



**Education
Development
Center**

**Education Development Center, Inc.
(hereinafter referred to as "EDC")**

**Request for Quotation 2024-003 for
Procurement of Printing, Packaging
and Delivery of Teaching Materials**

Issue date :

January 29, 2024

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, 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.

The United States Agency for International Development (USAID) has chosen EDC to implement the Doniya Taabolo program in Mali. The Doniya Taabolo program will reach 350,000 pupils in 1,000 public and community schools in the regions of San, Ségou, Dioïla, Koulikoro, Sikasso, Koutiala, Bougouni and the district of Bamako. The aim of the Doniya Taabolo program is to improve the teaching-learning of reading-writing, mathematics and socio-emotional skills of pupils in grades 1-4. To achieve this goal, Doniya Taabolo aims to: 1) Improve the teaching of reading-writing and mathematics, 2) Strengthen the capacity of the education system to offer quality teaching, 3) Increase community support for their children's learning, by building parents' capacity to accompany their children in their learning.

Organizations submitting quotations in response to this Request for Quotations have no relationship with USAID under the terms of this solicitation or any resulting contract. All communications concerning this tender should be addressed to EDC Doniya Taabolo.

1. Purpose and eligibility

1.1 Purpose

The aim of this RFQ is to invite prospective Offerors to submit quotations for the printing, packaging and delivery of teaching materials to 1,000 public and community schools in the regions of San, Ségou, Dioïla, Koulikoro, Sikasso, Koutiala, Bougouni and the district of Bamako in Mali. Offerors are responsible for printing, packaging and delivering all printed materials in accordance with Section **4.1.2 Delivery Schedule and Location** to :

Twenty-seven CAPs (27) Centres d'Animation Pédagogiques (CAPs) in the regions of San, Ségou, Dioïla, Koulikoro, Sikasso, Koutiala, Bougouni and the district of Bamako as shown in Annex D: "List of CAPs."

1.2 Eligibility

This procurement is open to offers from organizations incorporated or legally organized under the laws of any country not sanctioned by the U.S. government. Offers from organizations incorporated or legally organized under the laws of countries sanctioned by the United States will not be considered. All éléments of requested documentation, as outlined in section **4.1.2. Delivery schedule and location**, must be provided in order for quotations to be considered. If even one of the requested elements is missing, the quotation will be disqualified. Any missing items may result in the quotation being disqualification.

2. General information

2.1 Original RFQ Document

EDC shall retain the RFQ and all related terms and conditions, documents and other attachments in their original form in an archive. 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 documents submitted in response to this RFQ become the property of EDC upon delivery to EDC.
4. Additional documents may be required prior to selection.
5. This contract is free of all taxes and customs duties in accordance with USAID's agreements with the government of Mali.
6. In the event of any discrepancy between the English and French versions of this RFQ, the English version shall have precedence.

2.3 Schedule of Events

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

LINE	TIME	DATE	Time Table
A	4:00 p.m. Mali time (11:00 a.m. Washington time in the U.S.)	Monday, February 05, 2024	Deadline for requests for clarification to EDC. Questions must be in writing and submitted via email to AcquisitionsDT@edc.org .
B	4:00 p.m. Mali time (11:00 a.m. Washington time in the U.S.)	Wednesday , February 07, 2024	Estimated date for EDC responses
C	2:00 p.m. Mali time (9:00 a.m. Washington time in the U.S.)	Monday, February 12, 2024	Deadline for receipt of offers. AcquisitionsDT@edc.org

2.4 Inspection and Acceptance

Under any contract awarded in response to this RFQ, EDC may inspect and test the printed materials to determine whether such printed materials conform to the terms of the contract and its attachments. Unless otherwise agreed to in writing by EDC, EDC shall have a right to inspect printed materials for conformity before payment or acceptance of such printed materials, in accordance with Section 2- 513(1) of the UCC. Payment for printed materials made before inspection for conformity shall not constitute an acceptance of such printed materials or impair EDC's right to inspect such printed materials or any of EDC's remedies, in accordance with Section 2-512(2) of the UCC. printed materials rejected or printed materials in excess of the 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 and in detail, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential Offerors—in writing—by the date and time designated in Line A of the Chart in Section 2.3. Responses will be sent to any Offeror that requested the RFQ and published in writing to www.rfpdb.com and alternately, Offerors may either request a copy via email to the address in Section 3.2. 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 such understanding. 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

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

Offerors' inquiries, questions, and requests for clarification related to this RFQ are to be directed in writing via email in English or French before the date and time designated in Line A of the Chart in Section 2.3 to:

Education Development Center, Inc.
Attention: USAID Doniya Taabolo Mali
E-mail : AcquisitionsDT@edc.org

In order for inquiries, questions and requests to be answered, the Offeror must indicate the following as the subject of the email: ***"Questions Rregarding USAID Doniya Taabolo Mali RFQ - Printed Materials."***

3.3 Offer submission

All quotations must include a cover letter provided on the Offeror's letterhead or stationery and be signed in writing by the Authorized Officer of the Offeror. It is not acceptable to only provide the typed name of the Offeror's representative. Quotations submitted without a written signature will not be considered. The Authorized Officer of the Offeror who signs the cover letter must also sign all other components of the quotation, which require a signature.

Quotation must be delivered via email to :
Education Development Center, Inc.
Attention: USAID Doniya Taabolo Mali
E-mail : AcquisitionsDT@edc.org

All quotations must be received by EDC by the date and time designated in **Line C** of the table in Part 2.3.

3.4 Evaluation of Quotations

3.4.1 Complete Quotations

Offerors must submit all documents required by this RFQ, including its Annexes, so that their quotation is complete. See Annex C for a list of items to be included. Prior to evaluating the quotations, EDC will determine which quotations include the documents required for the quotation to be considered complete. Please note that although EDC will 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.

3.4.2 Compliance with Technical Specifications

Offerors may be disqualified if the quotation does not demonstrate compliance with Section 4, Technical Specifications & Requirements.

3.4.3 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able to deliver services of a similar or larger scope on time and in a satisfactory manner.

3.5 Evaluation criteria

EDC shall evaluate all eligible quotations based on price. At the end of the evaluation process, selected Offeror(s) may be asked to provide samples of the proposed products.

3.6 Selection

EDC may award one or more contracts resulting from this RFQ to the Offeror(s) whose quotation conforming to this RFQ offers the greatest value. EDC may also (a) reject any or all quotations, (b) accept a quotation other than the lowest quotation, (c) accept more than one quotation, (d) not issue a contract at all, or (e) cancel the Request for Quotation altogether. Contracts may be issued for one or more lots. EDC, at its sole discretion, may waive informalities and minor irregularities in quotations received.

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 reserves the right to conduct site visits 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 oral presentations provided by the Offeror.

4 Technical Specifications & Requirements

4.1 Technical Specifications

All of the specifications listed in section 4.1 must be met. **Offerors may submit quotations for one or more lots.**

4.1.1 Technical Specifications

Quotations are requested for the printing of the following materials and technical specifications:

Detailed Technical Specifications

LOT 1:

1. similar texts (document for teachers)

1st year

- San Folo Masalabolow 1
- San Folo Masalabolow 2
- San Folo Masalabolow 3
- San Folo Masalabolow 4

2nd year

- San Filanan Masalabolow 1
- San Filanan Masalabolow 2
- San Filanan Masalabolow 3
- San Filanan Masalabolow 4
- San Filanan Masalabolow 5

Materials	similar texts (document for teachers)	
Quantity	1st year	Quantity
	San Folo Masalabolow 1	1 420
	San Folo Masalabolow 2	1 420
	San Folo Masalabolow 3	1 420
	San Folo Masalabolow 4	1 420
	2nd year	
	San Filanan Masalabolow 1	1 420
	San Filanan Masalabolow 2	1 420
	San Filanan Masalabolow 3	1 420
	San Filanan Masalabolow 4	1 420
	San Filanan Masalabolow 5	1 420
	A3 format	
	Front cover: coated Artboard, 250 g/m2, laminated, 4-color process printing (full color)	
	Back cover: coated Artboard, 250 g/m2, laminated, four-color process printing (full color)	
115g/m2 Paper Inside Pages		
Gloss: 100%.		
Opacity: 100%.		
Inside pages with color		
Double-sided printing		
Binding: saddle stitching, double staple stitch at spine.		
A3 Format		

	Front cover: coated cardboard, 250 g/m2 laminate, four-color process printing (full color)	
Number of Pages	1st year	
	San Folo Masalabolow 1	40
	San Folo Masalabolow 2	44
	San Folo Masalabolow 3	48
	San Folo Masalabolow 4	40
	2nd year	
	San Filanan Masalabolow 1	40
	San Filanan Masalabolow 2	44
	San Filanan Masalabolow 3	44
	San Filanan Masalabolow 4	28
	San Filanan Masalabolow 5	32
	Packaging	The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 50 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements. The print materials must be packed in accordance with the delivery schedule indicated in Section 4.1.2 Delivery schedule and location .
Sample/Proof	A sample/proof of what the Offeror will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC Doniya Taabolo must approve the sample prior to printing.	
Sample/Proof Review by EDC	3 business days	
Changes	3 business days — If changes are required, a new sample must be provided to EDC, delivered in person or via courier service for final approval and no print run may be started until the selected Offeror receives a written/dated authorization to print from EDC.	

2. Grade 1 and 2 Teacher's Guide (EQA, EIR, Caring Classroom, Formative Evaluation)

- A teacher's guide to literacy for Grade 1 language and communication courses.
- Teacher's guide to literacy for Grade 2 language and communication courses.

Materials	Formative Assessment
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Quantity	1st and 2nd Years	Quantity
	A teacher's guide to literacy for Grade 1 language and communication courses	1 420
	Teacher's guide to literacy for Grade 2 language and communication courses	1 420
	<ul style="list-style-type: none"> - A4 format - Front cover: coated Artboard, 250 g/m2 laminated, 4-color process printing (full color) - Back cover: coated Artboard, 250 g/m2 laminated, four-color process printing (full color) - Paper Inside pages 115 g/m2 - Gloss: 100%. - Opacity: 100%. - Black and white inside pages, printed on both sides - Binding: saddle-stitched, double staple stitch on spine 	
Number of Pages	1st and 2nd Years	Pages
	A teacher's guide to literacy for Grade 1 language and communication courses	77
	Teacher's guide to literacy for Grade 2 language and communication courses	40
Packaging	The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 50 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements.. The print materials must be packed in accordance with the delivery schedule indicated in Section 4.1.2 Delivery schedule and location.	
Sample/Proof	A sample/proof of what the Offeror will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC Doniya Taabolo must approve the BAT/sample prior to printing.	
Sample/Proof Review by EDC	3 business days	
Changes	3 business days - If changes are required, a new sample must be provided to EDC, delivered in person or via courier service for final approval and no print run may be started until the selected Offeror receives a written/dated authorization to print from EDC	

3. Evaluation Test

- Kalanden kiimeni San folo
- Kalanden kiimeni San filanan

Materials	Formative assessment	
Quantity	1st and 2nd Years	Quantity
	Kalanden kiimeni San folo	2 420
	Kalanden kiimeni San filanan	2 420
	<ul style="list-style-type: none"> - A4 format - Front cover: coated cardboard, 250 g/m² laminated, 4-color process printing (full color) - Back cover: coated cardboard, 250 g/m² laminated, four-color process printing (full color) - Paper Inside pages 115 g/m² - Gloss: 100%. - Opacity: 100%. - Full-color, single-sided inside pages - Binding: 2 saddle stitches 	
Number of Pages	1st and 2nd Years	Pages
	Kalanden kiimeni San folo	16
	Kalanden kiimeni San filanan	15
Packaging	<p>The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 100 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements. The print materials must be packed in accordance with the delivery schedule indicated in Section 4.1.2 Delivery schedule and location.</p>	
Sample/Proof	<p>A sample/proof of what the Offeror will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC Doniya Taabolo must approve the BAT/sample prior to printing.</p>	
Sample/Proof Review by EDC	3 business days	
Changes	<p>3 business days - if modifications are required, a new sample must be provided to EDC, delivered in person or by mail for final approval, and no printing shall be initiated until the selected Offeror receives written and dated authorization from EDC to print.</p>	

4. **GBAIA Booklet**

1. Dumanba
2. Kalanso taabolow
3. Ngolo
4. Teriya
5. Sumiya
6. Jagokela Sunba
7. Jonjonyelen
8. Jamako
9. Sumayabana
10. Kalifa ni solonin
11. Seliba don
12. Sori n'a terimuso korotumu
13. Sidi ka bana
14. Jisumafeerela Tata
15. Kungosogow ka dunun
16. Alifa ka garibuya
17. Kani ni kaana
18. Maati
19. Surukuba ni bakoronba
20. Sunjata
21. Basa ni nfirinfirinin

Materials	Booklets			
Quantity	1. Dumanba	5 420	11. Seliba don	5 420
	2. Kalanso taabolow	5 420	12. Sori n'a terimuso <i>korotumu</i>	5 420
	3. Ngolo	5 420	13. Sidi ka bana	5 420
	4. Teriya	5 420	14. Jisumafeerela Tata	5 420
	5. Sumiya	5 420	15. Kungosogow ka dunun	5 420
	6. Jagokela <i>Sunba</i>	5 420	16. Alifa ka garibuya	5 420
	7. Jɔnjɔnyɛɛn	5 420	17. Kani ni kaana	5 420
	8. Jamako	5 420	18. Maati	5 420
	9. Sumayabana	5 420	19. Surukuba ni bakoronba	5 420
	10. Kalifa ni <i>solonin</i>	5 420	20. Sunjata	5 420
			22. Basa ni nfirinfirin	5 420
	Closed format	- 170 x 240 mm		
Open format	- 340x240 mm			
Interior	- Paper: Semi-matt coated 135 grams - Printing: double-sided in color			
Cover	- Paper: Gloss modern coated 350 grams - Printing: full color on front / Matte lamination			
Binding	- Saddle-stitched (double metal staple stitch on back)			
Bleeds	- Yes! Bleed with 5mm border/edge			
Number of Inside Pages per Document	1. Dumanba	24	11. Seliba don	24
	2. Kalanso taabolow	36	12. Sori n'a terimuso <i>korotumu</i>	20
	3. Ngolo	36	13. Sidi ka bana	28
	4. Teriya	16	14. Jisumafeerela Tata	32
	5. Sumiya	32	15. Kungosogow ka dunun	32
	6. Jagokela <i>Sunba</i>	24	16. Alifa ka garibuya	28
	7. Jɔnjɔnyɛɛn	24	17. Kani ni kaana	20
	8. Jamako	28	18. Maati	32
	9. Sumayabana	28	19. Surukuba ni bakoronba	20
	10. Kalifa ni <i>solonin</i>	20	20. Sunjata	20
			21. basa ni nfirinfirin	24

Number of Cover Pages per Document	Dumanba	4	Seliba don	4
	Kalanso taabolow	4	Sori n'a terimuso <i>korotumu</i>	4
	Ngolo	4	Sidi ka bana	4
	Teriya	4	Jisumafeerela Tata	4
	Sumiya	4	Kungosogow ka dunun	4
	Jagokela <i>Sunba</i>	4	Alifa ka garibuya	4
	Jonjonyelen	4	Kani ni kaana	4
	Jamako	4	Maati	4
	Sumayabana	4	Surukuba ni bakoronba	4
	Kalifa ni <i>solonin</i>	4	Sunjata	4
			Basa ni nfirinfirin	4
Total Number of Pages per Document	Dumanba	28	Seliba don	28
	Kalanso taabolow	40	Sori n'a terimuso <i>korotumu</i>	24
	Ngolo	40	Sidi ka bana	32
	Teriya	20	Jisumafeerela Tata	36
	Sumiya	36	Kungosogow ka dunun	36
	Jagokela <i>Sunba</i>	28	Alifa ka garibuya	32
	Jonjonyelen	28	Kani ni kaana	24
	Jamako	32	Maati	36
	Sumayabana	32	Surukuba ni bakoronba	24
	Kalifa ni <i>solonin</i>	24	Sunjata	24
			Basa ni nfirinfirin	28
Packaging	The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 100 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements.. The print materials must be packed in accordance with the delivery schedule in Section 4.1.2 Delivery schedule and location.			
Sample/Proof	A sample/proof of what the Bidder will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC must approve the BAT/sample before proceeding with printing.			
Sample/Proof Review by EDC	3 business days			
Changes	3 business days - if modifications are required, a new sample must be provided to EDC, delivered in person or by mail for final approval, and no printing shall be initiated until the selected Offeror receives written and dated authorization from EDC to print.			

End of lot 1

LOT 2

1. **Gafé 1 and Gafé 2 the Decodable Words**

Equipment	Gafé 1 and Gafé 2 for Decodable Words	
Quantity	1st and 2nd Years	Quantity
	Gafe 1	50 420
	Gafe 2	50 420
Number of Pages:	1st and 2nd Years	Number of pages
	Gafe 1	44
	Gafe 2	36
	<ul style="list-style-type: none"> - A5 format - Front cover: 80 gsm laminated, 4-color process printing (full color) - Back cover: 80 gsm laminated, four-color process printing (full color) - Paper 80g/m2 duplex color inside pages - Gloss: 100%. - Opacity: 100%. - Full-color, double-sided pages - Binding: saddle stitching, double staple stitch at spine. 	
Packaging	<p>The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 100 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements. The print materials must be packed in accordance with the delivery schedule in Section 4.1.2 Delivery schedule and location.</p>	
Sample/Proof	<p>A sample/proof of what the Bidder will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC must approve the BAT/sample before proceeding with printing.</p>	
Sample/Proof Review by EDC	3 business days	
Changes	<p>3 business days - if modifications are required, a new sample must be provided to EDC, delivered in person or by mail for final approval, and no printing shall be initiated until the selected Offeror receives written and dated authorization from EDC to print</p>	

2. Graded texts (for students)

Ne kelen ka nsiriinniw 1

Ne kelen ka nsiriinniw 2

Materials	Graded Texts (Student Handout)		
Quantity	1st and 2nd Years	Number of graduated texts	Quantity
	Ne kelen ka nsiriinniw 1	20 graduated texts (student handout)	50 420
	Ne kelen ka nsiriinniw 2	32 graduated texts (student handout)	50 420
	- A4 format		
	- Front cover: coated Artboard, 250 g/m2 laminated, 4-color process printing (full color)		
	- Back cover: coated Artboard, 250 g/m2 laminated, four-color process printing (full color)		
	- Paper Interior pages 115 g/m2		
	- Gloss: 100%.		
	- Opacity: 100%.		
	- Black and white inside pages, printed on both sides		
	- Binding: saddle-stitched, double staple stitch on spine		
Number of pages	1st and 2nd Years	Number of Graduated Texts	Pages
	Ne kelen ka nsiriinniw 1	20 graduated texts (student handout)	24
	Ne kelen ka nsiriinniw 2	32 graduated texts (student handout)	36
Packaging	The print materials must be placed in well-labeled boxes, labelled with the name of the document and the quantity of 100 per box. These print materials must be packaged for each CAP and adapted to the weight and volume of the documents. The Offeror must specify the type of box/container that will be used to pack the books; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements. The print materials must be packed in accordance with the delivery schedule in Section 4.1.2 Delivery schedule and location.		
Sample/proof	A sample/proof of what the Offeror will print, including paper selection, must be provided to EDC prior to printing the total quantity and EDC must approve the BAT/sample before proceeding with printing		
Sample/proof	3 business days		

Modifications	3 business days - if modifications are required, a new sample must be provided to EDC, delivered in person or by mail for final approval, and no printing shall be initiated until the selected Bidder receives written and dated authorization from EDC to print.
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End of Lot 2

4.1.2 Delivery Schedule and Location

The quotation must be based on the following delivery schedule, taking into account the delivery locations indicated in Annex D. The successful Offeror will ensure that delivery notes are collected at each delivery and signed and returned to EDC upon completion of delivery. Delivery notes will be given to designated EDC finance personnel, details of whom will be specified in the final purchase order. If an Offeror is unable to meet the delivery schedule in the table below, the Offeror may propose an alternate delivery schedule. Preference will be given to Offerors who are able to meet the delivery schedule in the table below. The exact addresses of the Centre d'Animation Pédagogique (CAP) will be provided to the selected Offeror in a contract(s) issued in response to this RFQ.

Offerors must deliver to the CAPs of San, Ségou, Dioila, Kati, Koulikoro, Sikasso, Koutiala, Bougouni and the district of Bamako (left bank and right bank). If the Offeror only provides printing services, and not delivery services, then the Offeror must provide the names of its delivery partners. The Offeror must demonstrate that the partners have the capacity to carry out delivery, and must provide references for the partner demonstrating such capacity.

The printer will need to store the booklets during the period between printing and distribution to the CAPs. This means that the printer must have room for storage in case printing finishes before distribution.

All Offerors must provide a delivery schedule for their quotation to be considered. The Offeror must be able to initiate to the shipment of the printed materials so that the printed materials are delivered on the date indicated below:

Materials to be delivered	Delivery Schedule	Delivery Location	Addresses
The list of CAPs with document quantities will be sent as an Excel file with the RFQ.	No later than 30 calendar days after approval of the artwork.	CAPE BANANKABOUGOU	Banankabougou CVI
	No later than 30 calendar days after approval of the artwork.	MALL HEADING	Darsasalm Bamako
	No later than 30 calendar days after approval of the artwork.	CAP BOUGOUNI	Quartier Niébala behind AE
	No later than 30 calendar days after approval of the artwork.	CAP GARALO	Garalo center opposite CCRF
	No later than 30 calendar days after approval of the artwork.	CAP KOLON DIEBA	Quartier EST on route Katiana
	No later than 30 calendar days after approval of the artwork.	KOUMANTOU	Quartier Sokourani adjacent to the gendarmerie
	No later than 30 calendar days after approval of the artwork.	CAP YANFOLILA	Bounoukoubougou behind EDM
	No later than 30 calendar days after approval of the artwork.	CAP BELEKO	Center 1 opposite town hall
	No later than 30 calendar days after approval of the artwork.	CAPE BAGUINEDA	Baguinéda Camps
	No later than 30 calendar days after approval of the artwork.	OUEZZINDOUGOU	Opposite the municipal stadium
	No later than 30 calendar days after approval of the artwork.	CAPE OUELESSEBOUGOU	Bamanakin district
	No later than 30 calendar days after approval of the artwork.	CAPE KANGABA	Quartier Sodougou next to the village chief's home

