

Education Development Center, Inc. (EDC) is an international nonprofit 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, 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.

1. Situation:

The USAID/Malawi-funded Tikwere! Project, an educational program of EDC, is engaged in a 5.5 year project to provide radio instruction in grades 1-4 based on the New Primary Curriculum (NPC.) operates until September 25, 2012. Tikwere! reaches to teachers through:

- Continuous Professional Development (CPD) Open and Distance Learning (ODL) for primary teacher certificates
- Incorporating the Interactive Radio Instruction (IRI) methodology in the Initial Primary Teacher Education (IPTE) program by training Teacher Training Colleges (TTC) lecturers

Tikwere! also provides more learners with additional programming through:

- Complementary and Basic Education (CBE) for school leavers
- Revised programming for Standards 1,2,3
- New set of radio programs for Standard 4

To complement the newly produced IRI programs, Tikwere! is developing and distributing approximately 1,000,000 fiction books for "Standard 4" students. The purpose of the book is to provide an opportunity to put real books with strong story lines into the hands of learners. Understanding conventions of text, proper care and handling of books as well as an appreciation for the arc of story are all important aspects in developing life-long readers.

The content of the books will be developed by the Tikwere! team in the US and Malawi, illustrated by Malawian consultants and reviewed by Malawian staff to ensure cultural appropriateness. The books will become the property of the Malawi Standard 4 classroom.

2. Statement of Work, Deliverables and Milestones:

Printing

The consultant will print 1,000,000 copies of Tikwere!'s Standard 4 textbook in accordance with the following technical specifications:

Quantity: 1,000,000 units

Pages: 102 pages interior, plus 4 cover

Finished size: 6 x 9

Color: 2 color cover and black interior

Note: Interior is mostly text with few B&W graphics

Binding: Perfect Bound (highest grade to ensure resilience to humidity and dust)

Bleeds: No bleeds

Paper: 70 lb. white offset

12 point coated one side (C1S)

Dummy: Include cost to provide a dummy, or sample, with the paper selection you are planning to use

Changes: Include two hours of edits and delivery of proofs to DC office

Additional information:

- The chosen vendor shall maintain constant communication with the EDC layout specialist, who will ensure that the required outcome quality is acceptable.
- The chosen vendor will be required to have samples for review before printing.
- The content will be provided to the chosen vendor in InDesign format.
- The chosen vendor will consolidate and ship the final product to the EDC office in Blantyre, Malawi.
Therefore, the costs associated with shipping the books should be included in the quote.

Shipment

The chosen vendor will coordinate the delivery of all printed books to the chosen location in Blantyre, Malawi.
Given the nature of the EDC/Tikwere! program, transatlantic shipment from the US needs to be transported by US flag carriers ONLY.

Deliverables and milestones

- Seven days after the vendor is chosen: Delivery of dummy, or sample, with paper selection to EDC staff in Washington. DC for approval.
- Throughout the printing process: Delivery to EDC staff in Washington. DC of as many proofs as needed to ensure that the required quality and specifications are up to the standards of EDC.
- By July, 1st, 2012: Completed printing of 1,000,000 units of the Standard 4 textbook and awaiting shipment to Blantyre, Malawi.
- **Not later than August 1st, 2012: The final product should be delivered to Blantyre, Malawi.**

3. How to Submit a Quotation:

In addition to the information required in Section 7, all responses to this RFQ must include the following:

1. Names, email addresses, phone numbers and contact people at 3 organizations who have been your clients during the last 18 months, whom we can call on as references; and
2. Completed Certification Forms (complete only if you have not already done so and submitted to EDC)

4. Schedule of Events:

It is expected that this project will be awarded during the week of June 8, 2012

TIME & TIME ZONE	DATE	TIME TABLE
5:00 PM EDT	May 25, 2012	Deadline for request for clarifications from EDC
4:30 PM EDT	June 1, 2012	Deadline for submissions of quotations

5. Quotation Submission and Contact Information:

Please direct any questions and submit your quotations, via mail or email to:

Julio Noguera
International Program Coordinator
Education Development Center, Inc.

6. RFQ Provisions

1. EDC may require a sample of 3-6 completed booklets prior to final selection. EDC will provide a sample pdf file.
2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by any service provider in the submission of a quotation. This is the Service provider's responsibility. EDC reserves the right to reject any or all quotations at any time with no penalty. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
3. Additional documentation may be required prior to actual vendor/consultant selection.
4. By submitting a response to the RFQ the vendor / consultant acknowledges that s/he has read and understands the terms of the "Standard EDC Vendor/Consultant Agreement Terms and Conditions" which are attached and made part of this RFQ.
5. By submitting a response to this RFQ, the vendor / contractor is agreeing to all the terms and conditions stated in this RFQ.
6. All information provided by EDC in this RFQ is offered in good faith and EDC makes no certification that any item is without error.

7. Certifications

Please complete the following certification forms and submit with your response to this RFQ:

- The applicant, by checking the applicable box certifies that it has never been debarred or suspended by the US Federal Government ☐ yes ☐ no.
- Please check the appropriate box below:
The applicant, by checking the applicable box certifies that it has regularly performed the services referenced under Section 2 of this RFQ for other organizations or businesses: ☐ yes ☐ no
- The applicant, by checking the applicable box, certifies that:
 - If the applicant is a **U.S. entity**, it operates as:
 - ☐ a corporation incorporated under the laws 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; or
 - If the applicant 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.

Representation(s)

Complete the following information for the person who will represent your company to EDC:

- Name/Title: _____
- Company Name: _____
- Mailing Address: _____
- Email Address: _____
- Phone: _____

Authorized Signatory Name/Title: _____

Signature: _____ Date: _____

Vendor/Consultant Certification Form (U.S. Entities Only)

EDC is committed to utilizing small businesses, minority-owned firms, HUBZone small businesses, veteran owned firms, and women's business enterprises to the fullest possible extent.

Vendors / consultants must certify their status by completing the form below. **See the following page for standard definitions.**

Please type or print clearly:

Company Name: _____ Dun & Bradstreet No (optional) *: _____
Address: _____
City / State / Zip: _____
Contact Person: _____
Phone and Fax Number: _____
Email Address: _____

Check **ALL** that apply:

- ☐ Small Business (SB) (self certification)
- ☐ 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 (self-certification) * (SDVOSP)
- ☐ Large Business (LB)
- ☐ Other Certification, certification: _____

In addition to the above,



☐ I assert that my business complies with the Small Business Administration's Table of Size Standards. (See www.sba.gov for additional information)

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.

***** Vendor/Consultant Execution – Required *****

By signing this document, the vendor/consultant acknowledges all the details provided on the form are accurate, true and that the vendor has read and understands the information.

Authorized Signatory Name/Title: _____

Signature: _____ Date: _____