

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Printing of Teaching and Learning materials
Type of Procurement:	One off procurement agreement
Type of Contract:	Firm fixed price.
Term of Contract:	Within delivery period
Contract Funding:	USAID Jifunze Uelewe Project
This Procurement supports:	Tanzania Jifunze Uelewe Project
Submit Proposal to:	USAID Jifunze Uelewe Email: Procurement@jifunzeulewe.rti.org
Date of Issue of RFP:	June 09 th , 2022
Date Questions from Supplier Due:	June 15 th , 2022 13:00 hrs (EAT) be sent via email to mheriel@jifunzeulewe.rti.org cc kludanga@jifunzeulewe.rti.org
Date of response to interested bidders	June 15 th , 2022
Date Proposal Due:	June 21 st , 2022 13:00hrs (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	o/a June, 2022

Method of Submittal:	
Via email to procurement@tusomepamoja.rti.org	
<p>Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@tusomepamoja.rti.org. Vendors should submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@tusomepamoja.rti.org on the same day of bid submission.</p>	
<p>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 RFP/RFQ.</p>	
Solicitation Number:	TZ-JU-BP-2022

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org


[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”).

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.

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	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)</i>
1	<i>Name of contact person</i>	
2	<i>Title or position of contact</i>	
3	<i>Phone Number(s) for contact</i>	
4	<i>E-mail address for contact</i>	
5	<i>Company name</i>	
6	<i>Company address</i>	<i>(Include physical location)</i>
7	<i>Primary business of company</i>	<i>(Attach certificate of Incorporation, VAT & Tax compliance certificate and TIN certificate)</i>
8	<i>Valid Business Permit</i>	
9	<i>Bank Details(Account Name, account number, Currency, Bank Name, Branch& Country, Swift Code)</i>	
10	<i>Describe the capacity of your firm</i>	

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		<i>(Attach short company profile not more than 5 pages and product catalogue)</i>
11	<i>Has the company been audited during the last calendar year (2020)?</i>	<i>(If so attach audited profit & loss /Income statement and Balance sheet Only for 2019 & 2020)</i>
12	<i>RTI Credit policy is within 30 days upon delivery. Is this payment term acceptable to your organization</i>	
13	<i>List the names and current contact information for three (3) references for us to contact about your performance.</i>	
14	<i>Describe any quality /service accreditations or dealerships that you have e.g. ISO.</i>	

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Attachment A
Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 4,000 people.

RTI International operates a USAID-Jifunze Uelewe Activity in Tanzania with headquarters office located at Plot #1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam.

RTI invites the suitably qualified printing firms to submit proposals for printing of its teaching and learning materials.

Product or Service Expectations (both if applicable):

DETAILED SCOPE FOR PRINTING OF TEACHING AND LEARNING MATERIALS

1. Printing of decodable readers, preprimary books and nonfiction books, quantities, and specifications are as provided in the tables below.
2. **Bid Submission;** Password protected bids shall be submitted in soft copy through procurement@jifunzeulewe.rti.org.
3. All bids should indicate solicitation number on the email subject line, bid submitted without solicitation number will not be considered for evaluation.
4. Quotation under this RFP should be done per lot (Lot 1-3) as indicated in the tables below, Where the lot has Mainland and Zanzibar books quotation should be provided separately.
5. **Packing:** Printed books should be packed in boxes, labeled outside with title name and quantity.
6. **Delivery:** All printed books shall be delivered to RTI designated warehouse within Dar-Es- Salaam.
7. This RFP is intended for multiple awards, and no single vendor shall be contracted for more than two lots.
8. In your proposal be sure to include Completion duration, and any special terms and conditions to providing the requested printing items.

Decodable: Below find Quality specifications required for all the decodable readers to be printed.

COMMON SPECIFICATION FOR DECODABLE READERS		
S/N	DESCRIPTION	SPECIFICATION
1	Format	B5
3	Color	Full Colors, both sides printed
4	Cover Material	300 gsm-Gloss Coated (Art board), Four color, both side printing, one side glossy
5	Binding	Saddle stitched (anti corrosion)
6	Portrait/Landscape	Portrait
7	Inside Paper	115 Gsm Gloss Coated

Quantity and page numbers for each title are as provided in the table below:

Decodable books-Mainland				
Standard I:				
Sn	Title name	# Of Pages (Excluding Cover)	Quantities	Lot #
1	Tusome Kwa Hatua-1	36	132,113	1
2	Tusome Kwa Hatua-2	36	118,098	
3	Tusome Kwa Hatua-3	40	111,701	
Standard II:				

4	Tusome Kwa Hatua-1	36	142,557	2	
5	Tusome Kwa Hatua-2	34	137,659		
6	Tusome Kwa Hatua-3	52	136,679		
Decodable books-Zanzibar					
Standard I:					
Sn	Title name	# Of Pages (Excluding Cover)	Quantities		
1	Tusome Kwa Hatua-1	32	33,425	3	
2	Tusome Kwa Hatua-2	32	26,946		
3	Tusome Kwa Hatua-3	40	24,015		
Standard II:					
4	Tusome Kwa Hatua-1	32	38,202		
5	Tusome Kwa Hatua-2	32	34,586		
6	Tusome Kwa Hatua-3	48	31,324		

**ALL BOOKS BELOW HERE ARE GROUPED UNDER LOT #4
(PREPRIMARY & NONFICTION BOOKS)**

Preprimary common specifications (Small and Big Book)

S/N	DESCRIPTION	SPECIFICATIONS
3	Color	Full Colors, both sides printed
4	Cover Material	300 gsm-Gloss Coated (Art board), Four color, both side printing, one side glossy
5	Binding	Saddle stitched (anti corrosion)
6	Format	Portrait
7	Inside Paper	115 gsm Gloss Coated

Preprimary Small books and Big books quantity and page number for each book provided below.

Sn	Description	# of Pages (Excluding cover)	Big book-Zanzibar (A3 size)	Small book-Zanzibar (A4 Size)	UOM
1	Usafi ni Afya	20	949	1,898	Pcs
2	Tujikinga na Malaria	20	949	1,898	Pcs
3	Cheza Salama	20	949	1,898	Pcs
4	Tembo na Kinyonga	24	949	1,898	Pcs

5	Mkia wa sungura	20	949	1,898	Pcs
6	Yangeyange Na Tausi	20	949	1,898	Pcs
7	Upendo	16	949	1,898	Pcs
8	Mwanafunzi Mpya	20	949	1,898	Pcs
9	Nyuki na Uvi	20	949	1,898	Pcs
10	Mpira Wa miguu	20	949	1,898	Pcs
11	Nani Mshindi wa Rede	20	949	1,898	Pcs
12	Kisa cha binadam na Ndege	16	949	1,898	Pcs
	Total books per size		11,388	22,776	Pcs

Nonfiction Readers Common specification:

COMMON SPECIFICATION FOR NONFICTION READERS		
Sn	DESCRIPTION	SPECIFICATION
1	Color	Full Colors, both sides printed
2	Cover Material	Cover 300gsm Glossy coated with hot lamination single side printing.
3	Binding	Saddle stitched (anti corrosion)
4	Format	Portrait
5	Inside Paper	115 gsm Gloss Coated
6	Number of pages	32 pages for the Pupils Books
7	Size	B5

Nonfiction readers quantity for each book provided below.

NONFICTION READERS-MAINLAND				NONFICTION READERS-ZANZIBAR			
Sn	Title Name	Quantity	UOM	Sn	Title name	Quantity	UO M
1	Rasilimali Zetu	620	Pcs	1	Ndoto ya Halima	88	Pcs
2	Sehemu	531	Pcs	2	Sehemu	65	Pcs
3	Tuheshimu Tamaduni Zetu na za Wengine	759	Pcs	3	Utambulisho wa Zanzibar Yetu	77	Pcs
4	Ujazo	598	Pcs	4	Udongo	74	Pcs
5	Urefu na Uzito	595	Pcs	5	Dawa za Kulevya	84	Pcs
6	Kujiweka Safi	689	Pcs	6	Chakula Bora	89	Pcs
7	Uwazi Uadilifu na Ukweli	730	Pcs	7	Mstatili na Mraba	70	Pcs
8	Elimu ya Hali ya Hewa	623	Pcs	8	Wanyama	85	Pcs
9	Kuishi Kwa Upendo	739	Pcs	9	Matendo ya Kihisabati	73	Pcs
10	Kutumia Ramani	644	Pcs	10	Utamaduni	96	Pcs
11	Maada	705	Pcs	11	Maisha ya Mizani	74	Pcs
12	Maumbo	568	Pcs	12	Algebra	69	Pcs
13	Mazingira Yetu	599	Pcs	13	Lita na Mililita	66	Pcs
14	Mlo Kamili	757	Pcs	14	Ruwaida – Ndoto Yangu Imetimia	89	Pcs
				15	Shujaa Abeid Amani Karume	95	Pcs
				16	Haki na Wajibu wa Watoto	88	Pcs

Nonfiction teacher’s guide, specification provided in the table below.

