

Request for Quotations

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Request for Quotations for Procurement of
Printing Services for Teacher Guides and Leveled Readers**

**Date of Issuance:
March 3, 2014**

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

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

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

1. Purpose and Eligibility

1.1 Purpose

The purpose of this RFQ is to invite prospective offerors to submit quotations to print and, if applicable, provide shipping services for Teacher Guides and Leveled Readers. The materials will be used by teachers and students in Grade 1 and 2 classrooms in Regions 1 and 7, including La Union Division, Ilocos Sur, Ilocos Norte, Cebu Province, Mandaue City and Bohol.

1.2 Eligibility

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

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

2. General Information

2.1 Original RFQ Document

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

2.2 RFQ Provisions

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

2.3 Schedule of Events

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

TIME	DATE	Time Table
Beginning 9:00 AM (UTC+08:00)	From March 3rd 2014 to deadline for RFQ submission	RFQ available
5:00 PM (UTC+08:00)	March 10 th 2014	Deadline for request for any clarifications from the offeror to EDC
5:00 PM (UTC+08:00)	March 14 th 2014	Estimated date for issuance of any clarifications by EDC
5:00 PM (UTC+08:00)	March 21 st 2014	Deadline for submission of quotations
3:00 PM (UTC+08:00)	March 24 th 2014	Bid opening – reference Section 3.4 of this RFQ for additional information
5:00 PM (UTC+08:00)	April 1 st 2014	Estimated Date for Notification to Offerors on Quotation Status

To get a copy of the RFQ, offerors can:

1. Visit the EDC Basa Pilipinas office at 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines from 9:00 AM to 5:00 PM (UTC +8:00) March 3rd to March 20th 2014.
2. Request an electronic copy from basapilipinasRFQ@edc.org

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

www.rfpdb.com and Small Business Administration's SUBNET website

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 supplies in excess of quantities ordered may be returned to the selected offeror at the selected offeror's expense.

3. Quotation Submission and Selection

3.1 Offeror's Understanding of the RFQ

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

3.2 Communication

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

Offerors' inquiries, questions, and requests for clarification necessary to gain full understanding of the RFQ terms and contents must be submitted in writing no later than March 10th 2014, 5:00 PM (UTC+08:00) to:

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

EDC will publish responses in writing and will post all responses on the www.rfpdb.com, and Small Business Administration's SUBNET websites. Offerors may also request a copy of the clarification questions and responses from EDC on or after March 14th by visiting the EDC Basa Pilipinas office at 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines or requesting an electronic copy from basapilipinasRFQ@edc.org.

3.3 Submission of Cost Quotations

Offerors must submit quotations for one or more lots on their letterhead or stationary and include the Printing Specifications and Pricing Template provided as Annex E. Quotes must be delivered in hard copy, before the deadline date and time of March 21st 2014, 5:00 PM (UTC+08:00) to:

Send via postal mail or hand delivered to:

Education Development Center, Inc.
Attention: Basa Pilipinas RFQ
Postal address: 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines
Hand delivery address: 1010 Meralco Avenue, 3rd Floor Orosa Building, Pasig City, Philippines

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

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

3.4 Opening of Quotations

On March 24th 2014, 3:00 PM (UTC+08:00), EDC will open the quotations at the Basa Pilipinas office located at 1010 Meralco Avenue, 3rd Floor, Pasig City, Philippines. Up to two representatives of the offeror may attend the opening. EDC will determine which quotations meet the full requirements set forth in the RFQ and shall be considered a complete quotation. Please note that although EDC may determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the offerors with complete quotations.

3.5 Evaluation Criteria

EDC shall evaluate all complete quotations based on pricing and cost realism, including offerors' ability to project costs which are realistic for the work to be performed; reflect a clear understanding of the requirements/ and are consistent with Offeror's technical capacity.

3.6 Selection

EDC may award one or more contracts resulting from this RFQ to the 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, or (c) accept more than one quotation. Contracts may be issued for some or all of the deliverables.

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

4. Technical Specifications & Requirements

4.1 Specifications

Offerors may submit quotations for one or both of the lots specified in Section 4.1.1. All of the other specifications listed in Section 4.1 must be met. Please complete the Printing Specification and Pricing Template (Annex E) for Lot 1 and/or Lot 2.

4.1.1 Technical Specifications

Technical specifications for the materials to be printed include the following.

