

Request for Quotations

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Request for Quotations for Procurement of
Classroom Furniture**

**Date of Issuance:
February 23, 2015**

EDC is an international non-profit organization that develops, delivers, and evaluates innovative programs to address some of the world's most urgent challenges. Our work includes research, training, educational materials and strategy development, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work in the countries where it operates.

The Basa Pilipinas is a national early grade reading program providing support to the Philippine Department of Education's national reading proficiency program. Specifically, the project endeavors to improve reading instruction, reading delivery systems, and access to quality reading materials in public elementary schools in selected mother tongues and in Filipino and English.

The post-typhoon Haiyan (Yolanda) disaster education recovery assistance is an addendum to USAID's Basa Pilipinas Project scope of work. This special disaster assistance activity will assist over 26,000 elementary school children across 2,100 classrooms and 300 schools affected by typhoon Haiyan in Northern Cebu province in November 2013.

While EDC's work on the Basa Pilipinas project is funded by the United States Agency for International Development (USAID); organizations submitting quotations in response to this Request for Quotations (RFQ) will have no relationship with USAID under the terms of this RFQ or any resultant contract. All communications regarding this RFQ must be directed to EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of this RFQ is to invite prospective offerors to submit quotations for classroom furniture. The furniture will be used by teachers and students in Kinder to Grades 6 classrooms in Northern Cebu Province districts affected by Typhoon Haiyan (Yolanda).

1.2 Eligibility

This procurement is open to offers from organizations which are incorporated or legally organized under the laws of one of the following countries, operating as a going concern in one of the following countries and either (1) is managed by a governing body, the majority of whom are citizens or lawful permanent residents of the following countries or (2) employs citizens or lawful permanent residents of one of the following countries in more than half its permanent full-time positions and more than half of its principal management positions:

the United States, the Philippines, Afghanistan, Angola, Armenia, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Arab Rep. of Egypt, El Salvador, Eritrea, Ethiopia, Fiji, The Gambia, Georgia, Ghana, Guinea, Guinea-Bissau, Guatemala, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Kenya, Kiribati, Dem. Rep. of Korea, Kosovo, Kyrgyz Republic, Lesotho, Liberia, Lao PDR, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Moldova, Mongolia, Morocco, Mozambique, Fed. Sts. of Micronesia, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Rwanda, Samoa, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Sri Lanka, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Rep. of Yemen, Zimbabwe, and Zambia.

2. General Information

2.1 Original RFQ Document

EDC shall retain the RFQ, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission or subsequent contract, is grounds for immediate disqualification.

2.2 RFQ Provisions

1. All information provided by EDC in this RFQ is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a quotation. This is the offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required from the offeror prior to selection.

2.3 Schedule of Events

The following schedule applies to this RFQ but may change in accordance with EDC's needs or unforeseen circumstances. Any changes in this timeline will be announced as formal modifications to the RFQ.

TIME	DATE	Time Table
Beginning 9:00 AM (UTC+08:00)	From February 23rd 2015 to deadline for RFQ submission	RFQ available
5:00 PM (UTC+08:00)	March 4th 2015	Deadline for request for any clarifications from the offeror to EDC
5:00 PM (UTC+08:00)	March 6 th 2015	Estimated date for issuance of any clarifications by EDC
3:00 PM (UTC+08:00)	March 13 th 2015	Deadline for submission of quotations
4:00PM (UTC+08:00)	March 13 th 2015	Bid opening – reference Section 3.4 of this RFQ for additional information
5:00 PM (UTC+08:00)	March 20 th 2015	Estimated Date for Notification to Offerors on Quotation Status

To get a copy of the RFQ, offerors can:

1. Visit the EDC Basa Pilipinas office at 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines from 9:00 AM to 5:00 PM (UTC +8:00) or at DepED Ecotech Center, Lahug, Cebu City February 23rd to March 13th 2015.
2. Request an electronic copy from basapilipinasRFQ@edc.org

In addition the RFQ will be published on the following websites:

www.rfpdb.com and <http://web.sba.gov/subnet/search/index.cfm>

2.4 Inspection and Acceptance

Under any contract awarded in response to this RFQ, EDC may inspect and test the classroom furniture to determine whether such classroom furniture conforms to the terms of the contract and its attachments. Unless otherwise agreed to in writing by EDC, EDC shall have a right to inspect classroom furniture for conformity before payment or acceptance of such classroom furniture, in accordance with Section 2-513(1) of the UCC. Payment for classroom furniture made before inspection for conformity shall not constitute an acceptance of such classroom furniture or impair EDC's right to inspect such classroom furniture or any of EDC's remedies, in accordance with Section 2-512(2) of the UCC. Classroom furniture rejected or supplies in excess of quantities ordered may be returned to the selected offeror at the selected offeror's expense.

3. Quotation Submission and Selection

3.1 Offeror's Understanding of the RFQ

In responding to this RFQ, the Offeror fully understands the RFQ in its entirety. EDC reserves the right to disqualify at its sole discretion any offeror who submits a quotation that is not responsive or that demonstrates less than full understanding of the contents and terms of the RFQ. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

3.2 Communication

In no case shall verbal communication govern over written communications. Verbal communication shall not be effective unless formally confirmed in writing by the EDC Contact Person in charge of managing this RFQ process.

Offerors' inquiries, questions, and requests for clarification necessary to gain full understanding of the RFQ terms and contents must be submitted in writing no later than March 4th 2015, 5:00 PM (UTC+08:00) to:

Education Development Center, Inc.
Attention: Basa Pilipinas RFQ
E-mail: basapilipinasRFQ@edc.org

EDC will publish responses in writing and will post all responses on the www.rfpdb.com, and <http://web.sba.gov/subnet/search/index.cfm>. Offerors may also request a copy of the clarification questions and responses from EDC on or after March 6th by visiting the EDC Basa Pilipinas office at 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines or at DepED Ecotech Center, Lahug, Cebu City or requesting an electronic copy from basapilipinasRFQ@edc.org .

3.3 Submission of Cost Quotations

Offerors must submit the quotation on their letterhead or stationary and include the Classroom Furniture Specifications and Pricing Template provided as Annex E. Quotes must be delivered in hard copy, before the deadline date and time of March 13th 2015, 3:00 PM (UTC+08:00) to:

Send via postal mail or hand delivered to:

Education Development Center, Inc.
Attention: Basa Pilipinas RFQ

Postal address: 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines
Hand delivery address: 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines

Cost Quotations must be in a closed and sealed envelope and include the RFQ checklist (Annex D) and all documents and sample pictures required.

It is the responsibility of the offeror to ensure that the quotation is delivered to EDC by the deadline date listed in this RFQ.

3.4 Opening of Quotations

On March 13th, 2015, 4:00PM (UTC+08:00), EDC will open the quotations at the Basa Pilipinas office located at 1010 Meralco Avenue, 3rd Floor, Pasig City, Philippines. All offerors are invited to attend the opening of bids either in person in the EDC Pasig City office, or via video conference in EDC Cebu office at DepED Ecotech Center, Lahug, Cebu City. Up to two representatives of the offeror may attend the opening.

3.5 Evaluation Criteria

EDC will determine which quotations meet the full requirements set forth in the RFQ and shall be considered a complete quotation. Please note that although EDC may determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the offerors with complete quotations. EDC shall evaluate all complete quotations based on pricing and cost realism, including offeror's ability to project costs which are realistic for the work to be performed; reflect a clear understanding of the requirements and are consistent with Offeror's technical capacity.

3.6 Selection

EDC may award one or more contracts resulting from this RFQ to the offerors whose quotations conforming to this RFQ offers the greatest value. EDC may also (a) reject any or all quotations; (b) accept other than the lowest quotation; or (c) accept quotation responding to part of the requirements. Contracts will be issued for some or all of the deliverables.

EDC may award a contract without discussions with offerors. As such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC may request a site visit and/or to conduct discussions, which may result in revisions to quotations, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include a request by EDC for oral presentations to be provided by the offeror(s). In addition, contracts may be issued for quantities that are up to 15% more or less than the quantities specified in Section 4.1.2.

4. Technical Specifications & Requirements

4.1 Specifications

Offerors may submit a quotation for some or all the classroom furniture specified in Section 4.1.1, however if not bidding on all items, offerors must bid on the total quantity of the specific item (e.g. if bidding on teacher's chair only, bid must be for the full quantity of 1,885). All of the other specifications listed in Section 4.1 must be met. Please complete the Classroom Furniture Specification and Pricing Template (Annex E).

4.1.1 Technical Specifications

Technical specifications (refer to Annex G for detailed technical specifications) for the classroom furniture include the following:

SPECIFICATIONS FOR TABLET ARMCHAIR FOR PUPILS		
Item	Dimension	Remarks
Seat Height	380mm	All dimensions shall be subject to a maximum tolerance of plus or minus 10mm except for the width of the writing board which should not be smaller than the required width of 250mm.
Seat Depth	370mm	
Seat Width	390mm	
Writing board height	623mm	
Backrest height	710mm	
Writing board width	250mm	
Writing board depth	255mm	
Writing board length	625mm	
Materials	Metal and plastic	
Color	Blue (CMYK: 100 72 0 18)	
Branding	USAID Logo, full color, 193.72mm x 74.8mm (see attached USAID logo specifications)	USAID Logo must be incorporated into the plastic, see attached logo location.
QUANTITY NEEDED: 26,000		

SPECIFICATIONS FOR CLASSROOM TEACHER'S CHAIR		
Item	Dimension	Remarks
Seat Height	440mm	All dimensions shall be subject to a maximum tolerance of plus or minus 10mm.
Seat Depth	430mm	
Seat Width	430mm	
Backrest height	885mm	
Backrest width	380mm	
Materials	Wood	
Color	Maple	
Branding	USAID Logo, full color, 193.72mm x 74.8mm (see attached USAID logo specifications)	USAID Logo must be incorporated into the wood, see attached logo location.
QUANTITY NEEDED: 1,885		

SPECIFICATIONS FOR CLASSROOM TEACHER'S TABLE		
Item	Dimension	Remarks
Table Height	750mm	All dimensions shall be subject to a maximum tolerance of plus or minus 10mm.
Table Depth	1200mm	
Table Width	600mm	
Drawer 1	701 x 133 mm w/ 19mm thickness	
Drawer 2	455 x 133 mm w/ 6mm thickness	

Drawer 3	455 x 317 mm w/ 12mm thickness	
Materials	Wood	
Color	Maple	
Branding	USAID Logo, full color, 117.94mm x 101.85mm (see attached USAID logo specifications)	USAID Logo must be incorporated into the wood, see attached logo location.
QUANTITY NEEDED: 1,885		

SPECIFICATIONS FOR CLASSROOM BLACKBOARD		
Item	Dimension	Remarks
Height	650mm	
Width	5200mm (joint 2600mm each side)	
Thickness	50x100mm hard wood	
Frame	25x50mm	
Blackboard base	Provide with 70x120x150mm chalk dust box	
Color	Traditional Green Board with Brown Sides	
Materials	Frame – tanguile; Body – ¼ plywood	
Branding	USAID Logo, full color, 274.15mm x 105.03mm (see attached USAID logo specifications)	USAID Logo must be incorporated into the wood, see attached logo location.
QUANTITY NEEDED: 1,570		

Additional specification includes the following:

Packing	Classroom Furniture should be wrapped in plastic and securely packaged
Sample	Prior to production a sample (which is not part of the ordered quantity) must be provided and will be examined, tested and approved by an EDC representative at the offeror's site. A schedule for such sample approval(s) must be coordinated at least two days before production start.
Approval of sample	EDC approval must be in writing and signed by the EDC authorized approver(s) and will be part of the documentation for the downpayment.
Inspection before delivery	Prior to shipping and delivery, all furniture, will be inspected and approved by an EDC representative. Inspection must be scheduled prior to packing and must be coordinated at least two days in advance.
Acceptance of delivery	All deliveries must have a corresponding signed delivery receipt/packing slip.

4.1.2 Delivery Schedule and Location

All furniture must be delivered to the EDC Warehouse located at Prime Movers Total Logistics Warehouse; Plaridel St., Alang-Alang, Mandaue City, Cebu. Delivery is targeted to commence second week of May 2015 up to the end of July 2015.

4.1.3 Warranty

All offerors must provide a document with proposed or applicable warranty for each of the classroom furniture in order for their quotation to be reviewed. In addition to any other express or implied warranties, offerors must expressly warrant that:

- all classroom furniture delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, material and workmanship, conform to all samples, drawings, descriptions and specifications furnished, and be free of liens and encumbrances and that the use, distribution or resale of classroom furniture by EDC will not infringe any third party's patent, trademark, trade secret, copyright, or any other proprietary, intellectual property or other right held by any third party.

The warranties set forth shall not be waived by reason of the acceptance of classroom furniture or payment therefore by EDC.

4.1.4 Other specifications

Quotations that include classroom furniture from countries sanctioned by the US government shall not be considered.

Classroom furniture must be manufactured or produced in, or shipped from the following countries: the United States, the Philippines, Afghanistan, Angola, Armenia, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Arab Rep. of Egypt, El Salvador, Eritrea, Ethiopia, Fiji, The Gambia, Georgia, Ghana, Guinea, Guinea-Bissau, Guatemala, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Kenya, Kiribati, Dem. Rep. of Korea, Kosovo, Kyrgyz Republic, Lesotho, Liberia, Lao PDR, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Moldova, Mongolia, Morocco, Mozambique, Fed. Sts. of Micronesia, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Rwanda, Samoa, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Sri Lanka, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Rep. of Yemen, Zimbabwe, and Zambia.

Branding of packaging and classroom furniture must be in accordance with USAID branding and marking guidelines, which will be provided to the selected offeror prior to manufacturing. No substitutions of logo or color scheme will be accepted, except those provided by EDC Basa Pilipinas and described in technical specifications.

4.2 Shipment

The chosen offeror will be responsible for shipping of all finished product to the EDC Warehouse in Mandaue City. The chosen offeror(s) will be required to submit a detailed production schedule showing when the classroom furniture will be available for shipment.

5. Quotation Requirements

Quotations must be submitted in English.

5.1 General Requirements

Offeror(s) must submit:

1. Quote on Offeror's letterhead or stationary, including a completed Classroom Furniture Specification and Pricing Template as provided in Annex E.
2. Colored pictures of three examples of products similar to those described in the technical specifications. Sample pictures should be similar to those that the offeror intends to provide EDC in response to this RFQ.
3. The forms and certifications specified in Annex A and Annex B.
4. The RFQ Checklist (Annex D) and all other required documentations including: warranty, price guarantee, and timeline of production.

5.2 Price Quotation Requirements

Utilizing the Classroom Furniture Specification and Pricing Template provided in Annex E, the price quotation must include the costs for the classroom furniture in each type of furniture that the offeror(s) wishes to bid on, including any necessary components to meet the specifications in Section 4 and shipping costs to the EDC Mandaue City Warehouse. The quotation must include costs on a per unit basis as well as the total cost. US companies must quote in USD \$, all others must quote in Philippine Pesos (PHP) and convert to US \$. The conversion rate used must be shown. All offerors must provide a price guarantee that the quotation price remains valid for 120 days.

6. Contract Type and Payment

One or more firm-fixed price contract may be awarded in response to this RFQ. Offerors must submit quotations using the price quote template provided as Annex E. The payment schedule for any resultant contract is anticipated to be as follows:

Deliverable	Payment Amount (as % of total Lot Value)
Upon acceptance and approval of samples	20%
Upon delivery, acceptance and approval of 25% of the order	15%
Upon delivery, acceptance and approval of 50% of the order	15%
Upon delivery, acceptance and approval of 75% of the order	15%
Upon delivery, acceptance and approval of full delivery	35%

EDC reserves the right, at its sole discretion, to revise the payment schedule before issuance of a contract. EDC further reserves the right to require the offeror to provide(s) a performance security or a bank guarantee.

7. Organization Overview and Offeror Certification

7.1 Organization Overview

In order for their quotation to be considered, the offeror must complete and submit the organizational information form included in Annex A to this RFQ and submit all the attachments required by Annex A to this RFQ.

7.2 Organizational Certification

In order for their quotation to be considered, the offeror must complete and submit the organizational certification included in Annex B to this RFQ.

Annex A—Organizational Information Form

Full legal name of the Offeror's company: _____

Year the Offeror's company was established: _____

Contact information regarding the quotation:

(a) Individual's full name and title: _____

(b) Full office address: _____

(c) Telephone number: _____

(d) Fax number: _____

(e) Email address: _____

Offeror's Dun & Bradstreet Number¹: _____

Names, email addresses, telephone numbers and contact people at three organizations to which the Offeror has provided similar commodities during the last 24 months, whom EDC can call on as references, and a description of the type of commodities provided to each organization.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number:

Type of Commodities Provided: _____

Month and Year During Which Commodities were Provided: _____

¹ Offerors that currently have a Dun & Bradstreet Number are requested to provide this information. Offerors who are not registered with Dun & Bradstreet may do so at <http://fedgov.dnb.com/webform>. There is no charge for this registration. A Dun & Bradstreet Number is not required for submission of a quotation, but may be required before a contract is issued. Whether or not an offeror currently has a Dun & Bradstreet number will not affect the evaluation of the offeror's quotation.

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number:

Type of Commodities Provided: _____

Month and Year During Which Commodities were Provided: _____

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number:

Type of Commodities Provided: _____

Month and Year During Which Commodities were Provided: _____

Documentation showing the Offeror's current legal incorporation in the country in which it is incorporated:

Attached

Philippine organizations should include copy of their currently active registration in the Philippines, demonstrating that the organization can legally operate in Philippines.

Attached

A list of the Offerors' key individuals including: (a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (c) the program manager(s) for the proposed contract; and (d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the commodities.

Attached

Information regarding any current litigation in which the Offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

Attached

Offeror certifies that it is not currently involved in any litigation

Signature of Authorized Officer:

Name (Print
or Type):

Title:

Signature:

Date:

Annex B—Organizational Certification

This certification attests to the Offeror’s awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.

The Offeror must ensure that this certification is duly completed and correctly executed by an authorized officer of the Offeror’s company.

1. This quotation is submitted in response to an RFQ issued by EDC. The undersigned is a duly authorized officer, hereby certifies that:

(Offeror Name)

Agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The quotation shall remain in effect for a period of 120 calendar days as of the Due Date of the RFQ.

2. The undersigned further certify that their firm (check one):

IS

IS NOT

Currently debarred, suspended, or proposed for debarment by any United States federal entity. The undersigned agree to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

3. The offeror, by checking the applicable box, certifies that –

(a) If the offeror is a **U.S. entity**,

1. it operates as a corporation incorporated under the laws of the State of _____ (state), an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture;

2. its status* is (check all that apply; the NAICS code for this procurement is Code):

Small Business (SB) (self-certification)²

Small Disadvantaged Business (SDB) (self-certification)

HUBZone Small Business (self-certification not available), certification issued by

 Woman Owned Small Business (WOSB) (self-certification)

Veteran Owned Small Business (VOSB) (self-certification)

Service Disabled Veteran Owned Small Business Concern (SDVOSP) (self-certification)

Large Business (LB)

Other Certification, certification: _____

3. In addition to the above, the offeror complies with the Small Business Administration’s Table of Size Standards. (See www.sba.gov for additional information.)

OR

² Please refer to Annex C for standard definitions of “small business,” “small disadvantaged business,” etc.

(b) If the offeror is a **non-U.S. entity**, it operates as [] a corporation organized under the laws of _____ (country), [] an individual, [] a partnership, [] a nongovernmental nonprofit organization, [] a nongovernmental educational institution, [] a governmental organization, [] an international organization, or [] a joint venture.

4. Offeror agrees to comply with all applicable U.S. federal laws and regulations including those governing affirmative action, E-Verify, equal employment opportunity, use of human participants in research, disabilities, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of the contract resulting from this RFQ is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. Offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.
5. Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Name:	_____	Title:	_____
Signature:	_____	Date:	_____

Signature of Authorized Officer:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____

Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

**If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet at http://www.dnb.com/us/duns_update/. There is no charge for this registration.*

Annex C—Definitions (U.S. Entities Only)

Small Business (SB)

The Small Business Administration (SBA), for most industries, defines a "small business" either in terms of the **average number of employees** over the past 12 months, or **average annual receipts** over the past three years. In addition, SBA defines a U.S. small business as a concern that: is organized for profit; has a place of business in the US; operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor; is independently owned and operated; and is not dominant in its field on a national basis. The business may be a **sole proprietorship**, partnership, corporation, or any other legal form. In determining what constitutes a small business, the definition will vary to reflect industry differences, such as size standards (reference **NAICS** (www.census.gov/eos/www/naics/)).

Small Disadvantaged Business (SDB)

A Small Disadvantaged Business (SDB) is a small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged.

The SBA defines socially disadvantaged groups as those who have been, historically, subjected to "racial or ethnic prejudice or cultural bias" within the larger American culture. Identified groups include: African Americans, Asian Pacific Americans, Hispanic Americans, Native Americans and Subcontinent Asian Americans. Members of other groups may qualify if they can satisfactorily demonstrate that they meet established criteria.

Economically disadvantaged individuals are defined as those for whom impaired access to financial opportunities has hampered the ability to compete in the free enterprise system, in contrast to people in similar businesses who are not identified as socially disadvantaged.

HUBZone Small Business - Historically Underutilized Business Zone

A small business concern that appears on the list of Qualified HUBZones Small Businesses maintained by the US Small Business Administration. To determine if your business is located in a HUBZone, or to apply online, go to The Small Business Administration's HUBZone website <https://eweb1sp.sba.gov/hubzone/internet/index.cfm>.

Woman-owned Small Business (WOSB)

A small business that is at least 51 percent owned and actively managed by one or more women with either U.S. citizenship or U.S. resident alien status. Learn more at SBA's Office of Women's Business Ownership at <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>.

Veteran-Owned Small Business (VOSB)

A small business concern that is:

- i. At least 51% unconditionally owned by one or more veterans as defined at 38 U.S.C. 101(2) or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and
- ii. The management and daily business operations of which are controlled by one or more veterans.

Learn more at SBA's Office of Veterans Business Development <http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html>.

Service Disabled Veteran-Owned Small Business Concern (SDVOSB)

A small business concern that is:

- i. At least 51% unconditionally owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more service-disabled veterans, and;
- ii. The management and daily business operations of which are controlled by one or more service disabled veterans, or in the case of a service disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“Service Disabled Veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected as defined in 38 U.S.C. 101(16). Learn more at the US Dept. of Veteran Affairs

<http://vabenefits.vba.va.gov/vonapp/main.asp>.

NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information go to NAICS at

<http://www.census.gov/eos/www/naics/>.

Annex D—RFQ Checklist

**Checklist for Classroom Furniture
for post typhoon Haiyan (Yolanda) education
recovery assistance for Northern Cebu schools**

<i>Items to be included with quotation</i>		<i>Submitted</i>
1	Checklist for Classroom Furniture for post typhoon Haiyan education recovery assistance for Northern Cebu schools - Annex D	
2	Completed Classroom Furniture and Pricing Template (Annex E) (Reference Section 5.2)	
3	Sample(s) pictures (Reference Section 5.1)	
4	Warranty (Reference Section 4.1.3)	
5	Timeline of Production (Reference Section 4.2)	
6	Price Guarantee (120 days) (Reference Section 5.2)	
7	Annex A	
	a. Annex A completed and signed	
	b. Documentation of Legal incorporation	
	c. List of Key individuals	
	d. List of individuals at 3 organizations to be contacted for references	
8	Annex B - Completed and signed	
9	Annex D – RFQ Checklist	
10	Annex E – Specifications and Pricing Template	

Annex E—Classroom Furniture Specifications and Pricing Template

See Excel Spreadsheet

Appendix F USAID Logo Specifications

See attachment

Annex G – Detailed Technical Specifications

See attachment