



Request for Quotation (RFQ)

Book printing and shipment to Somaliland

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:

It is the mandate of the Somalia Interactive Radio Instruction Program (SIRIP) to improve access and quality of education for Somali children by continuing to provide a support package of high quality education programs to improve teaching and learning.

EDC will continue its work to provide reading materials to Somali children through the printing of the current series being developed as part of the Somali book series. The purpose of the book series is to first fill the need for supplementary reading materials in schools. Secondly, the project aims to create a reading culture. EDC's first Somali reader series, which when completed will reach the number 20 series, has been well received. EDC pioneered the production of timely and highly appropriate, thematically organized and aesthetically pleasing books for children.

2. Statement of Work, Deliverables and Milestones:

The consultant will print and ship the following books in accordance with the specifications below::

- 6,000 copies of book #5 (old series) entitled "Stories of Fairness"
- 10,000 copies of book #5 (new series) entitled "Wisdom of Parents"
- 10,000 copies of book #6 (new series) entitled "Leadership"
- 10,000 copies of book #7 (new series) entitled "Good Deeds"
- 10,000 copies of book #8 (new series) entitled "The advice of my mother"

Specifications:

The aforementioned books must be printed in accordance with the following technical specifications:

Book # 5 "Stories of Fairness" (old series):

Quantity: 6,000

Size: 6.93 x 9.84 inches

Pages: 68 single pages plus 4 cover

Binding: Spine – perfect bound

Color: Full-color throughout
Aqueous on cover.

Bleeds: Throughout

Paper: 100# McCoy gloss text
30# McCoy silk cover

Paper Weight: 14 point cover
100 lb. text

Additional: scanning all of **36** illustrations at high resolution (25 illustrations at 8in. x 11in. and 11 illustrations at 11in. x 15in.).

Book #5-8 of the new series:

Quantity: 10,000 each of 4 (40,000 total)

Size: 6 x 9

Pages: 108+C, 96+C, 116+C, 120+C

Paper: Text: 80# Cougar smooth text

Cover: 100# Cougar smooth cover

Ink: Text: 4CP

Cover: 4CP

Artwork: disk provided



Illustrations: n/a
Proofs: lo res digital proofs, composite hi res
Binding: perfect bind along 9" way
Packaging: cartons, convenient
Shipping: TBD
Price: quantity of 10,000 each of 4 books
Addl. 4 pages per book
Less 4 pages per book

Additional information:

- The chosen vendor shall keep constant communication with Michele Shortley, shortley@hotmail.com, who will ensure that the required quality is ensured.
- The chosen vendor will be required to have samples for review before printing.
- The chosen vendor will consolidate and ship the final product to the EDC/SIRIP office in Hargeisa, Somaliland. **Therefore, the costs associated with shipping the books should be included in the quote.**

Deliverables and milestones

Printing and shipment of the following books:

- 6,000 copies of book #5 (old series) entitled "Stories of Fairness"
- 10,000 copies of book #5 (new series) entitled "Wisdom of Parents"
- 10,000 copies of book #6 (new series) entitled "Leadership"
- 10,000 copies of book #7 (new series) entitled "Good Deeds"
- 10,000 copies of book #8 (new series) entitled "The advice of my mother"

The final product should be shipped or on before Friday, September 23rd 2011 for delivery not later than October 30th, 2011.

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 Aug. 26, 2011

TIME & TIME ZONE	DATE	TIME TABLE
5:00 PM ET	Aug. 23, 2011	Deadline for request for clarifications from EDC
4:30 PM ET	Aug. 30, 2011	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.
1025 Thomas Jefferson Street, NW Suite 700W
Washington, DC 20007



Email: jnoguera@edc.org

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 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; 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: _____

Definitions:**Small Business (SB)**

A small business, means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and meets the SBA's criteria for the NAICS (<http://www.census.gov/eos/www/naics/>) industry to which it belongs. Currently, a small business certification process is not required for Federal contracts. When submitting a quotation, simply self-certify by checking the appropriate box.

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/>.



Standard EDC Vendor/Consultant Agreement Terms and Conditions:

1. Vendor or Consultant ("Provider") agrees to perform Services as set forth in the Scope of Work, attached here and EDC agrees to pay Provider upon satisfactory completion of the work and in accordance with the terms of this agreement.
2. (a) If this is a time agreement, the Provider will maintain accurate records of actual time worked and all other expenses submitted for reimbursement. Provider will make such records available to EDC or its representatives on reasonable request. Provider certifies that EDC will not be billed for Services paid by other entities or by EDC under any other agreement. Provider will submit invoices to the EDC Project Director within thirty days of completion of Services. EDC will not process an invoice that is not supported by a fully executed agreement. Invoices that do not include the agreement number, dates, and a brief, identifying description of services performed, will not be paid. It will take EDC at least 30 days to process invoices once they have been approved by the Project Director. (b) If this is a fixed price agreement, the Provider will submit invoices within thirty days of acceptance of the Services by the EDC Project Director. Invoices that do not include the agreement number and a brief, identifying description of the service, will not be paid. (c) Travel costs will be reimbursed in accordance with EDC policy, using the EDC Travel Expense Report.
3. Provider's relationship to EDC is that of an independent contractor. Provider certifies that s/he will not present, allege or claim to third persons in any manner whatsoever that s/he is employed by EDC. Provider further certifies that Provider makes his or her services available to the public through an independently established trade, occupation, profession or business and is licensed as required by applicable law or is part of a separate legally incorporated business, and that EDC is not the Provider's sole client for this type of service.

The parties agree that EDC does not have the right to instruct Provider about how to perform the Services that Provider will not use EDC facilities to perform the Services and Provider is free to make business decisions which affect Provider's profit or loss. Nothing in this Agreement is intended to create a partnership, agency, employer, employee or joint venture relationship. Provider will be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of Provider's employees. Neither federal, nor state, nor local income tax, nor payroll I tax of any kind, shall be withheld or paid by EDC on behalf of Provider or its employees. Provider and Provider's employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan of EDC. No workers' compensation insurance shall be obtained by EDC covering Provider or Provider's employees.

4. Provider indemnifies, defends and holds EDC harmless from and against all liabilities (including reasonable expenses and attorney's fees) incurred by or imposed on EDC in connection with any suits, or judgments related to Provider's warranties, representations or performance of the Services under the agreement.
5. Provider is advised to carry general comprehensive liability insurance in an amount consistent with industry standards.
6. All data, documentation, specifications, models, computer programs and code, and other technical and business information furnished or disclosed to Provider by EDC ("Confidential Information") are the property of EDC, and all copies will be returned to EDC at the end of the performance period. Unless such Confidential Information was previously known to Provider free of any obligation to keep it confidential, or is subsequently made public by EDC, it will be held in confidence by Provider and used only for the purposes of performing the Services.
7. All written material, software programs, code and documentation, and intangible or tangible inventions arising out of the performance of this Agreement, ("Deliverables") belong to EDC. Provider agrees that the Deliverables are specially commissioned works made-for-hire, and that EDC is deemed the author for copyright purposes. If any Deliverable(s) is determined not to be a work made-for-hire, this agreement will be deemed an irrevocable assignment of copyright to the Deliverable(s) to EDC. To the extent permitted by law, Provider waives rights to the Deliverables afforded by the U.S. Visual Artists Rights Act, and all so-called "moral rights" to the Deliverables afforded under the law of any other country. Provider will, as EDC requests, execute documents required to vest ownership in EDC. Provider will acquire all rights as necessary to provide EDC the rights agreed to be conveyed and will appoint EDC as attorney-in-fact to execute required documents. Provider will treat Deliverables as EDC Confidential Information.

Provider will not incorporate any works in the preparation of Deliverables unless such works and their owners (including the owners of any intellectual property rights embodied therein) are identified in advance and in writing to EDC. If such



works consist of or incorporate any materials owned by third parties, Provider warrants that s/he has the authority to grant to EDC unrestricted rights and licenses, free of any claim of rights by any other person or entity.

8. EDC may terminate the Agreement for any reason with fourteen (14) days prior written notice. EDC will not be liable for any payments accruing after notice of termination without EDC's approval.

9. The failure of EDC to enforce any right under this agreement is not a waiver of that right.

10. Provider may not transfer or subcontract any part of this agreement to another party, without EDC prior written consent.

11. This is the entire agreement with respect to its subject matter and there are no other agreements, either written or oral. It may be modified only by written amendment, executed by authorized representatives of both parties.

12. The interpretation of this agreement and transactions or disputes under it shall be governed by the laws of the Commonwealth of Massachusetts, U.S.A.

13. Sections 3, 4, 6, 7 and 13 will survive termination of this agreement.

14. Provider agrees to comply with all applicable federal laws and regulations including affirmative action, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination. Provider hereby certifies that s/he is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and is not delinquent on any State or Federal tax. Provider will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed on EDC by the sponsor(s) of this project.