**Request for Proposal (RFP)**

**ACR Cambodia/RFQ/2019-019**

<table>
<thead>
<tr>
<th>Commodity/Service Required: Printing &amp; Delivery of Grade 2 Non Fiction Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement: Purchase Order</td>
</tr>
<tr>
<td>Type of Contract: Fixed Price with Payment Milestones</td>
</tr>
<tr>
<td>Term of Contract: October-November, 2019</td>
</tr>
<tr>
<td>Contract Funding: USAID</td>
</tr>
<tr>
<td>This Procurement supports: USAID - All Children Reading Cambodia Project</td>
</tr>
<tr>
<td>Submit Proposal to: The Selection Committee, <a href="mailto:ACRprocurement@rti.org">ACRprocurement@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFQ: 28 August 2019</td>
</tr>
<tr>
<td>Date Questions from Supplier Due: 04 September 2019</td>
</tr>
<tr>
<td>Date RFQ Due: 18th September 2019 at 4 pm Phnom Penh Standard Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s): 09th October 2019</td>
</tr>
</tbody>
</table>
### Method of Submittal:

Bids shall be submitted in sealed enveloped that bear the name of the Proposer of the RFP and clearly marked "RFP for Printing & Delivery of Grade 2 Non Fiction Titles By using the RTI RFP format. Bids should be fully signed, stamped, and addressed with attention to the **Selection Committee**, at RTI International-All Children Reading Cambodia Office:

**Location/Address:** #8 Street 352, BKK1, Phnom Penh, Cambodia (the office is shared with Open Institute) [here](#)

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 RFQ.

### Solicitation Number:

| ACR Cambodia/RFP/2019/019 |

### Attachments to RFP:

1. **Attachment “A” – Commodity Specifications**
2. **Attachment “B” – Instructions to Bidders/Sellers**
3. **Attachment “C” – Past Performance References**
All PO Terms and Conditions are listed on our website at forth at: 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”). 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.
<table>
<thead>
<tr>
<th>No. of copies</th>
<th>Extent (pages)</th>
<th>Inside Size</th>
<th>Color</th>
<th>Material</th>
<th>Cover Color</th>
<th>Material</th>
<th>Laminating</th>
<th>Finishing (Pack)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,791</td>
<td>20 pages</td>
<td>A 4</td>
<td>4/4</td>
<td>Art Matt</td>
<td>150gsm</td>
<td>4/0</td>
<td>Art Glossy</td>
<td>1/0 2 staples Binding</td>
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<td>4/0</td>
<td>Art Glossy</td>
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</tr>
</tbody>
</table>

Note: All 15 titles have to be packed in one set.
### Additional Information:

1. **Packing**

   - **Title:** All 15 title books need to be packed in one package.
   - **Protection:** Packing with title in one box, sealed with tape for protection, approximately 20Kgs per box.

Each box should have a label on top and on the side with the following information:
<table>
<thead>
<tr>
<th>All Children Reading Cambodia Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>[សេៀវសៅសរឿងម្ិនត្រឌិរថាាាក់ទី]</td>
</tr>
<tr>
<td>[Grade 2 Non Fiction Titles]</td>
</tr>
</tbody>
</table>

| ជំងឺសែ / សុំសម្រាប់/ សំណួររបស់  |
| Location: Phnom Penh / Kampong Thom / Siem Reap |

| [#] សំណួរ  |
| [#]  Book |

| ហ្គីតិវសម្រប់ សុំសម្រាប់/ សំណួររបស់  |
| Name & Address of Delivery Location |
2. កាលវិភ្នរននការែឹកជញ្ជូន - Delivery Schedule