SPECIFICATION FOR NONFICTION TEACHER’S GUIDE		
Sn	DESCRIPTION	SPECIFICATION
1	Color	Full Colors, both sides printed
2	Cover Material	Cover 300gsm Glossy coated with hot lamination single side printing.
3	Binding	Saddle stitched (anti corrosion)
4	Format	Portrait
5	Inside Paper	115 gsm Gloss Coated
6	Number of pages	40 Pages for the Teacher guide (Excluding cover)
7	Size	A4
8	Quantity (Mainland)	1,762 Pcs (Mainland artwork is different from Zanzibar)
9	Quantity (Zanzibar)	614 Pcs (Zanzibar artwork is different from Mainland)

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Bids should be denominated in local currency Tanzania Shillings (TZS) for local vendors and United state Dollar (USD) for international vendors.
3. Indicate the proposed printing completion time (days) up to delivery at RTI’s warehouse in Dar Es Salaam for each Lot.
4. Cost should be inclusive delivery to RTI’s Designated Warehouse in Dar Es Salaam.
5. Late delivery will be considered as non-performance under this contract and will attract 2% deduction for every additional week.

Printing per Lot

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
4						
5						
6						
7						
Total Value						

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.

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 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

Located at Plot #1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam, Tanzania.

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

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:
 - (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.
5. **Questions Concerning the Procurement.** All questions regarding this RFQ/RFP to be directed to
- Mashauri Heriel, cc & Khalima Ludanga
- (insert name of procurement officer)
- at this email address:
- mheriel@jifunzeulewe.rti.org cc kludanga@jifunzeulewe.rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- June 15th,2022 13:00 Hrs (EAT)
6. **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.

Exceptional delays will result in financial penalties being imposed of Seller.

7. **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) 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 <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, 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.
11. **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) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities)-
- (b) **DELIVERY.** Seller provides the most advantageous/shorter delivery schedule will highly be preferred, Presentation of non-honest delivery schedule will be penalized
- (c) **QUALITY-** Provide nonreturnable blank dummies of each size of the book requested.
- (d) **PAYMENT TERMS:** RTI’s payment terms are to pay suppliers within 30 days after service/product delivery.
- (e) **PAST PERFORMACE:** Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery for international shipping, please provide documentary evidence of these contracts and the
- (f) **OTHER EVALUATION CRITERIA.**

NIL

The Proposals will be evaluated in 3 Stages:

Stage 1: Mandatory Eligibility Requirements

At this stage the bids will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the bids as received. Any bids that will be found to be incomplete, invalid or substantially unresponsive will be eliminated at this stage. To qualify for stage 2 evaluation, a vendor must meet the following Mandatory Eligibility Requirements:

Must submit copies of the following documents.

- Business Registration document.
- Valid Business Permit
- TIN certificate
- Current Tax Clearance certificate
- Book dummies (blank) demonstrating the required physical specifications per type, one sample dummy of each category of B5, A4 and A3.
- Completion of RTI's vendor information form.

Proposals not meeting the above requirements will be automatically disqualified.

Stage 2: Technical Evaluation (60 points)

The total technical points assigned to each proposal will be determined by adding and weighting the scores assigned by the evaluation committee to the technical features of the proposal in accordance with the criteria below:

(a) DELIVERY PLAN/SCHEDULE–Maximum Weight–15 Points

Details of the delivery plan per Lot. The shortest offered delivery time per lot will obtain maximum points.

(b) QUALITY–Maximum Weight–20 Points

Vendor with sample (Blank dummies) that meet all specifications (size A3, A4 and B5) requested will score highest point.

(c) PAST PERFORMANCE–Maximum Weight–15 Points

Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of one contact person for each of these contracts/clients indicated for reference check. Details from each company carries 5 Marks.

(d) PAYMENT TERMS: -10 Points:

RTI's payment terms are to pay suppliers within 30 days after service/product delivery. Supplier who meets this criterion will score points in full, supplier requiring advance will score 4 Points.

Stage 3: Financial Evaluation--Price (40 points)

The lowest priced bid that meets the minimum technical specifications on the RFQ will score maximum points at this stage.

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.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

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: *(Seller Company Name)*

Signature: _____

Title:

Date: