

Request for Quotations

**Education Development Center,
Inc. (Hereafter referred to as
“EDC”)**

**Request for Quotations (RFQ) for
Procurement of Printed Materials**

**Date of
Issuance: June
3, 2020**

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.

EDC is the implementing contractor for the USAID Selected Integrated Reading Activity (USAID/SIRA), a five (5) year activity to improve reading outcomes for Malian students in grades one and two in the regions of Koulikoro, Ségou, Sikasso and the District of Bamako. This Activity will also reinforce and strengthen the Government of Mali/Ministry of Education capacity to establish delivery systems in a manner that fosters sustainability. In contrast to prior programming financed by USAID/Mali, this Activity will support the use of Bamanankan (local language) in all intervention school types. Organizations submitting quotations in response to this Request for Quotations (RFQ) have no relationship with USAID under the terms of this RFQ or any resultant contract. All communications regarding this RFQ must be directed to EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of the RFQ is to invite prospective Offerors to submit quotations for supplying Printed Materials. The printed materials will accompany the core package of pedagogical reading materials that the USAID/Mali SIRA project will use to improve the teaching-learning of reading in grade 2. All materials must be delivered by the Selected Offeror(s) in accordance with section ***4.1.2 Delivery Schedule and Location*** to:

56 District Education Offices (Centre d’Animation Pédagogique – CAPs) in the Koulikoro, Ségou and Sikasso regions of Mali, the District of Bamako and the EDC SIRA office in Bamako or directly to individual schools as indicated in **Annex K: “List of schools and number of materials to be distributed per school.”** Contact SIRA at siraprocurments@edc.org for an electronic copy of this Excel spreadsheet that will be sent via email. Reference **Annex D – List of District Education Offices (CAPs)**.

1.2 Eligibility

This procurement is open to offers from organizations which are incorporated or legally organized under the laws of any country which is not sanctioned by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country which is sanctioned by the US Government shall not be considered. All elements of requested documentation as outlined in the **Checklist in Appendix C** must be provided in order for the bids to be considered. Any missing elements may result in the quotation being disqualified.

2. General Information

2.1 Original RFQ Document

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

2.2 RFQ Provisions

1. All information provided by EDC in this RFQ is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by the Offeror in the submission of a quotation. This is the Offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.
5. All quoted prices must be tax and customs free. In accordance with USAID's agreement with the Government of Mali, EDC, as the implementing contractor for SIRA is exempt from taxes.
6. In the event of a difference 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 in this timeline will be announced as formal modifications to the RFQ.

LINE	TIME	DATE	Time Table
A	12:00 PM Mali Time (8 AMEST, USA)	June 12, 2020	Deadline for submission of questions to EDC. Questions must be submitted in writing via email to email address provided in section 3.2
B	12:00 PM Mali Time (8 AMEST, USA)	June 17, 2020	Estimated date for issuance of responses/clarifications by EDC. Responses/clarifications will be issued as a formal modification to this RFQ and will be posted on www.rfpdb.com . Alternatively, Offerors may request a copy via email to the address provided in section 3.2
C	2:00 PM Mali Time (10 AM EST, USA)	June 24, 2020	Deadline for submission of quotations
D	2:30 PM Mali time (10:30 AM EST, USA)	June 24, 2020	Opening of bids. Interested Offerors who would like to participate will be provided with details about how to participate.

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 published in writing to www.rfpdb.com and alternately, Offerors may either request a copy via email to the address in Section 3.2 or pick up a printed copy from the USAID/Mali SIRA office indicated 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: Adwoa Atta-Krah
E-mail: siraprocurments@edc.org

In order for the inquiries, questions and requests to be responded to, Offerors must indicate the following as the subject of the email: ***“Questions on USAID/Mali SIRA printed materials procurement.”***

3.3 Quotation 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/Mali SIRA Team
E-mail: siraprocurments@edc.org

OR hand delivered to:

Education Development Center, Inc.
Attention: USAID/Mali SIRA Team
Hand delivery address: Rue 209, Porte 45, Hamdallaye ACI 2000, Bamako, Mali

Quotations which are hand delivered must be in a closed and sealed envelope.

It is the responsibility of the Offeror to ensure that the quotation is delivered to EDC by the deadline date listed in this RFQ. All quotations must be received by EDC before the date and time designated in **Line C** of the Chart in Section 2.3.

3.4 Opening of Quotations

On the date and time designated in **Line D** of the Chart in Section 2.3, EDC will open the quotations at its USAID/SIRA’s office located at Rue 209, Porte 45, Hamdallaye ACI 2000, Bamako, Mali. One representative of the Offeror may attend the opening.

3.5 Eligibility of Quotations

3.5.1 Complete Quotations

Offerors must submit **ALL** components required by this RFQ, including annexes, and a sample similar to each item/items proposed, in order for their quotation to be complete; please refer to **Annex C** for a list of required components. Samples will be returned upon request to Offerors after the EDC bid evaluation process is completed.

EDC will determine which quotations include the components required by the RFQ and are to be considered a complete quotation; only complete quotations will be evaluated and considered for award. 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.

3.5.2 Compliance with Technical Specifications & Requirements

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

3.5.3 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.

3.6 Evaluation Criteria

EDC shall evaluate all eligible quotations based on price.

3.7 Selection

EDC may award one or more contracts resulting from this RFQ to the Offeror(s) whose quotation(s) conforming to this RFQ offer(s) the greatest value. EDC may also (a) reject any or all quotations, (b) accept 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 some or all of the Lots. Preference may be given to Offerors that provide a delivery schedule which is earlier than the minimum requirements stated in Section 4.1.2 Delivery Schedule and Location. 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 Specifications for Printed materials

All of the specifications listed in Section 4.1 must be met. **Offerors may provide quotations for one, two, three, four or all five lots. *For Lot 5, specifically, preference will be given to US small businesses, however, all other companies may still submit a bid that includes Lot 5.**

4.1.1 List of materials and technical specifications for printed materials

Quotations are requested for the following printed materials and technical specifications:

LOT 1 Materials:

1. Student Reader Gafe 2

LOT 2 Materials:

1. Big book 1 – Grade 2
2. Big book 2 – Grade 2
3. Big book 3 – Grade 2
4. Big book 4 – Grade 2
5. Big book 5 – Grade 2
6. Grade 2 Teacher’s Guide

LOT 3 Materials:

1. Leveled Texts – Grade 2 (Nsiiriw ne kelen taw)

LOT 4 Materials:

1. Students’ Writing Notebooks

***LOT 5 Materials:**

1. Students’ Assessment Booklet
2. Alphabet Cards- Grade 2

Detailed Technical Specifications


LOT 1 Materials:

Lot 1	Student Readers: Gafe 2
Quantity	167,200
Format	17.5 x 25.4cm
Orientation	Portrait
Front cover	250g UV coating paper, R° 4C, V° 4C
Back cover	250g UV coating paper, R° 4C, V° 4C
Inside Pages	115gsm coated paper matte double sided paper, 32 pages, 4C
Bleeds	Cover only
Binding	Saddle-stitched
Paper	17.5 x 25.4cm Front and back cover : Coated paper 250g Inside pages: 115g paper


Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packing	The Student Readers must be packed in appropriate boxes suitable for the weight and volume of the readers. 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to EDC's USAID/SIRA office in Bamako (USAID/SIRA, Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

END OF LOT 1


LOT 2 Materials:

Lot 2	Big book 1 - Grade 2
Quantity	8087
Number of pages	36 inside pages
Format	A3
Orientation	Portrait
Front cover	300 g coated glossy paper, R° 4C V° 4C
Back cover	300g coated glossy paper, R° B&W, V° Blank
Inside pages	135g coated, double sided matt paper, B&W, 36 inside pages
Bleeds	Cover only
Binding	Spiral (to be placed on the long side of the book) 
Paper	A3 format Front and back cover: Coated glossy paper 300g Inside pages: 135g paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided


Packaging	Big books must be wrapped in cellophane in sets of 5 before being put into a box/container (Each set consists of 1 copy of each of the five Grade 2 Big Books). 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to EDC's USAID/SIRA office in Bamako (USAID/SIRA, Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

Lot 2	Big book 2 - Grade 2
Quantity	8087
Number of pages	40 inside pages
Format	A3
Orientation	Portrait
Front cover	300 g coated glossy paper, R° 4C V° 4C
Back cover	300g coated glossy paper, R° blank, V° Blank
Inside pages	135g coated, double sided matt paper, B&W, 40 inside pages:
Bleeds	Cover only
Binding	Spiral (to be placed on the long side of the book) 
Paper	A3 format Front and back cover : Coated glossy paper 300g Inside pages: 135g paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided


Packaging	Big books must be wrapped in cellophane in sets of 5 before being put into a box/container (Each set consists of 1 copy of each of the five Grade 2 Big books). 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to at EDC's USAID/SIRA office in Bamako (USAID/SIRA, Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

Lot 2	Big book 3 - Grade 2
Quantity	8087
Number of pages	40 inside pages
Format	A3
Orientation	Portrait
Front cover	300 g coated glossy paper, R° 4C V° 4C
Back cover	300g coated glossy paper, R° B&W, V° Blank
Inside pages	135g coated, double sided matt paper, B&W, 40 inside pages
Bleeds	Cover only
Binding	Spiral (to be placed on the long side of the book) 
Paper	A3 format Front and back cover: Coated glossy paper 300g Inside pages: 135g paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided

Packaging	Big books must be wrapped in cellophane in sets of 5 before being put into a box/container (Each set consists of 1 copy of each of the five Grade 2 Big books). 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to at EDC's USAID/SIRA office in Bamako (USAID/SIRA, Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

Lot 2	Big book 4 - Grade 2
Quantity	8087
Number of pages	24 inside pages
Format	A3
Orientation	Portrait
Front cover	300 g coated glossy paper, R° 4C V° 4C
Back cover	300g coated glossy paper, R° 4C, V° Blank
Inside pages	135g coated, double sided matt paper, B&W, 24 inside pages
Bleeds	Cover only
Binding	Spiral (to be placed on the long side of the book) 
Paper	A3 format Front and back cover: Coated glossy paper 300g Inside pages: 135g paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided

Packaging	Big books must be wrapped in cellophane in sets of 5 before being put into a box/container (Each set consists of 1 copy of each of the five Grade 2 Big books). 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to EDC's USAID/SIRA office in Bamako (USAID/Mali SIRA, Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

Lot 2	Big book 5 - Grade 2
Quantity	8087
Number of pages	28 inside pages
Format	A3
Orientation	Portrait
Front cover	300 g coated glossy paper, R° 4C V° 4C
Back cover	300g coated glossy paper, R° B&W, V° Blank
Inside pages	135g coated , double sided matt paper, B&W, 28 inside pages
Bleeds	Cover only
Binding	Spiral (to be placed on the long side of the book) 
Paper	A3 format Front and back cover: Coated glossy paper 300g Inside pages: 135g paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided

Packaging	Big books must be wrapped in cellophane in sets of 5 before being put into a box/container (Each set consists of 1 copy of each of the five Grade 2 Big books). 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered/shipped to EDC's USAID/SIRA office in Bamako: Street 209, Door 45, Hamdallaye ACI 2000, Bamako).
Review of Sample/Proof 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.

Lot 2	Teacher's Guide- Grade 2
Quantity	8411
Format	A4
Orientation	Portrait
Front cover	250g paper, R° 4C, V° 4C
Back cover	250g paper, R° 4C, V° 4C
Inside Pages	80g paper, 64 pages, B&W
Bleeds	Cover only
Binding	Saddle-Stitched
Paper	A4 format Front and back cover: Coated paper 250g Inside pages: 80g offset paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packaging	Guides must be packed in appropriate boxes suitable for the weight and volume of the guides. 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.

Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered to EDC's office/shipped to EDC's USAID/SIRA office in Bamako (USAID/SIRA, Street 209, Door 45, Hamdallaye ACI2000, Bamako).
Review of Sample/Proof 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 started until the selected Offeror receives a written/dated authorization to print from EDC.

END OF LOT 2

LOT 3 Materials:

1) Leveled texts - Grade 2 Ne kelen ka nsiirinninw

Lot3	Leveled texts - Grade 2 Ne kelen ka nsiirinninw
Quantity	167,200
Format	A4
Orientation	Portrait
Front cover	250g film coated paper, R° 4C, V° 4C
Back cover	250g film coated paper, R° Blank, V°
Inside Pages	115g coated matt paper, 32 pages, B&W
Bleeds	Cover only
Binding	Saddle-Stitched
Paper	A4 format Front and back cover: Coated paper 250g Inside pages: 115g non glossy paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packaging	The leveled texts must be packed in appropriate boxes suitable for the weight and volume of the leveled texts. 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.

Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered to EDC's office/shipped to EDC's USAID/Mali SIRA office in Bamako (USAID/Mali SIRA, Street 209, Door 45, Hamdallaye ACI2000, Bamako).
Review of Sample/proof 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 started until the selected Offeror receives a written/dated authorization to print from EDC.

END OF LOT 3

LOT 4 Materials: Writing notebooks for students (Grades 1 and 2)*

Lot4	Writing notebooks for students (Grades 1 and 2)*
Quantity	324,900
Format	15 cm x 24 cm
Orientation	Portrait
Front cover	250g coated paper, R° 4C, V° 4C
Back cover	250g coated paper, R° Blank, V° 4C
Inside Pages	110g uncoated paper, 48 pages, B&W
Bleeds	Cover only
Binding	Saddle-Stitched
Paper	A4 format Front and back cover: Coated paper 250g Inside pages: 90gsm offset paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packaging	The writing notebooks must be packed in appropriate boxes suitable for the weight and volume of the notebooks. The Offeror must specify the type of box/container that will be used to pack the notebooks; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered to EDC's office/shipped to EDC's USAID/Mali SIRA office in Bamako : Street 209, Door 45, Hamdallaye ACI 2000, Bamako).

Review of Sample/Proof 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 started until the selected Offeror receives a written/ dated authorization to print from EDC.


Lot4	Writing notebooks for students (Grades 2 only) *
Quantity	167,200
Format	15 cm x 24 cm
Orientation	Portrait
Front cover	250g coated paper, R° 4C, V° 4C
Back cover	250g coated paper, R° Blank, V° 4C
Inside Pages	110g uncoated paper, 48 pages, B&W
Bleeds	Cover only
Binding	Saddle-Stitched
Paper	A4 format Front and back cover: Coated paper 250g Inside pages: 90gsm offset paper
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packaging	The writing notebooks must be packed in appropriate boxes suitable for the weight and volume of the notebooks. The Offeror must specify the type of box/container that will be used to pack the notebooks; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered to EDC's office/shipped to EDC's USAID/Mali SIRA office in Bamako (USAID/Mali SIRA, Street 209, Door 45, Hamdallaye ACI2000, Bamako).
Review of Sample/Proof 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 started until the selected Offeror receives a written/dated authorization to print from EDC.

***For the writing notebooks for students, as per Annexes E1, and E2 EDC is requesting two quotes for scenario A) for 324,900 Grade 1 and 2 students combined and scenario B) 167,200 Grade 2 students only. Depending on the value of the quotes received, EDC will decide whether to proceed with scenario A or B.**

END OF LOT 4

LOT 5 Materials

***For Lot 5, specifically, preference will be given to US small businesses, however all other companies may still submit a bid that includes Lot 5.**

Lot 5	Students’ Assessment Booklet
Quantity	8,411
Format	A4
Orientation	Landscape
Front cover	Paper 200g, front Q, Back Q
Back cover	Paper 200g, front Q, back Q
Inside pages	Paper 200g, 24 pages, Q
Bleeds	Cover only
binding	Spiral. Bound on long edge of the book 
Paper	A4 format All pages are of the same grammage NOTE: The same test is repeated over two pages. One is right side up, the other is reversed. This is to allow the teacher to follow what the student reads during testing.
Artwork	Camera-ready artwork will be provided
Illustrations	Illustrations will be provided
Packaging	Student Assessment Booklets must be packed in appropriate boxes suitable for the weight and volume of the booklets. 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.
Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror’s expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds.

Review of Sample/Proof 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 started until the selected Offeror receives a written/dated authorization to print from EDC.

Lot 5	Alphabet cards – Grade 2
Quantity	4,126 complete sets of the alphabet
Pages per object	16 sheets: (4 letters per page) : Upper-case on front, lower-case on back
Final size of alphabet cards	10 cm x 12 cm
Color	32 alphabet cards. Consonants in black; Vowels in Kelly Green (hexadécimal code for color #4cbb17). NB: Bambara has 7 vowels which should be in kelly green as indicated in the .pdf <i>Note: two cards are blank and should be included as replacement in case of loss or damage in the classroom</i>
Format	A4 portrait
Paper	Matt 250g Film on both sides
Printing requirements	Front: upper-case letters Back: lower-case letters 32 bilingual cards (Bambara/French): <ul style="list-style-type: none"> - 23 consonants in black front and back - 7 vowels in Kelly Green front and back (hexadécimal color code #4cbb17) - 2 blank cards <i>Each card must have a hole on top and center to be hung on a board. The hole should be a minimum of 8mm</i>
Bleeds	N/A
Binding	N/A
Art	N/A
Illustration	N/A
Packaging	Cards must be packed by sets of 32 cards including one of each of the letters in the alphabetical order given in the .pdf. The French letters that do not belong to the Bambara alphabet are at the end of the set. Cards are packed in appropriate boxes suitable for the weight and volume of the cards. The Offeror must specify the type of box/container that will be used to pack the cards; at a minimum, the box/container must protect the cards from rain, moisture, dust, dirt, or other elements.

Sample/Proof	A sample/proof of what the selected Offeror will print, including the paper selection, must be provided to EDC either in person or via courier service at the Offeror's expense prior to printing the full quantity, and EDC must provide authorization in writing to print before printing proceeds. Sample/proof must be delivered to EDC's office/shipped to EDC's USAID/Mali SIRA office in Bamako (USAID/Mali SIRA, Street 209, Door 45, Hamdallaye ACI2000, Bamako).
Review of Sample/Proof 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 started until the selected Offeror receives a written/dated authorization to print from EDC.

END OF LOT 5

4.1.2 Delivery Schedule and Location

The quotation must be based on the following delivery schedule, taking into account the delivery locations specified in Annex D, as well as the distance of individual schools from the district education offices (List of District Education Offices/CAPs)- listed in Annex K, where appropriate. The exact addresses of the offices will be provided to the selected Offeror(s) in a contract(s) issued in response to this RFQ. **All Offerors must provide a timeline for delivery in order for their quotation to be considered.** The Offeror must be able to initiate the shipment of the printed materials so that the printed materials are delivered by the dates specified below:

Deliverables	Approximate Quantity (Number of Units)	Delivery Schedule	Location
LOT 1 materials: 1) Student reader Gafe 2	961	No later than 35 calendar days after EDC's written approval of the sample.	EDC's SIRA office in Bamako: Rue 209, Porte 45, Hamdallaye ACI 2000
	23 926	No later than 35 calendar days after EDC's written approval of the sample.	Refer to Annex D for the quantities delivered to the 56 District Education Offices (CAPs)
	142 313 Breakdown per school according to the List of Schools provided in Annex K	No later than October 28, 2020	Refer to Annex K for the detailed listing of schools and quantities per school

<p>LOT 2 materials:</p> <ol style="list-style-type: none"> 1. Big book 1 – Grade 2 2. Big book 2 – Grade 2 3. Big book 3 – Grade 2 4. Big book 4 – Grade 2 5. Big book 5 – Grade 2 6. Teacher’s Guide Grade 2 	<p>Per Book:</p> <p>For each Big Book: -149 copies to be delivered to the EDC/SIRA office -7,938 copies to be delivered to the 56 CAPs</p> <p>For the teachers’ guides: -203 copies of each document to the EDC/SIRA office and -8,208 copies to the 56 CAPs</p>	<p>No later than 35 calendar days after EDC’s written approval of the sample.</p>	<p>Refer to Annex D for a detailed listing of the quantities of each book (LOT 2) to be delivered at EDC’s SIRA office in Bamako (Rue 209, Porte 45, Hamdallaye ACI 2000)</p> <p>AND the 56 CAP locations</p>
<p>LOT 3 materials:</p> <ol style="list-style-type: none"> 1) Leveled texts – Grade 2 (Nsiiriw ne kelen taw) 	<p>961</p>	<p>No later than 35 calendar days after EDC’s written approval of the sample.</p>	<p>EDC’s SIRA office in Bamako: Rue 209, Porte 45, Hamdallaye ACI 2000</p>
	<p>23,926</p>	<p>No later than 35 calendar days after EDC’s written approval of the sample</p>	<p>Refer to Annex D for the quantities delivered to the 56 District Education Offices</p>
	<p>142,313– Breakdown per school according to the List of Schools provided in Annex K</p>	<p>No later than October 28, 2020</p>	<p>Refer to Annex K for the detailed listing of schools and quantities per school</p>
<p>Lot4materials</p> <ol style="list-style-type: none"> 1) Writing notebooks for students 	<p>1012</p>	<p>No later than 35 calendar days after EDC’s written approval of the sample.</p>	<p>EDC’s SIRA office in Bamako, Rue 209, Porte 45, Hamdallaye ACI 2000</p>
	<p>19,659 If EDC decides to only print writing notebooks for Grade 2</p>	<p>No later than 35 calendar days after EDC’s written approval of the sample</p>	<p>Refer to Annex D for the quantities delivered to the 56 District Education Offices (CAPs)</p>

	*39,262 *If EDC decides to print writing notebooks for Grade 1 and Grade 2	No later than 35 calendar days after EDC’s written approval of the sample	Refer to Annex D for the quantities delivered to the 56 District Education Offices (CAPs)
	142,313– Breakdown per school according to the List of Schools provided in Annex K	No later than October 28, 2020	Refer to Annex K for the detailed listing of schools and quantities per school
	*284,626 *If EDC decides to only print writing notebooks for Grades 1 and Grade 2	No later than October 28, 2020	Refer to Annex K for the detailed listing of schools and quantities per school)
*Lot 5 Materials 1. Student Assessment Booklets 2. Alphabet Cards – Grade 2	8,411 4,126	No later than 35 calendar days after EDC’s written approval of the sample	EDC’s SIRA office in Bamako: Rue 209, Porte 45, Hamdallaye ACI 2000

Refer to the tables in **Annex D** and **Annex K** for the approximate number of materials that need to be distributed to each of the district education offices (CAPs), the EDC office in Bamako, and to individual schools. Quantities will be confirmed upon signing of the contract.

4.1.3 Inspection of Print 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 bid 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. In addition to any other express or implied warranties, Offerors must fill out and submit a completed form included - see **Annex M**.

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 and Shipment

4.2.1 Travel

If the selected Offeror will need to travel in order to complete the deliverables to Education Development Center, Inc. (EDC), air travel must be in compliance with USAID and U.S. Government regulations which require travel in compliance with the Fly America Act. All Offerors must provide a table of proposed travel in order for their proposal to be considered. If the selected Offeror will not need to travel, please state this in the proposal.

4.2.2 Shipment

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

Quotations must be submitted in either English or French. **Offerors MUST submit samples of similar past work with similar binding, color specifications and paper weight for items proposed. The samples will be reviewed as part of the review of the quotations. Bids submitted without samples of similar work will not be considered.**

The price quotation (See Annex E) must be submitted utilizing the templates in **Annexes E1 (includes 324,900 writing notebooks for Grades 1 and 2), and E2 (includes 167,200 writing notebooks for Grade 2 only)** – please email EDC at siraprocurments@edc.org for an Excel copy of the templates. Pricing must include the costs for the items including any necessary components to meet the specifications in Section 4 and any shipping and/or in-country transport costs. The quotation must include costs on:

- 1) A per unit basis;
- 2) Shipping and/or in-country transportation costs;
- 3) Applicable fees;
- 4) The total price.

The country of manufacture for each item must be specified and included in the price quotation. If the Offeror is a Malian entity, the two required price quotations (**Annex E1 which includes 324,900 writing notebooks for Grades 1 and 2 and E2 which includes 167,200 writing notebooks for Grade 2 only**) must be in Francs CFA (Malian local currency). If the Offeror is a non-Malian entity, the two required price quotations (**Annex E3 which includes 324,900 writing notebooks for Grades 1 and 2 and E4 which includes 167,200 writing notebooks for Grade 2 only**) must be in US dollars. All Offerors must provide a price guarantee that the quotation price remains valid for 120 calendar days. A bid security must be included as part of the quotation, see **Annex H** for a Bid Security Template.

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

- a) Registration documents / proof of registration in commercial register
- b) Proof of social security (Attestation Institut National pour la Prevoyance Sociale- INPS) or equivalent (**Only required for Malian companies**)
- c) Certificate/proof of solvency
- d) Tax certificate
- e) Fiscal identification card or equivalent
- f) Certified financial records/statements of the last 3 years

Offerors should reference **Annex C, Checklist for Printed Materials** for a complete list of RFQ requirements to be submitted with their bids.

6. Contract Type and Payment

6.1 Paiement

One or more firm-fixed price contracts may be awarded in response to this RFQ. The payment schedule for any resultant contract for all lots is anticipated to be as follows:

Deliverable	Payment Amount
Upon signature of the contract resulting from the RFQ	10% of the total amount of the contract in USD (or the equivalent in Francs CFA) subject to the receipt of the start-up deposit bank guarantee of the same amount (See Annex I for a Startup Deposit Template showing the startup deposit that will be required of the selected Offeror)
Upon receipt and approval of samples copies of all lots and after issuance of authorization for printing (BAT)	15%
Upon delivery of the quantities of the printed material of Lots 1, 2, 3, 4 and 5 specified in Annex D of the RFQ to the EDC office in Bamako and to the 56 CAPs, and EDC's confirmation of receipt, in accordance with the terms of the contract. Payment is contingent upon EDC's receipt of completed and duly signed Proof of Delivery notes (See Annex L for template).	25%
Upon delivery of the print materials in Mali to the designated locations and EDC's confirmation of receipt in accordance with the terms of a contract issued in response to this RFQ. Payment is contingent upon EDC's receipt of completed and duly signed Proof of Delivery notes (See Annex L for template).	50%
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.	

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 (See **Annex J - PERFORMANCE BOND TEMPLATE** (Or final guarantee) that may be required of the selected Offeror). EDC reserves the right to withhold payment for non-compliance of the terms of the contract and to recover any damages.

Offerors will be required to submit completed and duly signed proof of Delivery Notes (signed, dated, and inclusive of all required information) as per **Annex L**, 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 with 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 District Education Offices (CAPs)
- Annexes E1, E2, E3, and E4 – Price Quotation Templates (Fill out and include 2 of the 4 Annexes with bid)
- Annex F – EDC General Terms and Conditions
- Annex G – Sample Photos of Requested Materials
- Annex H – Bid Security Template (Fill out and include Annex with bid)
- Annex I – Start-up Deposit Template
- Annex J – Performance Bond Template
- Annex K – List of Schools and Number of Materials to be Distributed per School (This will be emailed to all interested offerors who contact EDC via siraprocurement@edc.org)
- Annex L – Proof of Delivery/Delivery Note Template
- Annex M – Certification of Warranty (Fill out and include Annex with bid)

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 Dun & Bradstreet Number¹: _

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

- 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 services Provided: _____
 Value of the services Provided: _____
 Month and Year During Which services were Provided: _____

Reference #2:

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

Subcontractor Reference # 2:

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

Subcontractor Reference #3:

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

A3. Incorporation, Registration, Litigation, and Taxes

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.

Proof that required taxes have been paid and are up-to-date.

Attached

Offeror certifies that its payments of required taxes are up to date.

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, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. Offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.

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 120 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 bid 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 with quotation</i>	<i>Submitted Yes/No</i>	<i>Page number of bid</i>
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.	Annex C – Completed RFQ Checklist for Printed Materials	_____	_____
4.	Complete technical specifications for each type of printing proposed for each lot	_____	_____
5.	Samples of similar past work with similar binding, color specifications and paper weight for items proposed.	_____	_____
6.	Timeline for Delivery for each lot included in the quotation	_____	_____
7.	Price Guarantee (120 days)	_____	_____
8.	Annexes E1 and E2 OR E3 and E4 – Completed Price Quotation in Microsoft Excel that complies with the sample template provided. Contact the project at siraprocurments@edc.org for the electronic version in excel which will be sent via email.	_____	_____
9.	Annex H- Completed Bid Security of 500,000 FCFA (for Malian entities) or \$1,000 USD (for Non-Malian entities) is required per Lot . Template for bid security required by ALL Offerors. *Contact EDC at siraprocurments@edc.org for electronic copy of the form	_____	_____
10.	List of administrative and legal documents to include in submission <ol style="list-style-type: none"> a) Registration documents / proof of registration in commercial register b) Proof of social security- Attestation INPS or equivalent (Required for Malian companies only) c) Certificate/ proof of solvency d) Tax certificate e) Certified financial records/financial records of the last 3 years f) Certified records/statements of the last 3 years 	_____	_____
11.	Annex M- Completed Certification of Warranty Form	_____	_____

ANNEXD-List of District Education Offices (CAPs)- See next page
LOT 2 DELIVERY

ACADEMIE (AE)	CAP	# pedagogical counselors	CAP	# Schools	Gafe 2	Level d Texts-Grade 2 (Nsiiri w ne kelen taw)	Big Book (2)	Big Book (3)	Big Book (4)	Big Book (5)	Student Assessment Booklets	Teachers' Guide-Grade 2	Alphabet Cards	*Students' Writing notebooks Grade 2	*Students' Writing notebooks- Grades 1 et 2	
DISTRICT DE BAMAKO																
BAMAKO RIVE DROITE	BACO DJICORONI	4	1	18	23	23	37	37	37	37	37	40	40	19	1	1
BAMAKO RIVE DROITE	BANANKABOUGOU	4	1	21	26	26	43	43	43	43	43	46	46	22	1	1
BAMAKO RIVE DROITE	FALADIE	4	1	6	11	11	13	13	13	13	13	16	16	7	1	1
BAMAKO RIVE DROITE	KALABAN COURA	4	1	19	24	24	39	39	39	39	39	42	42	20	1	1
BAMAKO RIVE DROITE	SENOU	4	1	4	9	9	9	9	9	9	9	12	12	5	1	1
BAMAKO RIVE DROITE	SOGONIKO	4	1	15	20	20	31	31	31	31	31	34	34	16	1	1
BAMAKO RIVE DROITE	TOROKOROBOUGOU	4	1	20	25	25	41	41	41	41	41	44	44	21	1	1
BAMAKO RIVE GAUCHE	BAMAKO COURA	4	1	27	32	32	55	55	55	55	55	58	58	28	1	1
BAMAKO RIVE GAUCHE	BANCONI	4	1	24	29	29	49	49	49	49	49	52	52	25	1	1
BAMAKO RIVE GAUCHE	BOZOLA	4	1	24	29	29	49	49	49	49	49	52	52	25	1	1

ACADEMIE (AE)	CAP	# pedagogical counselors	CA P	# Schools	Gafe 2	Level d Texts-Grade 2 (Nsiiri w ne kelen taw)	Big Book (2)	Big Book (3)	Big Book (4)	Big Book (5)	Student Assessment Booklets	Teachers' Guide-Grade 2	Alphabet Cards	*Students' Writing notebooks Grade 2	*Students' Writing notebooks- Grades 1 et 2	
BAMAKO RIVE GAUCHE	CENTRE COMMERCIAL	4	1	32	37	37	65	65	65	65	65	68	68	33	1	1
BAMAKO RIVE GAUCHE	DJELIBOUGOU	4	1	25	30	30	51	51	51	51	51	54	54	26	1	1
BAMAKO RIVE GAUCHE	HIPPODROME	4	1	21	26	26	43	43	43	43	43	46	46	22	1	1
BAMAKO RIVE GAUCHE	LAFIABOUGOU	4	1	32	37	37	65	65	65	65	65	68	68	33	1	1
BAMAKO RIVE GAUCHE	SEBENICORO	4	1	29	34	34	59	59	59	59	59	62	62	30	1	1
REGION DE KOULIKORO																
DIOILA	BELEKO	6	1	65	72	72	131	131	131	131	131	136	136	66	1	1
DIOILA	DIOILA	10	1	199	210	210	399	399	399	399	399	408	408	200	1	1
DIOILA	FANA	6	1	102	109	109	205	205	205	205	205	210	210	103	1	1
KATI	BAGUINEDA	8	1	140	149	149	281	281	281	281	281	288	288	141	1	1
KATI	KALABANCORO	6	1	67	74	74	135	135	135	135	135	140	140	68	1	1
KATI	KANGABA	6	1	111	118	118	223	223	223	223	223	228	228	112	1	1
KATI	KATI	10	1	226	237	237	453	453	453	453	453	462	462	227	1	1
KATI	OUELESSEBOUGOU	6	1	93	100	100	187	187	187	187	187	192	192	94	1	1
KATI	SANGAREBOUGOU	6	1	44	51	51	89	89	89	89	89	94	94	45	1	1
KOULIKORO	BANAMBA	6	1	100	4197	4197	201	201	201	201	201	206	206	101	4091	8181

ACADEMIE (AE)	CAP	# pedagogical counselors	CAP	# Schools	Gafe 2	Level d Texts-Grade 2 (Nsiiri w ne kelen taw)	Big Book (2)	Big Book (3)	Big Book (4)	Big Book (5)	Student Assessment Booklets	Teachers' Guide-Grade 2	Alphabet Cards	*Students' Writing notebooks Grade 2	*Students' Writing notebooks- Grades 1 et 2	
KOULIKORO	KOLOKANI	6	1	80	87	87	161	161	161	161	161	166	166	81	1	1
KOULIKORO	KOULIKORO	8	1	174	183	183	349	349	349	349	349	356	356	175	1	1
KOULIKORO	NARA	6	1	35	1234	1234	71	71	71	71	71	76	76	36	1193	2385
KOULIKORO	NOSSOMBOUGOU	6	1	28	35	35	57	57	57	57	57	62	62	29	1	1
REGION DE SEGOU																
SAN	BLA	6	1	105	112	112	211	211	211	211	211	216	216	106	1	1
SAN	KIMPARANA	6	1	60	67	67	121	121	121	121	121	126	126	61	1	1
SAN	SAN	6	1	127	134	134	255	255	255	255	255	260	260	128	1	1
SAN	TOMINIAN	6	1	32	39	39	65	65	65	65	65	70	70	33	1	1
SAN	YANGASSO	6	1	27	34	34	55	55	55	55	55	60	60	28	1	1
SEGOU	BARAOUELI	6	1	112	119	119	225	225	225	225	225	230	230	113	1	1
SEGOU	FARAKO	6	1	42	1438	1438	85	85	85	85	85	90	90	43	1390	2779
SEGOU	MACINA	6	1	84	3546	3546	169	169	169	169	169	174	174	85	3456	6911
SEGOU	MARKALA	6	1	119	126	126	239	239	239	239	239	244	244	120	1	1
SEGOU	NIONO	8	1	159	6917	6917	319	319	319	319	319	326	326	160	6750	13499
SEGOU	SARRO	6	1	75	2810	2810	151	151	151	151	151	156	156	76	2729	5457
SEGOU	SEGOU	6	1	130	137	137	261	261	261	261	261	266	266	131	1	1
REGION DE SIKASSO																
BOUGOUNI	BOUGOUNI	10	1	209	220	220	419	419	419	419	419	428	428	210	1	1
BOUGOUNI	GARALO	6	1	78	85	85	157	157	157	157	157	162	162	79	1	1
BOUGOUNI	KOLON DIEBA	6	1	165	172	172	331	331	331	331	331	336	336	166	1	1

ACADEMIE (AE)	CAP	# pedagogical counselors	CAP	# Schools	Gafe 2	Level d Texts-Grade 2 (Nsiiri w ne kelen taw)	Big Book (2)	Big Book (3)	Big Book (4)	Big Book (5)	Student Assessment Booklets	Teachers' Guide-Grade 2	Alphabet Cards	*Students' Writing notebooks Grade 2	*Students' Writing notebooks- Grades 1 et 2	
BOUGOUNI	KOUMANTOU	6	1	134	141	141	269	269	269	269	269	274	274	135	1	1
BOUGOUNI	YANFOLILA	10	1	177	188	188	355	355	355	355	355	364	364	178	1	1
KOUTIALA	KOUTIALA	6	1	55	62	62	111	111	111	111	111	116	116	56	1	1
KOUTIALA	M'PESSOBA	6	1	50	57	57	101	101	101	101	101	106	106	51	1	1
KOUTIALA	YOROSSO	6	1	4	11	11	9	9	9	9	9	14	14	5	1	1
KOUTIALA	ZANGASSO	6	1	16	23	23	33	33	33	33	33	38	38	17	1	1
SIKASSO	KADIOLO	6	1	7	14	14	15	15	15	15	15	20	20	8	1	1
SIKASSO	KIGNAN	6	1	35	42	42	71	71	71	71	71	76	76	36	1	1
SIKASSO	KLELA	6	1	29	36	36	59	59	59	59	59	64	64	30	1	1
SIKASSO	NIENA	4	1	100	105	105	201	201	201	201	201	204	204	101	1	1
SIKASSO	N'KOURALA	6	1	11	18	18	23	23	23	23	23	28	28	12	1	1
SIKASSO	SIKASSO	6	1	18	25	25	37	37	37	37	37	42	42	19	1	1
EDC SIRA office BAMAKO					961	961	149	149	149	149	149	203	203	129	1012	1012
TOTAL CAPs			56	3,941	23,926	23,926	7,938	7,938	7,938	7,938	7,938	8,208	8,208	3,997	19,659	39,262
GRAND TOTAL		326	56	3,941	24,887	24,887	8,087	8,087	8,087	8,087	8,087	8,411	8,411	4,126	20,671	40,274

*Depending on the price quotes received in response to the RFQ, EDC will decide whether to include writing notebooks for Grade 2 only, OR to include writing notebooks for Grades 1 and 2

Annex E 1: Price Quotation Template for Malian Entities

****Fill this table out using the EXCEL template provided by the project. The worksheet will be sent via email to Offerors.**

Lot Number	#	Description	A	B	C	D	E	F
			Quantity Needed (A)	Price for Sample (B)	Unit Price Per Book/Item For Printing (C)	Total Cost For Printing ((A*C)+B)=D	Cost for Storage if necessary and distribution of materials to EDC's SIRA office in Bamako, and the 56 District education offices in 3 regions and the individual schools (E)	Grand Total (D+E =F)
				FCFA	FCFA	FCFA	FCFA	FCFA
1	1	Student reader Gafe 2	167,200	_____	_____	_____	_____	_____
2	1	Big book 1 – Grade 2	8087	_____	_____	_____	_____	_____
	2	Big book 2 – Grade 2	8087	_____	_____	_____	_____	_____
	3	Big book 3 – Grade 2	8087	_____	_____	_____	_____	_____
	4	Big book 4 – Grade 2	8087	_____	_____	_____	_____	_____
	5	Big book 5 – Grade 2	8087	_____	_____	_____	_____	_____
	6	Teacher's Guide- Grade 2	8411	_____	_____	_____	_____	_____
3	1	Leveled texts – Grade 2 (ne kelen ka nsiirininw)	167,200	_____	_____	_____	_____	_____
4	1	Writing notebooks for students- Grades 1 and 2	324,900	_____	_____	_____	_____	_____
5	1	Student Assessment Booklet – Grade 2	8411	_____	_____	_____	_____	_____
	2	Alphabet Cards – Grade 2	4126	_____	_____	_____	_____	_____
Total Price			_____	_____	_____	_____	_____	_____

All quoted prices must be tax and customs free. In accordance with USAID's agreement with the Government of Mali, EDC, as the implementing contractor for USAID/Mali SIRA is exempt from taxes. All quoted prices should include any discounts offered due to economies of scale.

The country of origin of the printed materials is: _____

Name of authorized individual: _____

Signature: _____

Date: _____

Annex E2: Price Quotation Template for Malian Entities

**Fill this table out using the EXCEL template provided by the project. The worksheet will be sent via email to Offerors.

			A	B	C	D	E	F
Lot Number	#	Description	Quantity Needed (A)	Price for Sample (B)	Unit Price Per Book/Item For Printing (C)	Total Cost For Printing ((A*C)+B)=D)	Cost for Storage if necessary and distribution of materials to EDC's SIRA office in Bamako, and the 56 District education offices in 3 regions and the individual schools (E)	Grand Total (D+E =F)
				FCFA	FCFA	FCFA	FCFA	FCFA
1	1	Student reader Gafe 2	167,200	_____	_____	_____	_____	_____
2	1	Big book 1 – Grade 2	8087	_____	_____	_____	_____	_____
	2	Big book 2 – Grade 2	8087	_____	_____	_____	_____	_____
	3	Big book 3 – Grade 2	8087	_____	_____	_____	_____	_____
	4	Big book 4 – Grade 2	8087	_____	_____	_____	_____	_____
	5	Big book 5 – Grade 2	8087	_____	_____	_____	_____	_____
	6	Teacher's Guide- Grade 2	8411	_____	_____	_____	_____	_____
3	1	Leveled texts – Grade 2 (ne kelen ka nsiirinw)	167,200	_____	_____	_____	_____	_____
4	1	Writing notebooks for students- Grade 2 ONLY	162,984	_____	_____	_____	_____	_____
5	1	Student Assessment Booklet – Grade 2	8411	_____	_____	_____	_____	_____
	2	Alphabet Cards – Grade 2	4126	_____	_____	_____	_____	_____
Total Price			_____	_____	_____	_____	_____	_____

All quoted prices must be tax and customs free. In accordance with USAID's agreement with the Government of Mali, EDC, as the implementing contractor for USAID/Mali SIRA is exempt from taxes. All quoted prices should include any discounts offered due to economies of scale.

The country of origin of the printed materials is: _____

Name of authorized individual: _____

Signature: _____

Date: _____

Annex E3 : Price Quotation Template for Non-Malian Entities

** Fill this table out using the EXCEL template provided by the project. The worksheet will be sent via email to Offerors.

			A	B	C	D	E	F
Lot Number	#	Description	Quantity Needed (A)	Price for Sample (B)	Unit Price Per Book/Item For Printing (C)	Total Cost For Printing ((A*C)+B)=D)	Cost For Storage if necessary and Distribution of materials to EDC's SIRA office in Bamako, the 56 district education offices in 3 regions and the individual schools (E)	Grand Total (D+E =F)
				USD	USD	USD	USD	USD
1	1	Student reader Gafe 2	167,200	_____	_____	_____	_____	_____
2	1	Big book 1 – Grade 2	8087	_____	_____	_____	_____	_____
	2	Big book 2 – Grade 2	8087	_____	_____	_____	_____	_____
	3	Big book 3 – Grade 2	8087	_____	_____	_____	_____	_____
	4	Big book 4 – Grade 2	8087	_____	_____	_____	_____	_____
	5	Big book 5 – Grade 2	8087	_____	_____	_____	_____	_____
	6	Teacher's Guide- Grade 2	8411	_____	_____	_____	_____	_____
3	1	Leveled texts – Grade 2 (ne kelen ka nsiirininw)	167,200	_____	_____	_____	_____	_____
4	1	Writing notebooks for students- Grades 1 and 2	324,900	_____	_____	_____	_____	_____
5	1	Student Assessment Booklet – Grade 2	8411	_____	_____	_____	_____	_____
	2	Alphabet Cards – Grade 2	4126	_____	_____	_____	_____	_____
Total Price			_____	_____	_____	_____	_____	_____

All quoted prices must be tax and customs free. In accordance with USAID's agreement with the Government of Mali, EDC, as the implementing contractor for USAID/Mali SIRA is exempt from taxes. All quoted prices should include any discounts offered due to economies of scale.

The country of origin of the printed materials is: _____

Name of authorized individual: _____

Signature: _____

Date: _____

Annex E4 : Price Quotation Template for Non-Malian Entities

** Fill this table out using the EXCEL template provided by the project. The worksheet will be sent via email to Offerors.

			A	B	C	D	E	F
Lot Number	#	Description	Quantity Needed (A)	Price for Sample (B)	Unit Price Per Book/Item For Printing (C)	Total Cost For Printing ((A*C)+B)=D)	Cost for Storage if necessary and Distribution of materials to EDC's SIRA office in Bamako, the 56 district education offices in 3 regions and the individual schools (E)	Grand Total (D+E =F)
				USD	USD	USD	USD	USD
1	1	Student reader Gafe 2	167,200	_____	_____	_____	_____	_____
2	1	Big book 1 – Grade 2	8087	_____	_____	_____	_____	_____
	2	Big book 2 – Grade 2	8087	_____	_____	_____	_____	_____
	3	Big book 3 – Grade 2	8087	_____	_____	_____	_____	_____
	4	Big book 4 – Grade 2	8087	_____	_____	_____	_____	_____
	5	Big book 5 – Grade 2	8087	_____	_____	_____	_____	_____
	6	Teacher's Guide- Grade 2	8411	_____	_____	_____	_____	_____
3	1	Leveled texts – Grade 2 (ne kelen ka nsiirininw)	167,200	_____	_____	_____	_____	_____
4	1	Writing notebooks for students- Grade 2 ONLY	162,984	_____	_____	_____	_____	_____
5	1	Student Assessment Booklet – Grade 2	8411	_____	_____	_____	_____	_____
	2	Alphabet Cards – Grade 2	4126	_____	_____	_____	_____	_____
Total Price				_____	_____	_____	_____	_____

All quoted prices must be tax and customs free. In accordance with USAID's agreement with the Government of Mali, EDC, as the implementing contractor for USAID/Mali SIRA is exempt from taxes. All quoted prices should include any discounts offered due to economies of scale.

The country of origin of the printed materials is: _____

Name of authorized individual: _____

Signature: _____

Date: _____

Annex F—Education Development Center, Inc. GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

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 2010 (Incoterms 2010), 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. Certification: Seller agrees to comply with all applicable 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 this Purchase Order is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Seller hereby certifies that he/she 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. Seller 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.

17. 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.

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

19. 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.

20. 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.

21. 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.

22. Tax Exemption: EDC is a Massachusetts nonprofit, tax-exempt corporation and is exempt from paying Massachusetts sales taxes (Cert. 042-241-718 Expires on 1/4/2019), 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.

23. 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.

EDC Additional Terms and Conditions

The Seller (sometimes hereinafter referred to as the "Contractor" 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 provisions:

24. RENEGOTIATION

(a) To the extent required by law, this contract is subject to the Renegotiations Act of 1951 (50 U.S.C. App.1211, et seq.), as amended, and to any subsequent act of Congress providing for the renegotiations of contracts. Nothing contained in this clause shall impose any renegotiation obligation with respect to this contract or any subcontract hereunder, which is not imposed by an act of Congress heretofore or hereafter enacted. Subject to the foregoing this contract shall be deemed to contain all the provisions required by section 104 of the Renegotiation Act of 1951, and by any such other act, without subsequent contract amendment specifically incorporating such provisions.

(b) The contractor agrees to insert the provisions of this clause, including this paragraph (b), in all Subcontracts, as that term is defined in section 103g of the Renegotiation Act of 1951, as amended.

25. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

The provisions set forth in Sec. 202 of Executive Order 11246 of September 24, 1965 (30 F.R.12319: 3 CFR. 1965 Supp, n.167), in Titles VI and VII of the Civil Rights Act of 1964, as amended in Sec. 503 of the Rehabilitation Act of 1973 and in the Vietnam Era Veteran's Readjustment Assistance Act of 1974 are incorporated herein by reference and are binding on the Seller with the same force and effect as if fully set forth herein.

26. CONTRACT WORK HOURS STANDARDS ACT-OVERTIME COMPENSATION

This contract, to the extent that it is of a character specified in the Contract Work Hours Standards Act (40 U.S.C. 327-330), is subject to the following provisions and to all other applicable provisions and exceptions of such act and the regulations of the Secretary of Labor thereunder.