<table>
<thead>
<tr>
<th>Location Location /Address</th>
<th>Number of Seto. of package</th>
<th>Delivery Schedule Delivery Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTI Office Phnom Penh</td>
<td>646 set (15 titles/set)</td>
<td>02 December 2019</td>
</tr>
<tr>
<td>Kampong Thom Provincial Teacher Training College</td>
<td>1310 set (15 titles/set)</td>
<td>02 December 2019</td>
</tr>
<tr>
<td>Siem Reap Provincial Teacher Training College</td>
<td>1835 set (15 titles/set)</td>
<td>02 December 2019</td>
</tr>
</tbody>
</table>

3. ការផ្តល់ជូនលអរំផ្ុរនិងច្ុងសត្កាយពីអាកលក់ - Best & Final Offer from Vendor

➢ អាកលក់រួរដរផ្តល់ជូននូវរំនលលអរំផ្ុរនិងច្ុងសត្កាយយក៏ែុុលកាុងកាុវិភ្នរននការែឹកជញ្ជូន។

Vendors should provide best and final offer for the printing and delivery of the materials, where applicable. As well as the most favorable, realistic delivery duration for each method of the processes listed in the delivery schedule.

4. ការរុណភ្នព - Quality Assurance

➢ រួរដររុណភ្នពររេ់អាកសែញនថៃត្រូះ់ជូនដផ្ាកម្មជាងកាុងកាុវិភ្នរននការែឹកជញ្ជូន។

Bidders’ quality assurance policy and procedures must be submitted as part of the solicitation response.

5. វិបាសបណ្តាញសិក្សារូប - Bid Currency

➢ សិក្សារូបទាំងអេះត្រូះ់ជូនដផ្ាកក្នុង United States Dollars.

6. ការចូលរួម/ការចូលរួមការសែច្ងាយ - Eligibility/Qualification Requirements

Given the complexity of the task at hand, only bidders that meet all the eligibility requirements mentioned below should apply.

a. ប្រជាជននិងប្រមូលផ្តុំ (មាសប្រជាជននិងប្រមូលផ្តុំថ្មី)

Experience (Provide Documentary Evidence)
i) A minimum of three years in operation prior to the date of quotation submission with an important part of its business being the manufacturing of printed and bound educational materials.

ii) Successfully completed at least 3 contracts with similar scope of this project. Please provide documentary evidence of these contracts and the full address, telephone number and email address of two contact persons of these contracts for reference check. See attachment “C”.

iii) Documentation that demonstrates that the bidder has sufficient internal quality control procedures for paper and textbooks. The bidder will also be assessed for quality performance in relation to previous contracts.

b. Production Capacity

i) Detailed listing of manufacturing equipment and specifications of each (Age, year of manufacture, impressions/copies)

c. Financial Capacity (Audited financial accounts—previous 2 years, include Profit & Loss and Balance Sheet)

d. Quality of Similar Past Work
i. Attachments: (legal documents)

Bidders will be required to submit at least 1 copy of samples of previous work that meet or exceed the specifications as described in this RFP.

e. Legal Registration Documents

i) Business Registration Document

ii) Current Tax Compliance Certificate

f. If outsourcing will be part of 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 & Delivery

Please complete the below form on unit and total pricing for printing, by including the cost of packaging and delivery services.

Please note that there will be liquidated damages equivalent to a deduction of 0.1% of the total purchased per day for late deliveries due to default on the part of the suppliers.

(please refer to the detail specification in attachment A).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Commodity</th>
<th>Quantity to be Printed</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price</th>
<th>Total Fixed Price</th>
<th>Delivery Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non-Fiction Books (2 titles)</td>
<td>7,582</td>
<td>Book</td>
<td>3,791 book/title x 2 titles</td>
<td>3,791 book/title x 2 titles</td>
<td>0.9</td>
</tr>
<tr>
<td>3</td>
<td>Grand total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost: Printing only (before taxes)**

**Grand total:**

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.