LOT 1 SPECIFICATIONS FOR TEACHER GUIDES		
Number of Guides and pages for Grade 1 Teacher Guides Cebuano Areas	Estimated Number of Guides	Number of pages per guide
	Lot 1a = 2762	Lot 1a = 125 pages
	Lot 1b = 2762	Lot 1b = 250 pages
	Lot 1c = 2762	Lot 1c = 750 pages

Number of Guides and pages for Grade 1 Teacher Guides Ilocano Areas	Estimated Number of Guides	Number of pages per guide
	Lot 1d = 1373 Lot 1e = 1373 Lot 1f = 1373	Lot 1d = 125 pages Lot 1e = 250 pages Lot 1f = 750 pages
Number of Guides and pages for Grade 2 Teacher Guides Cebuano Areas	Estimated Number of Guides	Number of pages per guide
	Lot 1g = 2422 Lot 1h = 2422 Lot 1i = 2422	Lot 1g = 375 pages Lot 1h = 375 pages Lot 1i = 750 pages
Number of Guides and pages for Grade 2 Teacher Guides Ilocano Areas	Estimated Number of Guides	Number of pages per guide
	Lot 1j = 1367 Lot 1k = 1367 Lot 1l = 1367	Lot 1j = 375 pages Lot 1k = 375 pages Lot 1l = 750 pages
Finished Size of guides	8.25" x 10.75"	
Language	The guides will be primarily in English, with text inserts for teaching language in Cebuano, Ilocano, Filipino and English. There will be one version for Cebuano speaking regions and another for Ilocano speaking regions.	
Color	Covers: Outside covers: full colors with UV coating Inside covers: 1 color Inside pages: 1 color (black) print on both sides	
Bleeds	Cover: Allow 0.25 inches on all sides Inside: Full Bleed	
Binding	Perfect Binding (hot & melted glue)	
Paper	Cover: Foldcote (bleach board solid white) Coated one (1) side Caliper # 12 Basis weight: not less than 230 gsm. Thickness: not less than 290 microns Interior: Bond Paper Basis weight: not less than 70 gsm Opacity: not more than 70% Brightness: not less than 80%	
Artwork and Illustrations	Within the text there will be icons and clip art inserted to trigger action by teachers when using the teacher guide. These will be integrated into the text and are not expected to require specific layout work. The cover will contain branding specific to the Basa Pilipinas program, including the Philippines Department of Education Logo and the USAID Logo. These will be provided to the contracted party in .jpeg format.	

Packing	The Teacher Guides shall be packed based on a packaging list per Recipient and placed in unused corrugated cartons and sealed to withstand rough handling. Each carton label shall contain the intended allocation wrapped and sealed in a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed using gauge 75 Polyolefin Film (POF) for adequate protection against moisture and water damage. For loose sets, the Teacher Guides shall be wrapped in brown kraft paper with thickness of at least 0.25 mm and basis weight of 125 gsm and shall be wrapped and sealed in a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed plastic using gauge 75 Polyolefin Film (POF). Package must be secured by 50.8 mm packaging tape or better. The carton materials shall have these specifications: Corrugation : B, C, or E (double wall) flute 14.09 kgs/cm² or 200.4 psi or 1409 kPa all with $\pm$ 2% tolerance Taped with 50.8 mm wide packaging tapes with fiber or better. For cartons with overlap joints, the overlap joints shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints. Cartons shall be reinforced with at least 12.7 mm. wide plastic strap with tin or other appropriate seal. The Supplier may introduce better carton reinforcement, e.g., shrink packing with provision for convenient handling, subject to approval of the Purchaser. Top, bottom, and flap sealing: 50.8 mm packaging tape or better. The materials to be used in the manufacture of corrugated boxes shall be kraft liner board. Each carton/kraft paper shall be properly labeled to indicate the following: Title, Number of Goods in a carton, Purchaser's Name and Address, Supplier's Name, USAID Logo (electronic version of logo provided by EDC to selected offeror in .jpeg), Destination, Volume, and Gross Weight
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Proof	Sample – composite to resolution, high-resolution for cover; Proofs must be delivered electronically to basapilipinasRFQ@edc.org
Review of Proof	2 business days
Sample	A sample of what the selected offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC's office at 1010 Meralco Avenue, 3 rd Floor, Pasig City Philippines
Review of Sample by EDC	Up to 4 business days
Changes	The selected vendor (s) must include eight (8) hours of edits

LOT 2 SPECIFICATIONS FOR LEVELED READER TEXT BOOKLETS

Estimated Number of Books and pages for Grade 1 Leveled Reader Text Booklets	Booklet Title	Quantity per Teacher	Number of Teachers in G1	Total per Title	Pages per Title
	CEB 1	20	2,762	55240	20
	CEB 2	20	2,762	55240	20
	CEB 3	20	2,762	55240	20
	CEB 4	20	2,762	55240	20
	CEB 5	20	2,762	55240	20
	CEB 6	10	2,762	27620	20
	CEB 7	10	2,762	27620	20
	CEB 8	10	2,762	27620	20
	CEB 9	10	2,762	27620	20
	IL 1	20	1,373	27460	20
	IL 2	20	1,373	27460	20
	IL 3	20	1,373	27460	20
	IL 4	20	1,373	27460	20
	IL 5	20	1,373	27460	20
	IL 6	10	1,373	13730	20
	IL 7	10	1,373	13730	20
	IL 8	10	1,373	13730	20
	IL 9	10	1,373	13730	20
	Total	280		578,900	

Estimated Number of Books and pages for Grade 2 Leveled Reader Text Booklets	Book Title	Quantity	Number of Teachers in G2	Total per Title	Pages per Title
	CEB 10	10	2,422	24220	20
	CEB 11	10	2,422	24220	20
	IL 10	10	1,367	13670	20
	IL 11	10	1,367	13670	20
	FIL 1	20	3,789	75780	20
	FIL 2	20	3,789	75780	20
	FIL 3	20	3,789	75780	20
	FIL 4	20	3,789	75780	20
	FIL 5	20	3,789	75780	20
	FIL 6	10	3,789	37890	20
	FIL 7	10	3,789	37890	20
	FIL 8	10	3,789	37890	20
	FIL 9	10	3,789	37890	20
	ENG 1	10	3,789	37890	20
	ENG 2	10	3,789	37890	20
	ENG 3	10	3,789	37890	20
	ENG 4	10	3,789	37890	20
	ENG 5	10	3,789	37890	20
	ENG 6	10	3,789	37890	20
	ENG 7	10	3,789	37890	20
	ENG 8	10	3,789	37890	20
	ENG 9	10	3,789	37890	20
	ENG 10	10	3,789	37890	20
	Total	280		985,140	

Pages per booklet	10 double side
Finished Size of booklet	6" x 9"
Color	Cover: Outside covers: full colors with UV coating Inside covers: 1 color Inside pages: 1 color print (grey scale) on both sides
Bleeds	Cover: Allow 0.25 inches on all sides Inside: Full Bleed
Binding	Saddle Stitching

Paper	Cover: Foldcote (bleach board solid white) Coated one (1) side Caliper # 12 Basis weight: not less than 230 gsm. Thickness: not less than 290 microns Interior: Coated paper two (2) sides, matte Basis weight: not less than 70 gsm Opacity: not more than 70% Brightness: not less than 80%
Artwork	Not applicable
Illustrations	The cover will contain one illustration and 16 pages will contain grey scale illustrations. EDC will provide the selected offeror with the illustrations electronically in .jpeg format. The cover will contain branding specific to the Basa Pilipinas program, including the Philippines Department of Education Logo and the USAID Logo. The electronic versions of these will be provided to the offeror in .jpeg format.

Packing	The Levelled Readers shall be packed based on a packaging list per Recipient and placed in unused corrugated cartons and sealed to withstand rough handling. -Each carton label shall contain the intended allocation wrapped and sealed in a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed using gauge 75 Polyolefin Film (POF) for adequate protection against moisture and water damage. -For loose sets, Levelled Readers shall be wrapped in brown kraft paper with thickness of at least 0.25 mm and basis weight of 125 gsm and shall be wrapped and sealed in a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed plastic using gauge 75 Polyolefin Film (POF). Package must be secured by 50.8 mm packaging tape or better. The carton materials shall have these specifications: Corrugation: B, C, or E (double wall) flute 14.09 kgs/cm² or 200.4 psi or 1409 kPa all with $\pm$ 2% tolerance Taped with 50.8 mm wide packaging tapes with fiber or better. For cartons with overlap joints, the overlap joints shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints. Cartons shall be reinforced with at least 12.7 mm. wide plastic strap with tin or other appropriate seal. The Supplier may introduce better carton reinforcement, e.g., shrink packing with provision for convenient handling, subject to approval of the Purchaser. Top, bottom, and flap sealing: 50.8 mm packaging tape or better. The materials to be used in the manufacture of corrugated boxes shall be kraft liner board. Each carton/kraft paper shall be properly labeled to indicate the following: Title, Number of Goods in a carton, Purchaser's Name and Address, Supplier's Name, Destination, Volume, and Gross Weight
Proof	Sample – composite to resolution, high-resolution for cover; Proofs must be delivered electronically to basapilipinasRFQ@edc.org
Review of Proof	5 business days
Sample	A sample of each title the selected offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC's office at 1010 Meralco Avenue, 3 rd Floor, Pasig City Philippines
Review of Sample by EDC	Up to 5 business days
Changes	The selected vendor (s) must include eight (8) hours of edits

