**Request for Proposal (RFP) – Nepal EGRP-RFP/RFQ-FY19-P002**

<table>
<thead>
<tr>
<th><strong>Commodity/Service Required:</strong></th>
<th>Printing, finishing, packaging and distribution of teaching, learning and educational materials and supplementary reading materials in corrugated cardboard boxes to schools in 16 Early Grade Reading Program districts.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Procurement:</strong></td>
<td>Purchase Order</td>
</tr>
<tr>
<td><strong>Type of Contract:</strong></td>
<td>Fixed Price with Payment Milestones</td>
</tr>
<tr>
<td><strong>Term of Contract:</strong></td>
<td>90 Days</td>
</tr>
<tr>
<td><strong>Contract Funding:</strong></td>
<td>USAID</td>
</tr>
<tr>
<td><strong>This Procurement supports:</strong></td>
<td>USAID’s Early Grade Reading Program (EGRP)</td>
</tr>
</tbody>
</table>
| **Submit Proposal to:**       | The Selection Committee  
RTI- USAID Early Grade Reading Program  
House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.  
procurement@np-egrp.rti.org |
| **Date of Issue of RFP:**     | December 10, 2018                                                                                                                                                                               |
| **Date Questions from Supplier Due:** | Monday, December 17, 2018, 12:00 Noon Nepal Standard Time at procurement@np-egrp.rti.org                                               |
| **Pre-bid Meeting**           | Tuesday, December 18, 2018, 9:00 AM to 10:00 AM Nepal Standard Time at EGRP conference room, House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu |
| **Date of Proposal Due:**     | January 10, 2019, 11:00 AM Nepal Standard Time                                                                                                                                                   |
| **Approximate Date Purchase Order Issued to Successful Bidder(s):** | January 24, 2019                                                                                                                                                                                 |

**Method of Submission:** Hard copies accompanied by soft copy of proposal on flash drive (USB) and samples of books, materials and 7-ply corrugated cardboard box.
Proposal documents should be submitted in a closed envelope with wax seal (laah chhap) and clearly marked with the solicitation number to the following address:

**The Selection Committee**  
RTI-USAID EGRP  
House no. 46/64  
Uttar Dhoka, Lazimpat, Kathmandu Nepal.

Bidder’s proposal must be signed, printed on company letterhead, and must include all items and/or services. **Also each and every page of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation.** 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.** Bidders are requested to submit one hard copy (printed) and one soft copy (in USB flash drive) each of the technical proposal and the financial proposal. For soft copy, please make sure that the content of the technical proposal and the financial proposal are put in two separate USB flash drives, i.e. the content of the technical part should not be included in the USB flash drive of the financial proposal. The hard copy and the soft copy of the technical proposal should be put in one envelope clearly marked “Technical Proposal”. Similarly, the hard copy and the soft copy of the financial proposal should be put in another envelope clearly marked “Financial Proposal”. Then, these two envelopes- containing the technical and financial hard and soft copies- should be altogether put in a larger sealed envelope marked ‘Nepal EGRP-RFP/RFQ- FY19-P002 Proposal for Teaching Learning Material (TLM)’ and must be wax sealed (laah-chhap) and submitted to the address listed above before January 10, 2019 11:00 AM Nepal Standard Time

**Note:** Documents other than financial proposal such as minimum eligibility (firm registration, audit reports, VAT & tax clearance certificates, past experiences etc.), signed RFP etc. must be in the envelope of ‘technical proposal’. There should not be any document other than financial proposal in the envelope of ‘financial proposal’.

In the technical proposal, please provide technical information in the order below, specified in the evaluation criteria:

1. **Detailed delivery plan/ schedule**  
2. **Technical contents**  
3. **Quality**  
4. **Past performance**

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

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

Along with technical and financial proposals, the bidder will submit the following two types of samples:

1. Sample of similar previous work - 1 set (only)  
2. Plain dummy samples of teaching learning materials, supplementary reading materials and packaging materials as mentioned in this RFP - 1 set (only) (Please write the name of the company only in the envelope, and do not write the name of the company on the dummy samples as they will be put through a ‘blind’ evaluation by the committee).

*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 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.

Solicitation Number: Nepal EGRP-RFP/RFQ- FY19-P002

**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)

   a. Annex-1 – Detail specifications, quantity, packaging sheet and list of schools
   b. Annex-2- Budget Template
   c. Annex -3 – Budget Narrative

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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [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”). 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

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 teaching learning and educational materials and supplementary reading materials to the following cohort-1 and cohort-2 program districts and community schools for the 2019 school year that begins in April 2019. The teaching-learning materials need to be delivered before the start of the academic year.

**EGRP 16 districts**

Districts and schools total of 4,853 schools in 16 districts:


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

**Packaging:**

**Teaching Learning Materials**

The bidder will package the finished teaching learning materials prior to delivery in a waterproof shrink wrapped 18x12x9 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, and should be color coded for grades 1, 2 and 3 respectively (grade 1-yellow, grade 2-pink and grade 3-blue). Artwork and instructions will be provided by EGRP for this purpose. On average, books and materials for 12 students should be packed in one 7-ply corrugated box. In case there are more than 12 students in a grade, materials should be packed in a separate corrugated box of similar size and type for every 12 students. The same type of box will be used even if there are less than 12 students in a grade. Materials for different grades cannot be mixed in the same box.

**Supplementary Reading Materials**

The bidder will package the finished supplementary reading materials prior to delivery in a waterproof shrink wrapped 22x10.5x7 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. Three (3) sets of 28 titles (84 pcs of books for each grade) and 3 lending registers for each grade 1, 2 and 3
should be packed in one single box. In case there are more than 60 students in a grade then extra three (3) sets of 28 titles should be packed. Three (3) sets of 28 titles should be shrink wrapped grade wise before putting in the box.

In addition to the materials sent to the schools, there will be additional provision of teaching learning materials and supplementary reading materials. These materials will be sent to the Education Development and Coordination Units (EDCUs), Central Level Agencies (CLAs), Local Education Units (LEUs) and Early Grade Reading Program central and regional offices.

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

Please refer to Annex-1 for specifications regarding quantity, packaging information and list of schools and Annex-2 for detailed budget calculation.

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**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 teaching and learning materials and supplementary reading materials for classroom use using the specifications provided in Annex-1.
2. Packaging of teaching learning materials for schools in waterproof shrink wrapped 7-ply corrugated cardboard boxes of 18x12x9 inches size and 22x10.5x7 inches size for supplementary reading materials with clear branding that acknowledges the Nepal government and USAID. All materials should be shrink wrapped item wise before packing. **Branding and marking guidelines for these materials will be provided by EGRP.**
3. Distribution to 4,853 schools and 145 local education units in 16 EGRP program districts in coordination and collaboration with Education Development and Coordination Units and local EGRP team.

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

These books and materials need to be delivered to the program schools in 16 districts as specified in Annex -1. The expected duration of completion of the task is within 90 days of receiving of print ready copy of materials by the bidder.

Note: it is possible that the purchase order agreement could be for a smaller or larger quantity of books and 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% either side, of the quantities specified in Annex-1.

The bidder is required to provide a detailed work plan of each activity of printing, packaging and distribution so as to finish the task within 90 days. The proposals will be evaluated on the basis of the detailed work plan of the activity as follows:

- **Printing Activity:**
- **Finishing Activity:**
• Packaging Activity:
• Distribution 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 and D 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 and bound education materials.
- Two (2) reference letters from previous or current clients for printing and distributing of teaching learning material and supplementary 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 (2072/73, 2073/74 and 2074/75), 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. 2074/75

D. 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 template (Annex-2). All bidders are required to submit the budget narrative (Annex -3) along with the financial proposal.

Note: The proposed cost should include any operational costs like human resource, insurance, communication and any other related expenses.

The cost proposal should include the following headings:

<table>
<thead>
<tr>
<th>SN</th>
<th>Budget Summary of TLM and SRM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities</td>
</tr>
<tr>
<td>1</td>
<td>Total Printing Cost (tab1)</td>
</tr>
<tr>
<td>2</td>
<td>Total Packaging Cost of TLM &amp;SRM (tab2)</td>
</tr>
<tr>
<td>3</td>
<td>Total Transportation/Delivery Cost (tab3)</td>
</tr>
<tr>
<td>4</td>
<td>Total Warehouse Cost (tab 4)</td>
</tr>
<tr>
<td>5</td>
<td>Total Human Resource /Operation Cost (tab5)</td>
</tr>
<tr>
<td>6</td>
<td>Insurance Cost</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT at 13%</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total Cost of the Proposal

**NOTE:** Please do not write the cost (price) in the above table. The cost should be written on “Annex - 2: 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 above listed specifications. *(attach this signed document with Technical Proposal)*

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

   RTI-USAID Early Grade Reading Program  
   P.O. Box 14417  
   House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.

   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- FY19-P002
   (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: 120 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.

4. **Forms**: Bidders (potential bidders or suppliers) must record their pricing utilizing the format found on Annex -2. 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.)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found on www.rti.org/potems, 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. 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/ SCHEDULE – Maximum Weight – 15 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 within 90 days including lead time
ii. Vehicles/ transportation arrangement
iii. Warehouse capacity in center and in 16 districts to complete the task
v. Distribution channel/network from the center to the districts
vi. Human resources for distribution

(c) **TECHNICAL CONTENTS – Maximum Weight – 25 Points**

Bidders can demonstrate with evidence that Items/Services shall satisfy or exceed the specifications described in RFP Attachment A, 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
ii. Quality of the paper and packaging materials
iii. Quality assurance and remediation plan
iv. Dummy sample: One dummy sample for each type of teaching learning material and supplementary reading materials to be printed (see Annex 1)
v. A sample of teaching and learning material and supplementary reading materials previously printed by bidder
(e) **PAST PERFORMANCE - Maximum Weight – 5 Points**

Evidence demonstrating previous experience of printing, packaging and delivery of teaching and learning materials and supplementary reading materials of similar quality (i.e. similar printing specifications) to school level within past three years.

**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 **120** 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 with Technical Proposal)*

By: *(Bidder Company Name)*

Signature: __________________________________________________________

Title: _______________________

Date: ___________________________
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.


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


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](http://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.