



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Student Book, Workbook, and Teacher Guide Printing
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price with Payment Milestones
Term of Contract:	TBD; ~6-8 weeks
Contract Funding:	USAID
This Procurement supports:	USAID's Uzbekistan Education for Excellence Program
Submit Proposal to:	Uzbekistan Education for Excellence Program (UEEP) Nukus Street 29, Mirabad Business Center, 7 <sup>th</sup> floor. Tashkent, Uzbekistan. Email: cchandrasurin@rti.org CC: jpamel@rti.org; nnematov@ueep.rti.org
Date of Issue of RFP:	April 22, 2021
Date Questions from Supplier Due:	May 6, 2021 - noon EST
Date Proposal Due:	May 18, 2021 - noon EST
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 15, 2021

<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format to: Email: cchandrasurin@rti.org CC: jpamel@rti.org; nnematov@rti.org	
The Bidder/Seller agrees to hold the prices in its offer firm for <b>60 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	UEEP-RFQ-BP01-2021

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.



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)

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>,  
<http://www.rti.org/files/PO FAR Clauses.pdf> or for commercial items:  
<http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf> (hereinafter the “Terms”).  
Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**

## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

##### Description of Activity/Service:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries and works in eight practice areas including, health, education, energy, environmental sciences, and innovation ecosystems.

The Ministry of Public Education (MPE) in Uzbekistan is committed to an ambitious program of systematic and comprehensive reforms. The country aims to create an education system that can produce graduates with the critical thinking, problem solving, and practical skills that will enable them to succeed. Launched in December 2019, the Uzbekistan Education for Excellence Program (UEEP) is a four-year initiative, funded by the United States Agency for International Development (USAID) to support the goal of sustainably improving the reading, mathematics, technology, and English skills of students in the country's public schools.

The Program is implemented by RTI International (RTI) in partnership with Florida State University (FSU) and Mississippi State University (MSU) to provide the expertise and experience needed to help MPE achieve and sustain the anticipated outcomes of the Program.

UEEP is developing student textbooks, workbooks, and teacher guides in ICT, EFL, Math and ULA. These books will need to be printed for 200 pilot schools and shipped to Tashkent. From there, the MPE will deliver the books to the pilot schools by September 1, 2021 for the start of the school year.

Fast turn-around time between receiving softcopies of the print-ready books, their printing, and their arrival in Tashkent will be critical to this service.

**Product or Service Expectations (both if applicable):**

**A. Commodity Quantity**

<b>Combined Print Estimates Student Books</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>TOTALS</b>
<b>Estimated # of Uzbek Language Arts (ULA) Books to print/grade</b>	15,049	14,444	13,415	13,357								56,265
Estimated # of pages/ULA book	284	284	284	284								1,136
Estimated total # of pages ULA books/grade to print	4,273,916	4,102,096	3,809,860	3,793,388								15,979,260
<b>Estimated # of Math Books to print/grade</b>	15,049	14,444	13,415	13,357								56,265
Estimated # of pages/Math book	248	248	248	248								992
Estimated total # of pages Math books/grade to print	3,732,152	3,582,112	3,326,920	3,312,536								13,953,720
<b>Estimated # of Information and Communication Technology (ICT) Books to print/grade</b>					12,664	14,989	15,266	13,139	10,434	10,020	7,918	84,430
Estimated # of pages/ICT book					188	324	188	188	392	432		1,712
Estimated total # of pages ICT books/grade to print					2,380,832	4,856,436	2,870,008	2,470,132	4,090,128	4,328,640	3,420,576	24,416,752

<b>Estimated # of English as a Foreign Language (EFL) Books to print/grade</b>	15,296	14,715	13,715	13,656	13,144	15,469	15,746	13,619	10,914	10,500	8,398	<b>145,172</b>
Estimated # of pages/EFL book	112	112	112	112	112	112	180	180	180	180	180	1,572
Estimated total # of pages EFL books/grade to print	1,713,152	1,648,080	1,536,080	1,529,472	1,472,128	1,732,528	2,834,280	2,451,420	1,964,520	1,890,000	1,511,640	20,283,300
<b>Combined Print Estimates Teacher Guides</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	
<b>Estimated # of ULA Teacher Guides to print/grade</b>	549	525	496	497								<b>2,067</b>
Estimated # of pages/ULA Teacher Guide	500	500	500	500								2,000
Estimated total # of pages ULA Teacher Guides/grade to print	274,500	262,500	248,000	248,500								1,033,500
<b>Estimated # of Math Teacher Guide to print/grade</b>	549	525	496	497								<b>2,067</b>
Estimated # of pages/Math Teacher Guide	500	500	500	500								2,000
Estimated total # of pages Math Teacher Guide/grade to print	274,500	262,500	248,000	248,500								1,033,500
<b>Estimated # of ICT Teacher Guide to print/grade</b>					316	316	316	316	316	316	316	<b>2,212</b>
Estimated # of pages/ICT Teacher Guide					200	200	200	200	200	200	200	1,400
Estimated total # of pages ICT Teacher Guide/grade to print					63,200	63,200	63,200	63,200	63,200	63,200	63,200	442,400

<b>Estimated # of EFL Teacher Guide to print/grade</b>	796	796	796	796	796	796	796	796	796	796	796	796	<b>8,756</b>
Estimated # of pages/EFL Teacher Guide	252	252	252	252	252	252	332	332	332	332	332	332	3,172
Estimated total # of pages EFL Teacher Guide/grade to print	200,592	200,592	200,592	200,592	200,592	200,592	264,272	264,272	264,272	264,272	264,272	264,272	2,524,912
<b>Combined Print Estimates Student Workbooks</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>		
<b>Estimated # of EFL Student Workbooks to print/grade</b>	15,296	14,715	13,715	13,656	13,144	15,469	15,746	13,619	10,914	10,500	8,398		<b>145,172</b>
Estimated # of pages/EFL Student Workbooks	96	96	96	96	96	96	88	88	88	88	88		1,016
Estimated total # of pages EFL Student Workbooks/grade to print	1,468,416	1,412,640	1,316,640	1,310,976	1,261,824	1,485,024	1,385,648	1,198,472	960,432	924,000	739,024		13,463,096

**B. Detail Specification**

<b>Book/Product to Be Printed</b>	<b>Grades</b>	<b>Book Measurement</b>	<b>Color or B/W</b>	<b>Paper weight</b>	<b>Paper type</b>	<b>Average page estimate/book</b>	<b>Binding</b>
Uzbek Language Arts (ULA) Student Book	1-4	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	284	Perfect bound w/ PUR
ULA Teacher Guide	1-4	A4 (210x297mm)	four-color	70gsm	bond, matt coated	500	Wire-O spiral
ULA Book Covers	1-4	Demy quarto/A4	four-color	240gsm	one-side coated (UV-varnished)	1/book	n/a
Math Student Book	1-4	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	248	Perfect bound w/ PUR

Math Teacher Guide	1-4	A4 (210x297mm)	four-color	70gsm	bond, matt coated	500	Wire-O spiral
Math Book Covers	1-4	Demy quarto/A4	four-color	240gsm	one-side coated (UV-varnished)	1/book	n/a
EFL Student Books	1-6	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	112	Perfect bound w/ PUR
EFL Student Books	7-11	A4 (210x297mm)	four-color	70gsm	bond, matt coated	180	Perfect bound w/ PUR
EFL Student Workbooks	1-6	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	96	thread sewn
EFL Student Workbooks	7-11	A4 (210x297mm)	four-color	70gsm	bond, matt coated	88	thread sewn
EFL Teacher Guide	1-6	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	252	Perfect bound w/ PUR
EFL Teacher Guide	7-11	A4 (210x297mm)	four-color	70gsm	bond, matt coated	332	Perfect bound w/ PUR
EFL Book Covers	1-11	Demy quarto/A4	four-color	240gsm	one-side coated (UV-varnished)	1/book	n/a
ICT Student Books	5, 7, 8	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	188	Perfect bound w/ PUR
ICT Student Book	6	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	324	Perfect bound w/ PUR
ICT Student Books	9	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	392	Perfect bound w/ PUR
ICT Student Books	10 & 11	Demy quarto (276x219mm)	four-color	70gsm	bond, matt coated	432	Perfect bound w/ PUR
ICT Teacher Guides	5-11	A4 (210x297mm)	four-color	70gsm	bond, matt coated	200	Wire-O spiral
ICT Book Covers	5-11	Demy quarto/A4	four-color	240gsm	one-side coated (UV-varnished)	1/book	n/a

Physical Specifications:

- 1) TEXT PAPER: see above
- 2) COVER CARD: see above; with high gloss UV finish.
- 3) BINDING STYLES: see above
- 4) PRINT QUALITY: the expected print quality is offset print quality with sharp text and images.
- 5) PACKAGING: The book bundles should be plastic shrink wrapped or at least wrapped. The boxes should be 5 ply, stapled shut (not glued) and sealed with 70mm wide reinforced Kraft paper tape.

Additional Information:

For pricing & Delivery at a designated location in Uzbekistan;

Please complete the below form on unit and total pricing for printing.

Please note that bidders are required to quote for all books in pricing table.

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

- Books must be delivered latest by August 1, 2021 to 1 location in Tashkent, Uzbekistan. Books will be available for printing starting July 2021. Vendors must state their printing and shipment turn-around times in the quote provided.
- Books listed in the pricing table will not be available all at once for printing. Vendors should provide pricing based on the assumption that each line item would be printed and shipped independently and is not dependent on printing the total number of books, across all 4 subjects, that are included in the pricing table.
- Vendors should also provide confirmation and pricing for, as referenced below, a situation where UEEP can only provide 1 quarter of the ULA and Math books at one time, with the second quarter and last half of those books arriving at later dates. This would necessitate that each quarter or half of the books be covered and bound and shipped separately from each other.
- The bidder should provide a work plan/timeline of each activity of printing, packaging and distribution. Please note that some of the activities may overlap. The proposals will be evaluated on the basis of the detailed workplan/timeline and delivery of the activity as follows:
  - Printing Activity:
  - Finishing Activity:
  - Packaging Activity:
  - Distribution Activity:



Pricing

<u>Item #</u>	<u>Product to be Printed</u>	<u>Quantity to be Printed</u>	<u>Unit of Measure</u>	<u>Per page price</u>	<u>Unit Fixed Price (Each)</u>	<u>Total Fixed Price *</u>	<u>Shipping costs to Tashkent for each book/book part (for ULA and Math)</u>	<u>Days anticipated to complete printing once soft copy is received (DAYS not including ship time)</u>
<b>1</b>	Uzbek Language Arts (ULA) Student Books	56,265	Each					
<b>1a</b>	1 <sup>st</sup> quarter of book	56,265	Each					
<b>1b</b>	2 <sup>nd</sup> quarter of book	56,265	Each					
<b>1c</b>	2 <sup>nd</sup> half of book	56,265	Each					
<b>2</b>	Math Student Books	56,265	Each					
<b>2a</b>	1 <sup>st</sup> quarter of book	56,265	Each					
<b>2b</b>	2 <sup>nd</sup> quarter of book	56,265	Each					
<b>2c</b>	2 <sup>nd</sup> half of book	56,265	Each					
<b>3</b>	ICT Student Books	84,430	Each					
<b>4</b>	EFL Student Books	145,172	Each					
<b>5</b>	ULA Teacher Guides	2,067	Each					
<b>6</b>	Math Teacher Guides	2,067	Each					

7	ICT Teacher Guides	2,212	Each					
8	EFL Teacher Guides	8,756	Each					
9	EFL Student Workbooks	56,265	Each					
			<b>Total</b>					
<b>Detailed taxes (excluding VAT and Duty) and other costs related to importation, if applicable</b>			<b>Total</b>					

By signing this attachment, the bidder confirms they have 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

RTI International  
3040 East Cornwallis Road  
Research Triangle Park, NC 27709-2194

*(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 in regards to this RFQ/RFP to be directed to

Carrie Chandrasurin

*(insert name of procurement officer)*

at this email address:

to: cchandrasurin@rti.org; cc: jpamel@rti.org AND  
nnematov@ueep.rti.org

*(insert email address of the procurement officer).*

The cut-off date for questions is *(insert date)*.

May 6, 2021 at 12.00 PM

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/timeline, 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.
- (b) **TIMELINE:** Shortest turn-around time between receiving softcopies of print-ready files and shipment of books to Tashkent.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

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 60 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](mailto: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: