz we'll avail soft copies

Answer: The samples should be availed in hard copy/physical sample.

Question 29:

Vendor G: do we have to palletize the books per school? per county?

Answer: It is the vendor's choice to propose palletizing by county. That is not a requirement of the RFQ.

Question 30:

Vendor D: Do you want the tender document to be submitted in a particular order?

Answer: Yes, the details shall be provided in the checklist.

Question 31:

Vendor A: If specifications are similar is it okay to provide 1 samples for such?

Answer: Vendor shall be required to provide 1 A4 and 1 B5 sample and 1 A4 and 1 B5 dummy.

Question 32:

Vendor H: If we manage the packing in a warehouse in Kenya, do we plan storage during loading of the trucks for the distribution to all schools or we have to deliver in another RTI Warehouse?

Answer: Answers will be provided on 16 May 2018

Question 33:

Vendor B: The final delivery location is to single warehouse in Nairobi?

Answer: Yes.

Question 34:

Vendor A: Are samples returnable after the final evaluation?

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Answer: No they are not. They remain with RTI in perpetuity.

Question 35:

Vendor B: Is it possible to state the exact address of warehouse in Nairobi, we need this to calculate the freight?

Answer: Answers will be provided on 16 May 2018

Question 36:

Vendor H: Do we have to weigh the cartons and mention the weight on the label?

Answer: Answers will be provided on 16 May 2018

Question 37:

Vendor D: Are advance copy (finished books) required or not after approval of proofs

Answer: Answers will be provided on 16 May 2018