No later than 30 calendar days after approval of the artwork.	CAP KATI	Kati Koko plateau
No later than 30 calendar days after approval of the artwork.	CAP SANGAREBOUGOU	Sangarébougou opposite the tar road
No later than 30 calendar days after approval of the artwork.	CAP BANAMBA	South district opposite town hall
No later than 30 calendar days after approval of the artwork.	CAPE KOULIKORO	Koulikoroba opposite the governorate
No later than 30 calendar days after approval of the artwork.	CAP KOUTIALA	Hamdallaye near Lycée Danzié KONE
No later than 30 calendar days after approval of the artwork.	M'PESSOBA	Downtown, opposite EDM
No later than 30 calendar days after approval of the artwork.	CAP BLA	Opposite the Bla prefecture
No later than 30 calendar days after approval of the artwork.	CAP SAN	Quartier Médine near the traffic circle
No later than 30 calendar days after approval of the artwork.	CAP BARAOUELI	Quartier Administratif on the road to the prefecture
No later than 30 calendar days after approval of the artwork.	CAP SANANDO	within the health center

	No later than 30 calendar days after approval of the artwork.	CAP MACINA	Lafiabougou Macina public high school
	No later than 30 calendar days after approval of the artwork.	NIONO	Administrative district
	No later than 30 calendar days after approval of the artwork.	SEGOU	Médine faces AE Ségou
	No later than 30 calendar days after approval of the artwork.	Markala	Kirango district on the road to CCRF
	No later than 30 calendar days after approval of the artwork.	NIENA	Area manager CMDT district

The list of CAPs and the quantities of materials to be delivered in each CAP will be sent in an Excel file with the RFQ.

4.1.3 Inspection of printed materials

The selected Offeror shall provide EDC with an initial print production and print inspection schedule detailing each print run in accordance with the specifications in Section 4.1.2. The selected Offeror will be required to provide EDC with written notification before each print run. No print run may start until the selected Offeror receives a written/dated authorization to print from EDC. The number of days for notification will be specified in the contract. EDC or its designated representative may attend the tests and/or inspections conducted at the premises of the selected Offeror. EDC will bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses. As these expenses add to the actual cost of this procurement, an estimate of the costs for travel, board and lodging expenses will be added to each Offeror's quotation by EDC. Costs will be based on the Offeror's location.

EDC will inspect and test the print materials to determine whether they conform to the specifications in Section 4.1. Any payments made before inspection for conformity shall not constitute an acceptance of such services or impair EDC's right to inspect the print materials. Print materials rejected or in excess of quantities ordered may be returned to the selected Offeror at the selected Offeror's expense, subject to the following:

EDC may reject any or all of the deliverables or any part thereof that fail to pass any test and/or inspection, or do not conform to EDC's specifications and standards, subject to test or inspection that shall be carried out by an EDC representative. The decision of the EDC representative will be final with regards to technical specifications as well as the intended purposes and will be binding on the Parties. The selected Offeror shall either rectify or replace such rejected materials or parts thereof or make alterations necessary to meet the specifications at no cost to EDC.

The selected Offeror will assume all risk of loss or of damage to services ordered and all other items related to the order, until the same are finally received by the EDC, in accordance with the terms and conditions set forth in a contract resulting from this RFQ. The selected Offeror will also assume all risk of loss of or damage to any services rejected by EDC for nonconformity.

4.1.4 Warranty

All Offerors must provide a document with proposed or applicable warranty for each of the printed materials in order for their quotation to be reviewed.

4.1.5 Other specifications

Offerors may not provide any printed materials which were manufactured or produced in or shipped from countries sanctioned by the US government. Quotations that include printed materials from countries sanctioned by the US government shall not be considered.

4.2 Travel & Shipping

4.2.1 Travel

Travel is not allowed.

4.2.2 Shipping

If the selected Offeror will need to air or ocean-ship any items, air or ocean shipping must be in compliance with USAID and U.S. Government regulations which require shipment via US flag carrier. If US flag carrier is not available for all or some of the shipment, Offeror must provide specific information why US flag carrier is not available for which sections of the shipping, what percentage will be shipped by US carrier and what percentage will be shipped by foreign carrier. The Offeror must be able to initiate the shipment of the printed materials so that they are delivered by the date specified in Section 4.1.3.

All Offerors must provide a timeline for shipment in order for their quotation to be considered; the timeline should indicate the country of origin of the shipment, if known. If the selected Offeror will not need to ship item, please state this in the quotation.

5. Quotation Requirements

Price quotations (see Annex E) must be submitted using the templates in Annex E1 , or E2 . Prices must include costs for each item, including components to comply with the specifications in section

4, and shipping and/or transportation costs within the country:

- 1) A per basic unit
- 2) Shipping and/or transportation costs within the country
- 3) Applicable fees
- 4) Total price

The country of manufacture for each item must be specified and included in the price quotation. If the Offeror is a Malian company, the price quotation (**Annex E1**) must be in CFA Francs (Malian currency). If the Offeror is not a Malian company, the price quotation (**Annex E2**) must be in US Dollars. All Offerors must provide a price guarantee that quotation prices will remain valid for 90 calendar days.

Eligible companies will be those with sufficient available paper stock and technical capacity and experience in printing and distributing textbooks to schools or CAPs.

Offerors must submit the following administrative/legal documents with their offer:

- a) Registration documents / proof of registration in commercial register
- b) Proof of sufficient available paper stock
- c) Proof of social security (Attestation Institut National pour la Prevoyance Sociale- INPS) or equivalent (Only required for Malian companies)
- d) Certificate/proof of solvency (Only required for Malian companies)
- e) Tax certificate
- f) Fiscal identification card or equivalent
- g) Certified financial records/statements of the last two (2) years (Only required for Malian companies)
- h) VAT certificate from the Tax Office (Only required for Malian companies)

Offerors should reference Annex C for the list of requirements for the print materials RFQ to be submitted.

6. Contract Type and Payment

6.1 Payment

One or more fixed-price contracts may be awarded as a result of this RFQ. The payment schedule for any resulting contract is as follows:

Deliverables	Payment amount
Upon signature of the contract resulting from the RFQ	10% of the total contract amount in \$US (or the equivalent in CFA Francs) on signature of the contract
Upon receipt and approval of sample copies of all lots and after issuance of authorization for printing (Bon-à-Tirer; BAT)	15% of total contract amount in US\$ (or equivalent in CFA francs)

<p>Upon delivery of 100% of the quantities of printed material of lot 1 or lot 2 or both lots specified in Annex D of the RFQ and EDC's confirmation of receipt, in accordance with the terms of the contract.</p> <p>*Payment is contingent upon EDC's to receipt of completed and duly signed Proof of Delivery notes (See Annex G for template).</p>	<p>75% of total contract amount in US\$ (or equivalent in CFA francs)</p>
<p>The total payment amount shall be reduced by 0.25% per calendar day for late delivery. Late shall be defined as any deliveries that occur after the date listed on the delivery schedule submitted by the Offeror and incorporated into any contract resulting from this RFQ..</p>	

EDC reserves the right, at its sole discretion, to revise the payment schedule before issuance of a contract. EDC further reserves the right to request a performance bond that covers printing and distribution.

Offerors will be required to submit completed and duly signed proof of Delivery Notes (signed, dated, and inclusive of all required information) in accordance with **Annex G**, as evidence that delivery to each required destination was completed as per the terms of the RFQ and the resulting Purchase Order. Failure to provide completed and duly signed Proof of Delivery Notes will result in nonpayment for the respective deliveries

6.2 Contract Terms

The anticipated contract terms and conditions for any resultant contract are provided in Annex F. EDC reserves the right, at its sole discretion, to revise the contract terms and conditions before issuance of a contract.

7. Organizational Information and Certification Form

In order for their quotation to be considered, the Offeror must complete and submit the Organizational Information and Certification Form, which is included as **Annex A** to this RFQ, and submit all the attachments required by the form..

8. Annexes included in this RFQ

- Annex A - Organizational Information and Certification Form (Fill out and include Annex with bid)
- Annex B - Definitions (U.S. Entities Only)
- Annex C - RFQ Checklist for Printed Materials (Fill out and include Annex with bid)
- Annex D - List of CAPs and quantities of documents per CAP will be sent as an excel file with

the RFQ.

- Annex E1 and E2, , - Financial offer template (Complete and include Annex E1 or E2 in quotation submission)
- Annex F- EDC General Terms and Conditions
- Annex G - Proof of Delivery/Delivery Note Template

Annex A—Organizational Information and Certification Form

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

A1. Organizational Information

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 Unique Entity Identifier¹:

The Offeror certifies, by checking the applicable box(es), that:

The Offeror is a non-U.S. entity and it operates as:

- a corporation organized under the laws of _____ (country name),
- an individual,
- a partnership,
- a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization,
- an international organization, or a joint venture.

The Offeror is a U.S. entity and:

- 1. it operates as:
 - a corporation incorporated under the laws of the State of _____ (state name),
 - 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 323117):

¹ 1 Offerors that currently have a Unique Entity ID (UEI) are requested to provide this information. Offerors who do not have a Unique Entity ID may register at <https://sam.gov/content/entity-registration>. There is no charge for this registration. A UEI 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 UEI will not affect the evaluation of the Offeror’s quotation.

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:

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.)

A2. References

Names, email addresses, telephone numbers and contact people at three organizations (preferably in Mali) to which the Offeror has provided services of a similar or larger size and scope during the **last 24 months**, whom EDC can call on as references, and a description of the services provided to each organization. **Include copies of 3 contracts/purchase orders that demonstrate proof of past procurements that are similar in type (printing of materials) and size (amount of money) of this procurement, and for whom references below were provided.** It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.

Reference #1:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Print Services Provided: _____
Value of the Print Services Provided: _____
Month and Year During Which Print Services were Provided: _____

Reference #2:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Print Services Provided: _____
Value of the Print Services Provided: _____
Month and Year During Which Print Services were Provided: _____

² Please refer to Annex B for standard definitions of "small business," "small disadvantaged business," etc. 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.

Reference #3:
Organization Name: _____
Contact Person: _____
Email Address: _ _____
Telephone Number: _____
Type of Print Services Provided: _____
Value of the Print Services Provided: _____
Month and Year During Which Print Services were Provided: _____

The offeror must indicate whether they intend to manage the distribution of materials themselves or subcontract this scope of work to a local transport and distribution company. The offeror must provide three references for any local transport and distribution company that they plan to subcontract to for the distribution of the printed materials. The offeror must provide the names, email addresses, telephone numbers and contact people at the proposed transport and distribution company that the Offeror has used for services of a similar or larger size and scope during the last 24 months, whom EDC can call on as references, and a description of the services provided to each organization. Include copies of proof of registration as a transport and delivery company and proof of capacity to deliver based on a summary of personnel and equipment/vehicles required to carry out the transport and delivery. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.

Subcontractor Reference #1:

Organization Name: _____
Contact Person: _____
Email Address: _ _____
Telephone Number: _____
Type of Distribution Services Provided: _____
Value of the Distribution Services Provided: _____
Month and Year During Which Distribution Services were Provided: _____

Subcontractor Reference # 2:

Organization Name: _____
Contact Person: _____
Email Address: _ _____
Telephone Number: _____
Type of Distribution Services Provided: _____
Value of the Distribution Services Provided: _____
Month and Year During Which Distribution Services were Provided: _____

Subcontractor Reference #3:

Organization Name: _____
Contact Person: _____
Email Address: _ _____
Telephone Number: _____
Type of Distribution Services Provided: _____
Value of the Distribution Services Provided: _____
Month and Year During Which Distribution Services were Provided: _____

A3. Incorporation, Registration, and Litigation

The following documents must be included in your quotation.

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

Attached

A copy of the Offeror's currently active registration in Mali, demonstrating that the organization can legally operate in Mali, *if the Offeror will complete any work under a contract resulting from this RFQ in Mali.*

Attached

Offeror certifies that it will not complete any work under a contract resulting from this RFQ in Mali and further certifies that it can legally operate in the country(ies) in which all work under a contract resulting from this RFQ will take place.

Information regarding any current lawsuits, legal proceedings, court cases, or other 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 lawsuits, legal proceedings, court cases, or other litigation.

A4. Key Individuals

The names and titles of the Offeror's key individuals are:

(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: _____

(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 services: _____

A5. Awareness and Agreement to the Content of this RFQ

By signing this form, the Offeror attests to its 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.

A6. Compliance with Applicable Laws and Regulations

By signing this form, the 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, Annex 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.

A7. Debarment and Suspension

The Offeror further certifies 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.

A8. Quotation Validity

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

Offeror's 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 90 calendar days as of the Due Date of the RFQ.

A9. Authorized Negotiators

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

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

A10. Signature

Signature of Authorized Officer:

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

Annex B—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 C- RFQ Checklist for Printed Materials

1. Please check the boxes in the column entitled "Submitted" to ensure inclusion of all items in your submission.
2. Please indicate on which page of your quotation each requested document is located

IF THIS LISTING IS NOT INCLUDED IN DOCUMENTS, YOUR OFFER WILL NOT BE EVALUATED

Checklist for Printed Materials			
	<i>Items to be included in the quotation</i>	Submitted Yes/No	Page # of submitted offer
1.	Annex A – Completed and Signed Organizational Information Form. Include all required attachments and references. NOTE: Incomplete Annex A documentation may not be accepted by EDC and therefore quotations may not qualify for further EDC review.		
2.	Summary of personnel and equipment/vehicles of the distribution company required to carry out the transport and delivery		
3.	Proof of sufficient available paper stock		
4.	Annex C - Completed RFQ Checklist for Printed Materials		
5.	Complete technical specification for each type of print proposed by each Lot		
6.	Samples of similar past work with similar binding, color specifications and paper weight for items proposed.		
7.	Delivery schedule for each lot included in the quotation		
8.	Price Guarantee (90 days)		
9.	Annex E1 or E2 - duly completed in accordance with the RFQ template		
10.	Administrative and legal documents to enclose with the file <ul style="list-style-type: none"> a. Entry in the commercial register ; b. INPS certificate (only required for Malian companies) ; c. Certificate of non-bankruptcy; (only required for Malian companies) ; d. Tax clearance ; e. Tax identification card for the last two years. f. Certified balance sheet for the last two (2) years. (only required for Malian companies) ; g. Attestation TVA par le Service des Impôts (only required for Malian companies) ; 		

Annex D- List of Centres d'Animation Pédagogiques (CAPs) and quantities of documents per CAP will be sent as an Excel file with the DAO.

Annex E1: Model financial offer for Malian companies

			A	B	C	D	E	F	
Batch number	#	Description	Quantity requested (A)	Sample price (B)	Unit price per Pound/ item for printing (C)	Total cost of printing ((A*C)+B)=D	Cost of transporting and handling materials for CAPsAnnex D (E)	Grand Total (D+E =F)	
				FCFA	FCFA	FCFA	FCFA	FCFA	
Batch 1	1	Similar texts							
		San Folo Masalabolow 1	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 2	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 3	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 4	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 1	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 2	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 3	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 4	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 5	1 420	_____	_____	_____	_____	_____	
		2	1° A and Grade 2 Teacher's Guide						
			A teacher's guide to reading and writing for Grade 1 language and communication courses ^e	1 420	_____	_____	_____	_____	_____
			Teacher's guide to reading and writing for Grade 2 language and communication courses	1 420	_____	_____	_____	_____	_____
		3	Evaluation test						
			Kalanden kiimeni San folo	2 420	_____	_____	_____	_____	_____
			Kalanden kiimeni San filanan	2 420	_____	_____	_____	_____	_____
		4	GBAIA booklet						
			Dumanba	5 420	_____	_____	_____	_____	_____
			Kalanso taabolow	5 420	_____	_____	_____	_____	_____
			Ngolo	5 420	_____	_____	_____	_____	_____
		Teriya	5 420	_____	_____	_____	_____	_____	
		Sumiya	5 420	_____	_____	_____	_____	_____	

	Jagokela <i>Sunba</i>	5 420	_____	_____	_____	_____	_____
	Jonjonyelen	5 420	_____	_____	_____	_____	_____
	Jamako	5 420	_____	_____	_____	_____	_____
	Sumayabana	5 420	_____	_____	_____	_____	_____
	Kalifa ni <i>solonin</i>	5 420	_____	_____	_____	_____	_____
	Seliba don	5 420	_____	_____	_____	_____	_____
	Sori n'a terimuso <i>korotumu</i>	5 420	_____	_____	_____	_____	_____
	Sidi ka bana	5 420	_____	_____	_____	_____	_____
	Jisumafeerela Tata	5 420	_____	_____	_____	_____	_____
	Kungosogow ka dunun	5 420	_____	_____	_____	_____	_____
	Alifa ka garibuya	5 420	_____	_____	_____	_____	_____
	Kani ni kaana	5 420	_____	_____	_____	_____	_____
	Maati	5 420	_____	_____	_____	_____	_____
	Surukuba ni bakoronba	5 420	_____	_____	_____	_____	_____
	Sunjata	5 420	_____	_____	_____	_____	_____
	Basa ni nfirinfinin	5 420	_____	_____	_____	_____	_____
Batch 2	1 Decodable Words						
	Gafe 1	<u>50 420</u>	_____	_____	_____	_____	_____
	Gafe 2	<u>50 420</u>	_____	_____	_____	_____	_____
	2 Graded texts (for students)						
	Ne kelen ka nsiriinninw 1	<u>50 420</u>	_____	_____	_____	_____	_____
	Ne kelen ka nsiriinninw 2	<u>50 420</u>	_____	_____	_____	_____	_____
Sub-total			_____	_____	_____	_____	_____
18% VAT			_____	_____	_____	_____	_____
Total price			_____	_____	_____	_____	_____

excl.							
Total price incl. VAT		_____	_____	_____	_____	_____	_____

All prices quoted are to be tax-exempt. In accordance with USAID's agreement with the Government of Mali, EDC, as the executing organization EDC Doniya Taabolo is tax exempt. VAT exemption will be provided by EDC Taabolo to the selected bidder upon request and presentation of the proforma invoice.

The country of origin of the printed documents is: _____

Name of authorized person : _____

Signature: _____ **Date :** _____

Annex E2: Price Template For Non-Malian Offerors

			A	B	C	D	E	F	
Batch number	#	Description	Quantity requested (A)	Sample price (B)	Unit price per Pound/ item for printing (C)	Total cost of printing ((A*C)+B)=D)	Cost of transporting and handling materials for CAPs Annex D (E)	Grand Total (D+E =F)	
				USD	USD	USD	USD	USD	
Batch 1	1	Similar texts							
		San Folo Masalabolow 1	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 2	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 3	1 420	_____	_____	_____	_____	_____	
		San Folo Masalabolow 4	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 1	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 2	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 3	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 4	1 420	_____	_____	_____	_____	_____	
		San Filanan Masalabolow 5	1 420	_____	_____	_____	_____	_____	
		2	1° A and Grade 2 Teacher's Guide						
			A teacher's guide to reading and writing for Grade 1 language and communication courses ^e	1 420	_____	_____	_____	_____	_____
			Teacher's guide to reading and writing for Grade 2 language and communication courses	1 420	_____	_____	_____	_____	_____
		3	Evaluation test						
			Kalanden kiimeni San folo	2 420	_____	_____	_____	_____	_____
			Kalanden kiimeni San filanan	2 420	_____	_____	_____	_____	_____
		4	GBAIA booklet						
			Dumanba	5 420	_____	_____	_____	_____	_____
			Kalanso taabolow	5 420	_____	_____	_____	_____	_____
			Ngolo	5 420	_____	_____	_____	_____	_____
		Teriya	5 420	_____	_____	_____	_____	_____	
		Sumiya	5 420	_____	_____	_____	_____	_____	

	Jagokela <i>Sunba</i>	5 420	_____	_____	_____	_____	_____	
	Jɔnjɔnyɛlɛn	5 420	_____	_____	_____	_____	_____	
	Jamako	5 420	_____	_____	_____	_____	_____	
	Sumayabana	5 420	_____	_____	_____	_____	_____	
	Kalifa ni <i>solonin</i>	5 420	_____	_____	_____	_____	_____	
	Seliba don	5 420	_____	_____	_____	_____	_____	
	Sori n'a terimuso <i>korotumu</i>	5 420	_____	_____	_____	_____	_____	
	Sidi ka bana	5 420	_____	_____	_____	_____	_____	
	Jisumafeerela Tata	5 420	_____	_____	_____	_____	_____	
	Kungosogow ka dunun	5 420	_____	_____	_____	_____	_____	
	Alifa ka garibuya	5 420	_____	_____	_____	_____	_____	
	Kani ni kaana	5 420	_____	_____	_____	_____	_____	
	Maati	5 420	_____	_____	_____	_____	_____	
	Surukuba ni bakoronba	5 420	_____	_____	_____	_____	_____	
	Sunjata	5 420	_____	_____	_____	_____	_____	
	Basa ni nfirinfirinin	5 420	_____	_____	_____	_____	_____	
Batch 2	1	Decodable Words						
		Gafe 1	<u>50 420</u>	_____	_____	_____	_____	_____
		Gafe 2	<u>50 420</u>	_____	_____	_____	_____	_____
	2	Graded texts (for students)						
		Ne kelen ka nsiriinniw 1	<u>50 420</u>	_____	_____	_____	_____	_____
		Ne kelen ka nsiriinniw 2	<u>50 420</u>	_____	_____	_____	_____	_____
Sub-total			_____	_____	_____	_____	_____	
Total Price			_____	_____	_____	_____	_____	

All prices quoted are to be tax-free. In accordance with USAID's agreement with the Government of Mali, EDC, as the executing organization EDC Doniya Taabolo is tax exempt. VAT exemption will be provided by EDC Taabolo to the selected bidder upon request and presentation of the proforma invoice.

The country of origin of the printed documents is: _____

Name of authorized person : _____

Signature: _____ **Date :** _____

Annex F-Education Development Center, GENERAL TERMS AND CONDITIONS OF SALE

****These conditions may change at the time the contract is signed**.**

1. Offer and Contract: The following terms, conditions, and certifications, in addition to any terms set forth on the face of an individual EDC Purchase Order (the "Order"), and any plans, specifications or other documents attached or incorporated by reference therein, shall apply with respect to the Order for goods described therein ("Goods"). Orders are valid only as written. If price, terms, shipping date or any other expressed condition of the Order is not acceptable, EDC must be notified and must accept in writing any variation prior to shipment or delivery. The Order shall be deemed to have been accepted upon (i) timely delivery, Delivery Duty Paid ("DDP") in accordance with International Commercial Terms 2020 (Incoterms 2020), of Goods to the shipping address specified on the Order, or as otherwise specified in writing by EDC, and (ii) verification that Goods are undamaged, conform to the specifications of the Order and are in good working condition. The Order and each attached or incorporated document, including these terms, conditions, and certifications, shall be interpreted together as one agreement (the "Agreement"). In the event of an irreconcilable conflict among provisions of the Order and provisions of these terms, conditions, and certifications, then the provisions of the Order shall be controlling. EDC hereby gives notice of its objection to any different or additional terms absent EDC's prior written consent. The Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, excluding conflict of law principles.

2. Changes: Unless otherwise specified in the Order, EDC may make changes to the Order at any time, and Seller shall accept such changes. If a change causes an increase or decrease in price and/or time required for performance, an equitable adjustment shall be made, and the Order modified in writing accordingly. Any claim by Seller for adjustment under this provision may be deemed to be waived unless asserted in writing (including the amount of the claim) and delivered to EDC within 10 days from the date of the receipt by Seller of the EDC directed change to the Order.

3. Termination for Convenience or Cause: EDC may terminate the Order or any part thereof (i) for its sole convenience prior to delivery or (ii) for cause at any time. Cause under the Agreement shall include, without limitation, Seller's breach of any provision of the Agreement, insolvency of Seller, voluntary or involuntary bankruptcy proceedings by or against Seller, the appointment, with or without Seller's consent, of any trustee or receiver for any substantial portion of Seller's assets, any assignment for the benefit of Seller's creditors, or the delivery of defective or nonconforming Goods. In the event of partial termination, Seller shall continue performance of the non-terminated part of the Order. Upon notice of termination, Seller shall immediately stop all work and/or shipment of Goods and cause its suppliers and/or subcontractors to cease their work against the Order unless such notice of termination specifies otherwise. Seller shall not be paid for work performed or costs incurred after receipt of notice of termination, nor for costs incurred by Seller's suppliers that Seller reasonably could have avoided. In the event EDC terminates the Order, or part thereof, for convenience, Seller shall be paid a reasonable termination charge consisting of a pro rata percentage of the Order price reflecting the percentage of acceptable work performed prior to notice of termination, plus actual documented direct costs resulting from termination. In the event EDC terminates the Order, or part thereof, for cause, EDC will not be liable to Seller for any amounts and Seller will be liable to EDC for all losses, damages, and expenses incurred, including any additional expenses incurred by EDC to purchase substitute goods.

4. Delivery: Time and place of delivery is of the essence of the Order. Delivery of Goods shall be completed within the time specified and to the specified place of delivery. Acceptance of any part of the Order shall not bind EDC to accept any future shipments nor deprive EDC of any of its rights, including but not limited to the right to return Goods already accepted pursuant to Section 2-326 of the Uniform Commercial Code (the "UCC"). Furthermore, Seller is responsible for ensuring that all formalities and requirements related to customs and importation will be performed properly.

5. Notice of Delay: Seller must immediately notify EDC in writing with all relevant information relating to any delay or threatened delay of the timely performance of the Order.

6. Prices: The prices set forth in the Order are firm fixed prices, DDP to the specified place of delivery, and are not subject to escalation during the term of the Order.

7. Force Majeure: EDC may delay delivery, performance, or acceptance of Goods ordered hereunder in the event of causes beyond its control. Seller shall hold such Goods at the direction of EDC, and Seller shall deliver Goods when the cause effecting the delay is eliminated. EDC shall be responsible only for Seller's direct additional costs incurred by holding Goods under this agreement at EDC's request. Causes beyond EDC's control shall include, without limitation, government action or failure to act where required, strike or other labor trouble, fire or similar catastrophe, and severe weather or other acts of God.

8. Warranties: In addition to any other express or implied warranties, Seller expressly warrants that all Goods delivered under the Order 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 Goods 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 in this section shall not be waived by reason of the acceptance of Goods or payment therefore by EDC.

9. Compliance: Seller certifies that all Goods, software and/or technology (the "Items") furnished under the Order, including materials and incident thereto, shall comply with all applicable federal, state and local laws and regulations concerning health, safety and environmental standards and requirements. Compliance with all applicable provisions of EDC Additional Terms and Conditions is required. Seller agrees to obtain all licenses, permits, and other authorization as may be required (by any government) to sell, export, and deliver the Items to EDC including (but not limited to) export and re-export licenses and permits. Furthermore, Seller confirms that none of Items originates from (or incorporates any items originating from) countries targeted by United States sanctions programs. Seller also warrants that the parties and counterparties to this transaction (including (without limitation) insurers, agents, and financiers) are not targeted by United States sanctions programs.

10. Risk of Loss: Seller assumes all risk of loss or of damage to all Goods ordered and all other items related to the Order until the same are finally received by EDC, in accordance with the terms and conditions set forth herein. Seller also assumes all risk of loss of or damage to any Goods, work in progress, materials, and other items rejected by EDC for nonconformity.

11. Inspection: EDC may inspect and test Goods to determine whether such Goods conform to the terms of the Order and its attachments. Unless otherwise agreed to in writing by EDC, EDC shall have a right to inspect Goods for conformity before payment or acceptance of such Goods, in accordance with Section 2-513(1) of the UCC. Payment for Goods made before inspection for conformity shall not constitute an acceptance of such Goods or impair EDC's right to inspect such Goods or any of EDC's remedies, in accordance with Section 2-512(2) of the UCC. Goods rejected or supplies in excess of quantities ordered may be returned to Seller at Seller's expense.

12. Hold Harmless: Seller shall defend and hold harmless EDC, its directors, overseers, officers, trustees, agents and employees against and from any and all claims, liabilities, losses, damages, expenses, and legal fees whatsoever, without limitation, arising in connection with any Goods purchased under the Order or from any act, omission, operation, product or service of Seller, its employees, agents, suppliers, and subcontractors.

13. Insurance: Seller shall maintain adequate insurance in any and all forms necessary to protect both Seller and EDC against all liabilities, losses, damages, claims, settlements, expenses, and legal fees arising out of or resulting from performance of this agreement. Nothing contained herein shall abridge, diminish or affect Seller's responsibility for the consequences of any accidents, occurrences, damages, losses, and associated costs arising out of or resulting from performance of this agreement.

14. Limitations: EDC shall not be liable to Seller, its employees, representatives, agents, subcontractors or suppliers for any incidental or consequential damages. EDC's liability on any claim for loss, damage or expense arising in connection with this agreement shall not exceed the price of Goods which give rise to the claim. EDC shall not be liable for penalties of any kind. Any action caused by any alleged breach of this agreement by EDC must be commenced within one year after the cause of action has accrued.

15. Indemnification-Patents/Copyright: The Seller agrees to indemnify EDC and to hold EDC harmless from and against all claims, liability, loss, damage, and expenses including legal fees, arising from or due to any actual or claimed trademark, patent, or copyright infringement and any litigation based thereon, with respect to any part of Goods and work covered by the Order. The Seller shall defend any such litigation brought against EDC. The Seller's obligations hereunder shall survive acceptance of Goods and payment therefor by EDC.

16. Use of the Name of Education Development Center: The Seller shall not use the name of Education Development Center or of any EDC employee, or any EDC trademark in its sales promotion, advertising, or any other publication without EDC's prior written permission.

17. Assignment: No part of the Order may be assigned, transferred, or subcontracted by Seller without EDC's prior written approval.

18. Waiver: EDC's failure to insist on performance of the terms and conditions herein or to exercise any right or privilege, or EDC's waiver of any breach hereunder shall not thereafter waive the same or other terms, conditions, rights or privileges or affect any subsequent breach.

19. Set-Off. Any amount EDC owes to Seller shall be subject to deduction for any set-off, recoupment, counterclaim or indemnification right arising out of this Order or otherwise.

20. Severability: If any part of this agreement is found to be illegal or unenforceable, that part shall be severed from the contract and the rest of the agreement shall be enforceable as written.

21. Tax Exemption: EDC is a Massachusetts nonprofit, tax-exempt corporation and is exempt from paying Massachusetts sales taxes (Cert. 042-241-718 Expires on 1/4/2029), District of Columbia sales taxes (Cert. 350000037579), and New York local and state sales tax (Cert. EX-107586), and federal excise taxes. Seller shall not charge EDC for such taxes. Proof of exemption is available upon request.

22. Disputes: Any controversy, claim, or dispute otherwise arising out of or in connection with this Order or breach thereof, will be resolved under the rules for expedited arbitration of the American Arbitration Association or similar dispute resolution organizations. Arbitration proceedings will be held in a mutually agreeable location. The award in any arbitration proceeding will be final and binding upon all Parties and judgment thereon may be entered in any court of competent jurisdiction upon application of either of the Parties. Each party will bear its own costs and fees, including attorney's fees, incurred in the dispute resolution process or arbitration. EDC will advise Seller whether the performance of this Order should continue during the resolution of any dispute.

23. Examination of Records: The Contractor agrees that EDC or any of its' duly authorized representatives shall, until the expiration of three years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the provider involving transactions related to this Purchase Order. This paragraph applies only to contracts exceeding \$100,000.

24. Prohibition on certain telecommunications and video surveillance services or equipment (2 CFR 200.216). Provider agrees to comply with Section 889 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Public Law 115-232) and Federal Acquisition Regulation subpart 4.21, and 52.204-25 "Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment" (AUG 2020) which prohibits procuring or obtaining covered telecommunications equipment, services, or systems produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital

Technology Company, or Dahua Technology Company or any subsidiary or affiliate of those companies. Provider will not provide any prohibited services or equipment to EDC. If Provider discovers any covered equipment or services are being provided during the contract performance, then within one business day of such discovery the Provider must notify EDC and provide any information required for compliance purposes.

EDC Additional Terms and Conditions for Federally funded orders

The following Additional Terms and Conditions below apply when it is indicated in the comments section on the front page of this PO that the order is being funded by a Federal Grant or Contract. The Seller (sometimes hereinafter referred to as the "Contractor", "Provider", or the "Subcontractor") agrees, with respect to this purchase order (sometimes hereinafter also referred to as an "order", "contract", or "subcontract"), to be bound by the following additional provisions:

- a. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Provider agrees to comply with all applicable standards for contracts in excess of \$150,000.
- b. Debarment and Suspension (Executive Orders 12549 and 12689). Provider hereby certifies that neither he/she, nor any principal of the organization, is 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.
- c. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Provider certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Provider must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. This provision must be included in all contracts, subcontracts or subawards exceeding \$100,000 awarded hereunder.
- d. Procurement of recovered materials (2 CFR 200. 323). For Providers that are a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- e. Domestic Preference for Procurements 2 CFR 200. 322. To the greatest extent practicable, Provider shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- f. Provider will comply with applicable prohibitions against discrimination on the basis of: race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.); race, color, religion, sex, or national origin, in Executive Order 11246 [3 CFR, 1964-1965 Comp., p. 339], as implemented by Department of Labor regulations at 41 CFR Part 60; sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.); age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90; handicap, in: Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR Part 41, The Architectural Barriers Act of 1968 (42 U.S.C. 4151, et seq.), and Americans with Disabilities Act 42 USC 12101 et. Seq.; religion, in Executive Order 13798 and the Attorney General's Memorandum of October 6, 2017, as implemented at 2 CFR 200.300; disability 41 CFR 60-741.5(a), which prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities; veterans 41 CFR 60-300.5(a), which prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractor and subcontractors to employ and advance in employment qualified protected veterans.
- g. Employment Eligibility Verification E-Verify (48 CFR 52.222-54). For contracts for commercial or noncommercial services or construction, has a value more than \$3500, and includes work performed in the United States, Provider will enroll in e-Verify and verify new employees.

- h. Common Federal Policy for the Protection of Human Subjects as codified by 45 CFR 46. Provider will comply with requirements on the use of human participants in research.
- i. Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism, dated September 23, 2001.
- j. Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(g)) as implemented by 2 CFR 175.
- k. Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Annex A to Subpart A, Executive Order 13496. If the value of this Agreement is \$10,000 or more.
- l. Prohibition on Contracting for hardware, software, and services developed or provided by Kaspersky lab and other covered entities (FAR 52.204-23). Provider is prohibited from contracting for hardware, software, and services developed or provided by Kaspersky Lab, and successor entity to Kaspersky Lab; any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or any entity of which Kaspersky Lab has majority ownership.
- m. Construction Contracts (applies to U.S. contractors only):
 - i. For all construction contracts, the provisions set forth in the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." are incorporated herein by reference and are binding on the Seller with the same force and effect as if fully set forth herein.
 - ii. Davis Bacon Act (40 U.S.C. 3141-3148 supplemented by 29 CFR Part 5) –For all construction contracts in excess of \$2,000, contractors are required to pay wages to laboreres and mechanics at a rate of not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week.
 - iii. Copeland Anti-Kickback Act (40 U.S.C. 3145 supplemented by 29 CFR Part 3). Provider is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
 - iv. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708 supplemented by 29 CFR Part 5). For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, Provider is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. No laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

Provider is obligated to understand the rules and regulations that govern this Agreement. 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.

**Annex G: Proof of delivery/ Delivery note template
DELIVERY NOTE N°**

Academy of Education

Center d'Animation Pédagogique (CAP).....

Region.....

N°	Securities	Expected number	Number delivered	Comments
1				
2				
3				

General comments (if any):.....

Driver's name:

Truck No.:

Truck registration:

Driver's telephone number:
.....

Supplier		
First name, Last name		Signature and stamp
Phone		
<input type="checkbox"/> Material accountant	<input type="checkbox"/> Stage manager	<input type="checkbox"/> DTA Focal Point
First name, Last name	Signature and stamp
Phone	

Delivery date:.....

