

16th May, 2018.

TO:

All vendors participating in the USAID Tusome Early Grade Reading Activity tender for printing of class 2 pupils books and teachers guides 2018.

Subject: RESPONSES TO THE QUESTIONS RAISED BY VENDORS.

1. Kindly clarify the exact address of warehouse in Nairobi for calculating freight.
[Address: Enterprise Road, Industrial Area P.O. Box 30127, Nairobi 00100; City/Town: Nairobi.](#)
2. Provide a sample packing list with detailed list of all the schools to enable the preparing of the packing timelines to be included in the Gantt chart. Please provide this sample packing list in EXCEL format for easy calculations. Otherwise, please advise if we can refer to the sample packing list (that you had shared with us for the earlier Kenya tender for Grade 3 titles) to work out the production schedule and pricing etc.? That sample packing list was for almost 23,900 schools.
[Response: Please find attached packing list, note that the numbers are illustrative and approximates. The quantities in attachment A of the RFQ are the quantities required.](#)
3. How many schools are going to be there for this RFP distribution? Please advice.
[Response: See response to question 2 above.](#)
4. Please advise if palletization is required for this project.
[Response: This question is vague. Vendors are reminded to propose packing strategies that will be cost effective and advantageous.](#)
5. Also, please note that we shall be submitting DDU prices (exclusive of taxes and duties).Hope the same is in order.
[Response: Not in order.](#)
6. Past Performance – There are buyers who do not release single LPO clubbing all the book titles, they release each book title separate LPO on same date mentioned on LPO and part of same project. In this case, RTI must consider as one project? Please confirm.
[Response: If they are different LPOs they are treated as separate projects.](#)
7. Will RTI accept partial deliveries as and when book ready County wise? Or will delivery be made when the whole project is complete 2.4 million books? As both the scenario make different in delivery time offered by the vendor?
[Response: For the purpose of this bid evaluation, delivery timeline refers to when RTI will have received all the 2.4 million books.](#)
8. Do you want us to offer both the delivery schedule- one considering whole project is complete (Pupil's and Teachers guide) and then delivery to start? Or delivery County wise, as and when ready?
[Response: See response to question 7 above.](#)
9. By default Tusome expects all books as per contact to deliver once? In this case RTI must be in position to have sufficient verifiers and space available to unload the goods at RTI

warehouse, Please confirm? If any delay due to space constraint at RTI warehouse, RTI must extend the LPO delivery completion date proportionally due to financial penalty clause on vendor, please confirm?

[Response: See response to question number 7 above.](#)

10. Will RTI Warehouse open on weekend i.e. Saturday and Sunday full day to accept the delivery along with verifier, otherwise vendor have to work out the delivery schedule based on 5 working days? Please confirm as it extend the number of days to completion the project.

[RTI will receive deliveries on Saturdays and Sundays if necessary.](#)

11. Does RTI will send verifier to vendor place while collating , packing and labeling of each and every book at vendor place OR not...there is nothing such mentioned in tender, but when it comes to execution...these become mandatory requirement from RTI. If yes, mention in RFQ clearly.

[Response: RTI expect to have a supervisor or a verifier on site if and when applicable.](#)

12. As per the RFQ – Vendor should deliver to RTI designated warehouse in Nairobi, it means RTI should not collect the books directly from vendor place? Please confirm as it disrupt vendor other delivery commitments?

[Response: Yes, the vendor should deliver to RTI's warehouse.](#)

13. We need to know how many schools will be there as without this we cannot work out how many box we will require to determine packing cost and labeling cost.

[Response: See response to question number 2 above.](#)

14. Per box weight of 16 kgs; internationally labor law, per box weight 20 kgs is acceptable, even in air shipment, as labor can easily pick up handle / carry. The number of box means- higher packing cost, more logistics cost due increase in volume. Please recheck and come back, as it make different on overall logistics, packing and labeling cost. We recommend to change it to 20kgs per box weight limit in RFQ.

[Response: Vendor can propose alternative packing approach when submitting their proposals.](#)

[Note: Alternative approaches should be in addition not in place of the RFQ directions.](#)

15. Advance copy approval required by RTI.As per the RFQ- vendor should commence production once they receive CRC and approved print proof by RTI (Laser printout of books and cromalin of cover), but RTI demands for a finished book/ printed book. How will the vendor produce one book using offset printing technology?

Printing one book on offset process is not possible, so vendor have to hold the production during printing, collating binding at every stage until RTI approve advance copy, please remove requirement of advance copy (complete book printed on offset machine) or incorporate this requirement in your lead-time chart with additional column.

[Response: Vendors are required to submit a digital proof. The “advance copy” is one of the books produced during the first run of mass production. Both are required.](#)

16. General packing instruction- WATERPROOF packages that are shrink wrapped, due to the ban of plastic film in Kenya by NEMA, this requirement cannot be met OR RTI has to get approval and license from NEMA as per rule. Licenses can only be provided to a buyer with justified application to NEMA, RTI should get stretch film directly from plastic manufacture. We can only facilitate to apply the same on box.

Response: Proposals must meet the RFQ requirements. However vendors may in addition suggest any other methods of packaging in their proposals.

17. Kindly Provide the name and telephone number of the person who will be receiving the tender documents. The details are required by the courier agent.

Response: Timothy Slade, 0795746767.

18. How and when can we provide the password for the CD soft copy?

Response: By email upon request.

19. As per the RFQ/RFP: *Detailed taxes (including VAT and duty) and other costs related to importation if applicable. Please clarify exactly information of detailed taxes:*

- i. What are these taxes and other costs?
- ii. The tax rate of each type?
- iii. How to calculate these taxes?

Response: It is the vendor's responsibility to determine and calculate all the applicable taxes.

20. Please can you provide us a list of Destination Points for Delivery?

Response: See response to question 1 and 2 above.

21. What will be Payment term period and Mode of Payment.

Response: Please see the RTI standard payment terms incorporated by reference in the RFQ.

22. Can you confirm Delivery Time Period

Response: It is the vendors' responsibility to propose an appropriate delivery timeline that will not compromise quality.

23. Is Prior Inspection of the Paper Quality Goods.

Response: This question is vague.

24. Packing – as mentioned, school-wise packing needs to be done. This means that a mix of 4 titles going to one particular school will be packed together. Some of the cartons will be having only one PB title, some of the cartons will have mix of 2 PB titles and some cartons mostly the last carton will have mix of PB and TG's. Hope the understanding is correct. Please confirm.

Response: That is a possible scenario.

25. Waterproof packing – By this we mean laying of one big plastic sheet at the bottom of the individual cartons, placing all the books on that plastic sheet and covering all those books with that plastic sheet completely before closing the carton. Thus, one plastic sheet will be required per carton.

Response: It is the vendors' responsibility to propose an appropriate, cost effective packing strategy that will not compromise the safety and security of the books and is responsive to the specification in this RFQ.

26. Shrink-wrapping the books in bundles – This will not be possible since we have to specify number of books per bundle for this. As the total number of books per school is different and there are close to 24000 schools, shrink-wrapping in bundles is not feasible & nbsp; Thus we will do waterproof packing however, we will not do shrink-wrapping. Hope this is okay.

Response: See response to question number 25 above.

27. Past Performance References – Please confirm if we have to give all three references of projects where school-wise packing was involved OR one or two projects with similar volume and value but not school-wise packing can also be included.

Response: It is the vendor's responsibility to select and report on past projects which most convincingly demonstrate their ability to successfully execute this RFQ. The references will be reviewed in light of the totality of submission.

28. Do we have to print the samples on the printing machines that we will use for the complete print run, or can the samples be digitally printed?

Response: See response to question number 15 above.

29. If the packing is completed in a warehouse in Kenya, should we plan for storage while trucks are being loaded for school-level distribution or does RTI have a warehouse we should use?

Response: The RFQ requires for delivery to an RTI designated warehouse in Nairobi.

30. If we have to plan for storage while we load trucks for school-level distribution, how many days of storage will we need?

Response: See the response to 29 above.

31. If the loading is done at a warehouse we finance, will RTI be in charge of the loading or will we?

Response: See the response to 29 above.