(a) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any laborer or mechanic in any workweek in which he is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such workweek or work subject to the provisions of the Contract Work Hours Standards Act unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate for all such hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, whichever is the greater number of overtime hours.

(b) Violations: liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of paragraph (a), the Contractor and any subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph (a) in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph (a).

(c) Withholding for unpaid wages and liquidated damages. The Contracting Officer may withhold from the Government Prime Contractor; from any moneys payable on account of work performed by the Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions of paragraph (b).

(d) Subcontracts. The Contractor shall insert paragraphs (a) through (d) of this clause in all subcontracts, and shall require their inclusion in all subcontracts of any tier.

(e) The contractor shall indemnify and hold EDC harmless from and against any and all claims, losses, damages, judgments, penalties, cost and expenses (including, without limitation, all expenses with respect to any administrative or court proceedings and reasonable attorneys' fees) arising out of or in connection with any violation or alleged violation of the Contract Work Hours Standards Act or any applicable regulation, rulings or interpretations thereunder, in the performance of any or all parts of this purchase order or subcontract by the contractor or by any subcontractor, seller or other party, and that this indemnity shall survive the completion or termination of this purchase order or subcontract.

27. EXAMINATION OF RECORDS

The Contractor agrees that the Comptroller General of the United States or any of his 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 Contractor involving transactions related to this contract. This paragraph applies only to contracts exceeding \$100,000 and does not apply to agreements for public utility services at rates established for uniform applicability to the general public.

28. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT

The provisions of this clause shall be applicable only if the amount of this contract exceeds \$100,000.

(a) The Contractor shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

(b) In the event of any claim or suit against the Government on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed hereunder, the Contractor shall furnish to the Government, when requested by the Contracting Officer, all evidence and information in possession of the Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the Government except where the Contractor has agreed to indemnify the Government.

(c) This clause shall be included in all subcontracts.

29. THE ANTI-KICKBACK ACT OF 1986

(Ref. FAR 3.502-2 effective September 2, 1988) prohibits any person from providing or attempting to provide any kickback. This act further prohibits any person from soliciting, accepting, or attempting to accept any kickback, and from incorporating, directly or indirectly, the amount of the kickback into the contract price charged by the prime contractor to the United States or by the subcontractor to the prime contractor or higher tier subcontractor.

30. DEBARMENT

This purchase order is issued upon the understanding that the seller is not a debarred, suspended, or ineligible party as defined in the rules implementing Executive Order 12549 and agrees to notify EDC immediately if it is placed on the Lists of Parties Excluded.

31. PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (Aug 2019) (Ref. FAR 52.204-25)

(a) Definitions. As used in this clause—

“Covered foreign country” means The People’s Republic of China.

“Covered telecommunications equipment or services” means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National

Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Critical technology” means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Seller is prohibited from providing to the EDC any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) Exceptions. This clause does not prohibit Sellers from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Seller identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Seller is notified of such by a subcontractor at any tier or by any other source, the Seller shall report the information in paragraph (d)(2) of this clause to EDC, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Seller shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Seller shall report to EDC for the indefinite delivery contract and EDC for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Seller shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Seller shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Seller shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

32. PROHIBITION ON CONTRACTING FOR HARDWARE, SOFTWARE, AND SERVICES DEVELOPED OR PROVIDED BY KASPERSKY LAB AND OTHER COVERED ENTITIES. (July 2018) (Ref. FAR 52.204-23)

(a) Definitions. As used in this clause—

“Covered article” means any hardware, software, or service that—

- (1) Is developed or provided by a covered entity;
- (2) Includes any hardware, software, or service developed or provided in whole or in part by a covered entity; or
- (3) Contains components using any hardware or software developed in whole or in part by a covered entity.

“Covered entity” means—

- (1) Kaspersky Lab;
- (2) Any successor entity to Kaspersky Lab;
- (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or
- (4) Any entity of which Kaspersky Lab has a majority ownership.

(b) Prohibition. Section 1634 of Division A of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91) prohibits Government use of any covered article. The Contractor is prohibited from—

(1) Providing any covered article that the Government will use on or after October 1, 2018; and

(2) Using any covered article on or after October 1, 2018, in the development of data or deliverables first produced in the performance of the contract.

(c) Reporting requirement.

(1) In the event the Contractor identifies a covered article provided to the Government during contract performance, or the Contractor is notified of such by a subcontractor at any tier or any other source, the Contractor shall report, in writing, to the Contracting Officer or, in the case of the Department of Defense, to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (c)(1) of this clause:

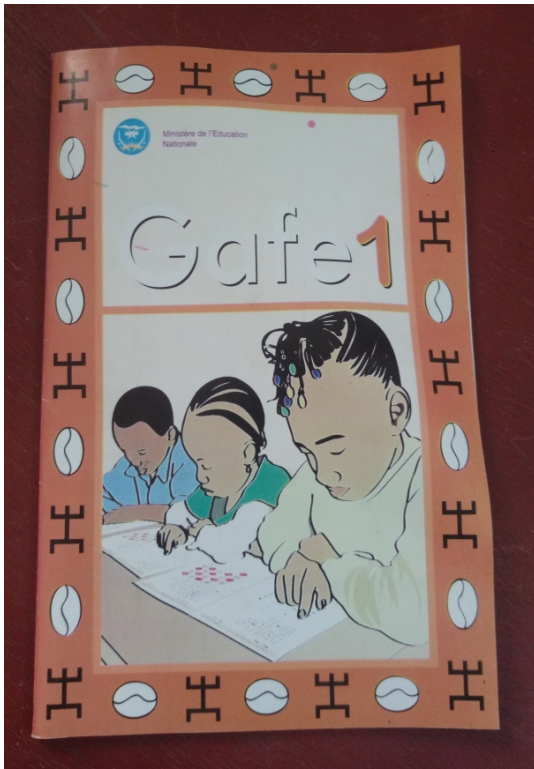
(i) Within 1 business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; brand; model number (Original Equipment Manufacturer (OEM) number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the report pursuant to paragraph (c)(1) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of a covered article, any reasons that led to the use or submission of the covered article, and any additional efforts that will be incorporated to prevent future use or submission of covered articles.

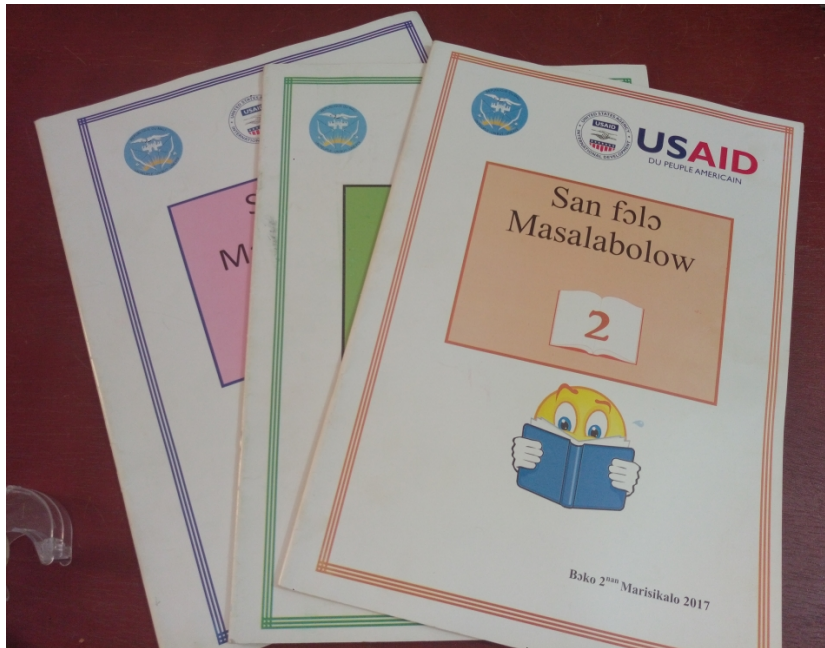
(d) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts, including subcontracts for the acquisition of commercial items.

Annex G. Sample Photos of Requested Materials

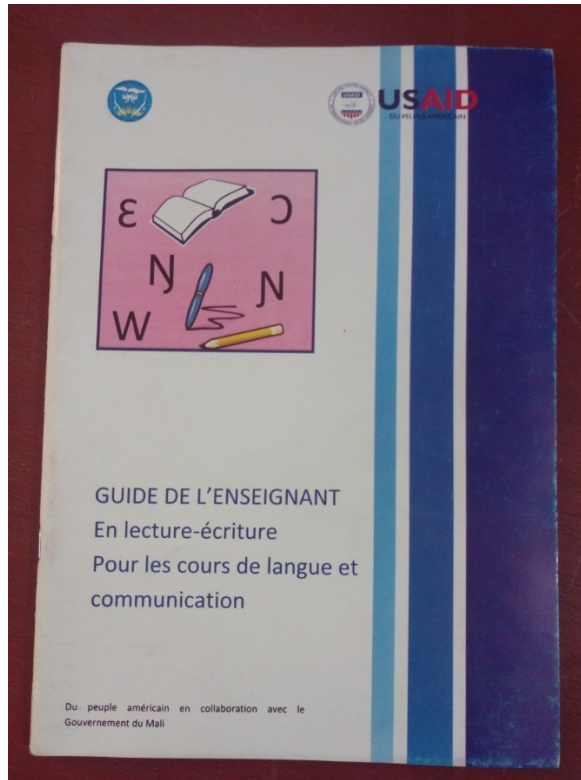
Note: Some of the photos below are of Grade 1 materials but the format is identical to that of Grade 2 materials



Student Reader Gafe 1



Big Books



Teachers' Guide- Grade 2



Student Assessment Booklet-
Grade 2



*Alphabet Cards - Grade 1 –
Bambara*



*Leveled texts – Grade 2 (Ne kelen
ka nsiirinninw)*



Writing notebooks for
students

Annex H. BID SECURITY TEMPLATE

BANK LETTERHEAD

BID SECURITY (Bid Guarantee) TEMPLATE

Whereas [Name of the Bidder] (hereinafter referred to as "The Bidder") has deposited his/her/its bid on [date of submission of bid] for the supply of [name and/or description of supplies] (herein after referred to as "The Bid").

WE, [name of bank or insurance company or mutual guarantee organization, of [name of country], with our registered office at [address of bank, insurance company or mutual guarantee organization] (hereinafter referred to as "the Bank, insurance company or mutual guarantee organization"), are bound, with respect to [name of the Contracting Authority] (hereinafter referred to as the Contracting Authority, for the sum of **one thousand US dollars (\$1000) OR 500,000 FCFA** pursuant to Education Development Center's Request for Quotations which the (Bank, insurance company or mutual guarantee organization) undertakes to pay to the Buyer in full, binding himself/Herself/itself, successors and cashier.

Signed and authenticated by (the said bank, insurance company or mutual guarantee organization) on _____ day of _____ 20_____.

THE CONDITIONS that govern this obligation are as follows:

1. If the Bidders withdraws his/her/its bid, within the validity period stated by the Bidder in his/her/its bid; or
2. If the Bidder, having been notified by the Contracting Authority of approval of his/her/its bid within the validity period:
 - (a) fails to sign or refuses to sign the contract, while required to do so;
 - (B) fails to provide or refuses to provide the Performance Bond, as provided for in the Bidding Document;

We undertake to pay the Contracting Authority, up to the maximum sum stated above, upon receipt of its written request, without the Contracting Authority having to justify its request, provided, however, that in its request, the Contracting Authority notes that the amount declared is what he/she/its is entitled to, because one or both of the above conditions has or have been fulfilled and shall specify which condition (s) has (have) been taken into consideration.

This Guarantee shall remain valid up to the thirtieth calendar day (30) following the end of validity of the tender; any request made by the Contracting Authority on this basis shall be sent to the *Bank, insurance company or mutual guarantee organization*)

SIGNATURE and authentication of the signature _____
Name of the (Bank, insurance company or the mutual guarantee organization) _____
Address _____
Date _____

Stamp of the (Bank, insurance company or mutual guarantee organization) within this thirty-day deadline.

ANNEX I. START-UP DEPOSIT TEMPLATE

LETTERHEAD OF THE BANK

Whereas [*name of the supplier or its representative*], representing [*name of the company or firm*] and referred to hereinafter as "supplier", undertakes, on [*date of signature of the deed of covenant*] to deliver the supplies or perform the services [*purpose of the contract*];

Whereas it has been stated in this Contract that the Supplier shall receive a starting-up payment in the amount of [*amount of the start-up payment*] which corresponds to 10 % of the contract amount;

Whereas, from what has been reiterated herein above, we have agreed to guarantee repayment of this starting-up payment made to the Supplier;

We hereby declare that we are unconditionally and irrevocably the principal and not only the guarantor, in respect of [*name of the Contracting Authority*], of the sum of **(Exact amount to be determined upon acceptance of bid)** equal to 100 % of the amount of the starting-up payment made.

Thus, we hereby undertake to pay, upon your first request, without any quibble, all amounts owed within the limit of **(Exact amount to be determined upon acceptance of bid)** stated above.

This payment shall be enforced on the date of its signing.

This payment shall be subject, if need be, to successive partial releases at the time of each refund and so until full payment of amounts guaranteed.

Signature and stamp of the Bank

Annex J. PERFORMANCE BOND TEMPLATE
(Or final guarantee)

Irrevocable Bank Guarantee No.

To: (Name of the Contracting Authority)

Whereas :..... (Name of the representative), representing the Company
(Name of the company) and referred to hereinafter as the "Supplier" has undertaken to supply
..... (state the purpose for the Contract), Contract forNo.....
(State the Contract No) ;

Whereas it has been stated in this contract that the Supplier shall provide the Contracting Authority with a Bid Security from a recognized bank, of the amount stipulated below, as a Performance Bond on its obligations, as provided for by the Contract.

And we have agreed to issue this Performance Bond to the Supplier:

Thus, we hereby declare that we are the guarantors and are responsible for
..... (name of the Contracting Authority), on behalf of and for the
Supplier, for a maximum sum of: **(Exact amount to be determined upon acceptance of bid)** (in letters)
FCFA or USD.

And we undertake to pay, upon your first written request, declaring that the Supplier is not respecting the aforementioned contract terms, and without any quibble or discussion, all amounts within the limits of: F CFA or ...USD (bond amount in letters and figures- **Exact amount to be determined upon acceptance of bid**) stated herein above, without you having to prove or justify neither the reason for your request nor the amount stated herein above.

This Performance Bond shall remain enforced until provisional acceptance of supplies.

Signature and stamp of the bank.

Date :

Address :

Annex L: Proof of Delivery/ Delivery Note template
BORDEREAU DE LIVRAISON N°XXXXXX
ECOLES

Académie d'Enseignement
 (AE).....
 Centre d'Animation Pédagogique
 (CAP).....
 Commune..... Village.....
 Ecole.....

N°	Titres	Nombre prévu	Nombre livré	Observations
1	Livre de lecture Gafe 2			
2	Textes gradués – 2 ^e année (Ne kelen ka nsirinninw			
3	Cahiers d'écriture			

Observations générales (s'il y a lieu) :.....
Nom du Chauffeur :
Camion N°:
Immatriculation du camion :
Numéro de téléphone du chauffeur :

Fournisseur

Prénom, Nom		Signature et cachet
Téléphone		

<input type="checkbox"/> Directeur d'école	<input type="checkbox"/> Régisseur	<input type="checkbox"/> Point Focal SIRA
---	---	--

Prénom, Nom	Signature et cachet
Téléphone	

Date de livraison.....

LETTERHEAD OF PRINTING COMPANY

Annex M- Certification of Warranty

I (**Insert name of authorized representative**) hereby confirm that (**Insert name of printing company**) guarantees the following:

- All printed materials delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, material and workmanship, conform to all samples, drawings, descriptions and specifications furnished, and be free of liens and encumbrances and that the use, distribution or resale of printed materials 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.
- None of the printed materials delivered under any contract resulting from this RFQ will be counterfeit.
- We will perform the services in accordance with industry standards;
- We will be solely responsible for any loss or damage of the goods during shipping;
and
- We will carry reasonable insurance and provide proof of insurance upon request.

Name of authorized individual: _____

Signature: _____

Date: _____
