

## Request for Proposal (RFP) – Nepal EGRP-RFP/RFQ-FY18-P022

Commodity/Service Required:	Printing, finishing, packaging, manufacturing and distribution of teaching, learning and educational materials in corrugated cardboard boxes to schools in 15 Early Grade Reading Program districts.
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price with Payment Milestones
Term of Contract:	70 Days
Contract Funding:	USAID
This Procurement supports:	USAID’s Early Grade Reading Program (EGRP)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.
Date of Issue of RFP:	January 05, 2018
Date Questions from Supplier Due:	Friday, January 12, 2018, 12:00 Noon Nepal Standard Time at <a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a>
Pre-bid Meeting	Tuesday, January 16, 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:	February 05, 2018 11:00 AM Nepal Standard Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	February 19, 2018

**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- FY18-P022 Proposal for Teaching Learning Material (TLM)' and must be wax sealed (laah-chhap) and submitted to the address listed above before February 05, 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 technical information **in the order** specified in the evaluation criteria as follows:

- 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 proposal, 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 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 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.	
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Solicitation Number:	Nepal EGRP-RFP/RFQ- FY18-P022
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**Attachments to RFP:**

1. Attachment “A” – Material Specifications/Scope of Work
2. Attachment “B” – Instructions to Bidders
  - 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/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:

#### 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 that aid in the acquisition of classroom reading skills for students of grades 1, 2 and 3.

The bidder will print, finish, pack, manufacture and deliver teaching learning and educational materials to the following cohort-1 and cohort-2 program districts and community schools for the 2018 school year that begins in April 2018. The teaching-learning materials need to be delivered before the start of the academic year.

#### Cohort -1

Cohort-1: districts and schools (Total of 1,543 schools in 5 districts): Saptari-412 schools, Kaski-387 schools, Bhaktapur-125 schools, Kanchanpur-261 schools, and Banke-358 schools.

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

**Packaging:** The bidder will package the finished 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 **supplied** 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.

#### Cohort -2

Cohort-2 districts and schools (Total of 3,346 schools in 10 districts): Dhankuta-297 schools, Rupandehi-478 schools, Parsa-364 schools, Mustang-55 schools, Dolpa-108 schools, Kailali-565 schools, Dang-420 schools, Bardiya-300 schools, Dadeldhura-251 schools and Surkhet-508 schools.

**Printing:** The bidder will print - work books, decodable books, big books, teachers' guides, sentence pin wheel charts, word pin wheel charts, rhymes charts, letter flash cards, CV charts, picture word cards and window cards as per the specifications (annex-1). All materials to be printed will be **provided** by the Early Grade Reading Program, using camera ready pdfs and samples.

**Packaging:** The bidder will package the finished materials prior to delivery in a waterproof shrink wrapped **18x12x11 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 **supplied** for this purpose. On average, books and materials for **12 students** should be packed in 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.

In addition to the materials sent to the schools, there will be additional provision of teaching learning materials. These materials will be sent to the District Education Offices (DEO), Central Level Agencies (CLAs), Local Education Units/ Resource Centers, Education Training Centers-ETCs, and Early Grade Reading Program central and regional offices.

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

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

#### **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 that aid in the acquisition of classroom reading skills.

##### **What do we expect from the vendors?**

1. Printing of teaching and learning materials for classroom use (work books, decodable books, big books, teachers' guides, sentence pin wheel charts, word pin wheel charts, rhymes charts, letter flash cards, CV charts, picture word cards and window cards etc.) using the specifications provided in Annex-1.
2. Packaging of the materials for schools in waterproof shrink wrapped 7-ply corrugated cardboard boxes of 18x12x9 inches size for Cohort 1 and 18x12x11 inches size for Cohort 2 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 4,889 schools and 145 local education units in 15 EGRP program districts in coordination and collaboration with District Education Offices and local EGRP team.

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

These books and materials need to be delivered to the program schools in 15 districts as specified in Annex -1. The expected duration of completion of the task is within 70 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 70 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:**

The International Education Division of RTI International is currently implementing USAID-funded five-year Early Grade Reading Program (EGRP) to improve early grade reading in Nepal. This program will work closely with and support the Government of Nepal's implementation of the National Early Grade Reading Program, a national education model that standardizes early grade reading in public schools.

EGRP is requesting proposals from interested bidders for manufacturing, printing, binding, finishing, packaging, warehousing, and distributing of books and education materials (including but not limited to consonant and vowel chart, letter flash card, picture word card, pinwheel chart, rhyme chart, window card, and corrugated box) for students of grades 1, 2 and 3 to EGRP program schools in Banke, Bardiya, Bhaktapur, Dadeldhura, Dang, Dhankuta, Dolpa, Kailali, Kanchanpur, Kaski, Mustang, Parsa, Rupandehi, Saptari and Surkhet districts.

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**, and **C** below should apply.

#### **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 printing contracts of similar nature (teaching and learning material printing, focusing on text or reference books) including phone number, location, name of contact persons and email address within the last three years
- Proof of distribution channels and/or network (previous contract, reference letter, etc.)
- 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 (2071/72, 2072/73 and 2073/74), include 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. 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-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:

Tab #	Budget Summary of Teaching Learning Materials
	Activities
1	Total Teaching Learning Materials Printing Cost
2	Total Packaging and Handling Cost - Cohort 1
2	Total Packaging and Handling Cost - Cohort 2
3	Total Transportation/Delivery Cost
4	Total Warehouse Cost
5	Total Human Resource /Operation Cost
a	<b>Insurance Cost</b> <i>(Insurance Cost of all materials against fire, theft and damage in warehouse and in-transit, attached separate sheet for detail calculation)</i>
	<b>Total</b>
	<b>VAT at 13%</b>
	<b>Grand Total Cost of the Proposal</b>

**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- FY18-P022**
- (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: 70 Days
  - (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 -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/poterm](http://www.rti.org/poterm), <http://www.rti.org/POterms>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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 70 days including lead time
- ii. Vehicles/ transportation arrangement
- iii. Warehouse capacity in center and in 15 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**

Bidder 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 to be printed (see Annex 1)
- v. A sample of teaching and learning material previously printed by bidder

**(e) PAST PERFORMANCE - Maximum Weight – 5 Points**

Evidence demonstrating previous experience of large scale printing, packaging and delivery of teaching and learning 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](mailto: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: