## Request for Proposal (RFP) – Nepal EGRP-RFP/RFQ-FY18-P023 Amendment # 1

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Printing, Packaging and Delivery of Peer Education Materials to 10 program districts of Early Grade Reading Program</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>Six weeks upon signing Local Purchase Order</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 RFP:</td>
<td>May 23, 2018</td>
</tr>
<tr>
<td>Existing sample of peer education materials observation at EGRP office</td>
<td>May 24 to May 25, 2018</td>
</tr>
<tr>
<td></td>
<td>Time: 2:00 PM to 4:00 PM Nepal Standard Time</td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>Tuesday, May 29, 2018, 10:00 to 11:00 AM Nepal Standard Time at EGRP conference room, House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Monday, May 28, 2018, 12:00 Noon 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: Question and answer will be posted on RTI Website</td>
</tr>
<tr>
<td>Date of Proposal Due:</td>
<td>Wednesday, June 13, 2018 11:00 AM Nepal Standard Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>June 20, 2018</td>
</tr>
</tbody>
</table>

**Method of Submission:** Hard Copy of proposal along with the soft copy in a CD or pen drive.
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 or CD) 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 or CDs, i.e. the content of the technical part should not be included in the USB flash drive/CD 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- FY18-P023 Amendment # 1 Proposal for Peer Education Materials’ and must be wax sealed (laah-chhap) and submitted to the address listed above before June 13, 2018, 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 detail technical information in the following order as specified in the evaluation criteria “attachment B, Instruction to bidders/Sellers” below:

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.

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

1. Sample of materials produced in the past - 1 set (only)
2. Plain dummy samples of Peer Education Materials as mentioned in this RFP - 1 set each (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 the ‘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- FY18-P023 Amendment # 1 |

**Attachments to RFP:**

1. Attachment “A” – Material Specifications/Scope of Work
2. Attachment “B” – Instructions to Bidders
   a. Annex-1 – Budget Template (all three tabs should be filled)
   b. Annex-2 - 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

This RFP/RFQ amendment #1 is being issued, as none of the bidders qualified the original RFP solicitation. Some specific instruction for proposal submission has been revised for more clarity, and pre-bid meeting has been provisioned in this amendment. The specification of poster and district wise quantity has been revised as well.

Description of Activity/Service:

<table>
<thead>
<tr>
<th>Description of Activity/Service:</th>
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</thead>
<tbody>
<tr>
<td>The vendor will print, package and deliver Peer Education Materials to EGRP’s NGO partners in 10 program districts of Early Grade Reading Program as per the specifications below:</td>
</tr>
</tbody>
</table>

### A. Printing Works:

I. **Peer Education Lead Trainers’ Guide (Nepali)**

- Paper: 100 gsm art paper
- Cover: 250 gsm art board
- Page: Inner 24 (Print 4x4)
- Page Cover: 4 (Print 4x1)
- Finishing: Matte lamination with saddle stitch
- Size: 8.5 inch x 11 inch
- Quantity: **1,350 copies**

II. **Peer Education Participants’ Guide for Parent Peer Educators (Nepali) (Picture Info Cards)**

- Paper: 350 gsm art paper
- Page: 20 (Print 4x4)
- Finishing: 25 micron lamination both side and ring-bound
- Size: 8.3 inch x 5.8 inch
- Quantity: **67,650 sets**

III. **Peer Education Takeaway Poster for Parents (Nepali)**

- Paper: Art Paper 130 gms
- Finishing: Both side gloss lamination with 25 micron film and Wall hanging materials (cardboard piece on top and bottom with 2 eyehole and rope on top)
- Size: 15 inch x 22 inch
- Quantity: **202,650 pcs**

### B. Packaging Works:

- All Peer Education Materials will be shrink wrapped in set of 10 and packed in 5 ply customized corrugated boxes and again the boxes will be shrink wrapped.
C. Delivery Works:

Safely deliver the materials to NGO Partner offices in 10 district headquarters of EGRP program districts.

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

“Please refer to Annex-1 for quantity, delivery locations and budget calculation.”

Product or Service Expectations (both if applicable):

Expectation from the Bidder:

Print, package and deliver 1,350 copies of Peer Education Lead Trainers' Guide (Nepali), 67,650 sets of Peer Education Participants' Guide for Parent Peer Educators (Nepali) and 202,650 pieces of Peer Education Takeaway Poster for Parents (Nepali) to 10 program districts of Early Grade Reading Program.

Deliverables, Timelines, Special Terms and Conditions:

The vendor will deliver the Peer Educational Materials within six weeks from the date of issue of the Purchase Order to 10 partner NGOs in the following Early Grade Reading Program districts:

<table>
<thead>
<tr>
<th>NGOs</th>
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<tbody>
<tr>
<td>1. Mustang (Jomsom)</td>
</tr>
<tr>
<td>2. Rupandehi (Butwal)</td>
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<tr>
<td>3. Bardiya (Gularia)</td>
</tr>
<tr>
<td>4. Surkhet (Birendranagar)</td>
</tr>
<tr>
<td>5. Dolpa (Dunai)</td>
</tr>
<tr>
<td>6. Dang (Tulsipur)</td>
</tr>
<tr>
<td>7. Kailali (Dhangadi)</td>
</tr>
<tr>
<td>8. Dadeldhura (Toofan Danda)</td>
</tr>
<tr>
<td>9. Parsa (Birgunj)</td>
</tr>
<tr>
<td>10. Dhankuta</td>
</tr>
</tbody>
</table>

(Please see Annex-1 for quantity)

ELIGIBILITY REQUIREMENT:

Given the complexity of the task, only bidders that meet all the eligibility requirement mentioned in points A, B, and C below should apply.

A. Experience

A minimum of five years in operation prior to the date of proposal submission with an important part of its business being the printing and manufacturing of education materials.

- Two (2) reference letters from previous printing contracts (name of contact person and email address within the last five 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 two years.
• Audited financial statements – previous 2 years (2072/73 and 2073/74), include profit & loss and balance sheet
• Total turnover of NPR. 10,000,000 (ten million Nepalese rupees) over last 2 years

C. Legal Registration Documents
• Company registration certificate
• VAT registration certificate
• Company Tax clearance certificate of the year B.S. 2073/74

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
The financial proposal should include the costs breakdown of printing, packaging and delivery as per the attached budget template (Annex-1). All bidders are required to submit the budget narrative (Annex -2) along with the financial proposal.

The cost proposal should include the following headings:

<table>
<thead>
<tr>
<th>Tab #</th>
<th>Budget Summary of Teaching Learning Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities</td>
</tr>
<tr>
<td>1</td>
<td>Total Peer Education Materials Printing Cost</td>
</tr>
<tr>
<td>2</td>
<td>Total Packaging and Handling Cost</td>
</tr>
<tr>
<td>3</td>
<td>Total Transportation/Delivery Cost</td>
</tr>
<tr>
<td>4</td>
<td>Total Insurance Cost</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>VAT at 13%</td>
</tr>
<tr>
<td></td>
<td>Grand Total Cost of the Proposal</td>
</tr>
</tbody>
</table>

NOTE: Please do not write the cost (price) in the above table. The cost should be written and submitted in the attached budget template “Annex 1 (three tabs – Summary; Printing and packaging Cost; and Delivery Cost)” along with budget narrative (annex-2).

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 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 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 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>
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</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-FY18-P023 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: 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.

(g) Lead Time Availability of the Commodity/Service: Six weeks

(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.)


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 – 5 Points**
   Please provide details of the delivery plan in a Gantt Chart or Bar Graph.

(c) **TECHNICAL CONTENTS – Maximum Weight – 35 Points**
   Bidder can demonstrate that Items/Services shall satisfy or exceed the specifications described in RFP Attachment A. The following machinery is required:
   
   i. Prepress
   ii. Printing plants
   iii. Finishing machines
   iv. Packaging/wrapping machines

   Bidder needs to mention the machine details (age, impression/capacity) for the above machineries.

(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:

   i. Availability of raw materials (paper, lamination film)
   ii. Quality assurance mechanism and remediation plan
   iii. Dummy sample: One dummy sample for each type of peer education material to be printed
   iv. Sample of materials produced in the past (poster, magazine, booklets)

(e) **PAST PERFORMANCE - Maximum Weight – 5 Points**
   Demonstrating previous experience with reference letters for printing, packaging and delivery of education materials to district headquarters within past five 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: ____________________________