<table>
<thead>
<tr>
<th>រស់មានការឈ្មោនសិទ្ធិ</th>
<th>Name of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>ប្រធានការឈ្មោន</td>
<td>Representative:</td>
</tr>
<tr>
<td>ប្រធានការឈ្មោន</td>
<td>Title:</td>
</tr>
<tr>
<td>ការងារការឈ្មោន</td>
<td>Contact Number:</td>
</tr>
<tr>
<td>ទិន្នន័យសម្រាប់ការឈ្មោន</td>
<td>Date:</td>
</tr>
<tr>
<td>ប្រធានការឈ្មោន</td>
<td>Signature:</td>
</tr>
</tbody>
</table>
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 #8, Street 352, Boeung Keng Kang 1, Chamkarmorn, Phnom Penh, Cambodia.
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 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:

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.
Questions Concerning the Procurement: All questions in regard to this RFQ/RFP to be directed to:

The Selection Committee

at this email address:

ACRprocurement@rti.org

The cut-off date for questions is 04 September 2019

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. There will be liquidated damages equivalent to a deduction of 0.1% of the total purchased per day for late deliveries due to default on the part of the suppliers.

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)
8. **Attachment B**

(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 www.rti.org/poterms, http://www.rti.org/POterms, http://www.rti.org/files/PO_FAR_Clauses.pdf, or 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.
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) រនម្ៃ រនម្ៃ ត្ររល់បំផុត (ប្រសិទ្ធរបាលពិសេស)

PRICE. Lowest evaluated ceiling price (inclusive of option quantities)

(b) ការត្ររល់ទំនិញ

DELIVERY. Seller provides the most advantageous delivery schedule.

(c) ម្ុែទំនិញ/សេវាកម្ម ត្រូវរំសពញតាម្

QUALITY. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.

(d) ម្ុែទំនិញ/សេវាកម្ម ត្រូវរំសពញអាច្រងា ា ញថ្នែៃួន្

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.

The Bids will be evaluated in 2 Stages:

ការសែញនថៃនឹងត្រូវ នវាយរនម្ៃជាពីររំណាក់កាល

The Bids will be evaluated in 2 Stages:
**Stage 1:**

**Legal Registration Documents**

i) [Business Registration Document]

ii) [Current Tax Compliance Certificate]

Bids not meeting these requirements would be automatically disqualified.

**Stage 2:**

**Weighted Evaluation Factors**

(a) **PRICE**–**Maximum Weight**–**30 Points.** Lowest evaluated ceiling price will obtain maximum weighted points.

(b) **DELIVERY PLAN/SCHEDULE**–**Maximum Weight**–**25 Points.** Please provide details of the delivery plan. The lowest offered delivery time for the entire shipment will obtained maximum points.

(d) **QUALITY**–**Maximum Weight**–**20 Points.** Quality of samples provided in comparison to the specifications required.

(e) **PAST PERFORMANCE**–**Maximum Weight**–**25 Points.** A minimum of three years in operation prior to the date of quotation submission with an important part of its business being the manufacturing of printed and bound educational materials.
Successfully completed at least 3 contracts with similar scope of this project. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of two contact persons of these contracts for reference check. See attachment “C”.

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. **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.

**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.
By: ________________________________________________

(Name of Company)

Signature: ___________________________________________________________________________________________

Name of Representative: ______________________________________________________________________________

Title: _____________________________________________________________________________________________

Date: _____________________________________________________________________________________________
Past Performance References

Reference 1

Client & Date of work order: ____________________________
Client Phone Number: ________________________________
Location/Address: ______________________________________

Name(s) and email addresses of at least 1 contact person from the Client:

1. __________________________
2. __________________________

Reference 2

Client & Date of work order: ____________________________
Client Phone Number: ________________________________
Location/Address: ______________________________________

Name(s) and email addresses of at least 1 contact person from the Client:

1. __________________________
2. __________________________
Reference 3

Client & Date of work order:  

Client Phone Number:  

Location/Address:  

Name(s) and email addresses of at least 1 contact person from the Client:  

1.  

2.  