4.1.2 Delivery Schedule and Location

The quotation must be based on the following delivery schedule, taking into account the delivery locations specified below. Final delivery details will be provided upon issuance of a contract. The information below should be used for guidance in preparing price quotations.

LOT 1 DELIVERY 1 – TEACHERS GUIDES LOTS 1A, 1D, 1G and 1J <u>DELIVERY DATE – NOT LATER THAN MAY 1, 2014</u>		
Delivery Location	Estimated Number of Teacher Guides per Delivery	Total Estimated Units Combined
9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road.	Lot 1a = 1626 Lot 1g = 1369 Delivery in equal quantities to each of nine (9) cluster sites.	2995
9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangan, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road.	Lot 1d = 945 Lot 1j = 945 Delivery in equal quantities to each of nine (9) cluster sites.	1890

6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road.	Lot 1d = 428 Lot 1j = 422 Delivery in equal quantities to each of six (6) cluster sites.	850
8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road.	Lot 1a = 1136 Lot 1g = 1053 Delivery in equal quantities to each of eight (8) cluster sites.	2189
LOT 1 DELIVERY 2 – TEACHERS GUIDES LOTS 1B, 1E, 1H and 1K <u>DELIVERY DATE – NOT LATER THAN JULY 1, 2014</u>		
Delivery Location	Estimated Number of Teacher Guides per Delivery	Total Estimated Units Combined
9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road.	Lot 1b = 1626 Lot 1h = 1369 Delivery in equal quantities to each of nine (9) cluster sites.	2995

9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangan, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road.	Lot 1e = 945 Lot 1k = 945 Delivery in equal quantities to each of nine (9) cluster sites.	1890
6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road.	Lot 1e = 428 Lot 1k = 422 Delivery in equal quantities to each of six (6) cluster sites.	850
8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road.	Lot 1b = 1136 Lot 1h = 1053 Delivery in equal quantities to each of eight (8) cluster sites.	2189
LOT 1 DELIVERY 3 – TEACHERS GUIDES LOTS 1C, 1F, 1I and 1L <u>DELIVERY DATE – NOT LATER THAN OCTOBER 1, 2014</u>		
Delivery Location	Estimated Number of Teacher Guides per Delivery	Total Estimated Units Combined

9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road.	Lot 1c = 1136 Lot 1i = 1053 Delivery in equal quantities to each of nine (9) cluster sites.	2189
9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangen, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road.	Lot 1f = 945 Lot 1l = 945 Delivery in equal quantities to each of nine (9) cluster sites.	1890
6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road.	Lot 1f = 428 Lot 1l = 422 Delivery in equal quantities to each of six (6) cluster sites.	850
8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road.	Lot 1c = 1136 Lot 1i = 1053 Delivery in equal quantities to each of eight (8) cluster sites.	2189

LOT 2
DELIVERY 1 – LEVELED READERS

DELIVERY DATE – NOT LATER THAN MAY 1, 2014

Delivery Location	Estimated Number of Leveled Readers per Delivery				Total Estimated Units Combined
9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Cebu	147,180
	1	CEB 1	20	32,520	
	1	CEB 2	20	32,520	
	2	CEB 10	10	13,690	
	2	CEB 11	10	13,690	
	2	FIL 1	20	27,380	
	2	FIL 2	20	27,380	

9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangan, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	La Union	94,500
	1	IL 1	20	18900	
	1	IL 2	20	18900	
	2	IL 10	10	9,450	
	2	IL 11	10	9,450	
	2	FIL 1	20	18,900	
	2	FIL 2	20	18,900	
6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Laoag	42,440
	1	IL 1	20	8,560	
	1	IL 2	20	8,560	
	2	IL 10	10	4,220	
	2	IL 11	10	4,220	
	2	FIL 1	20	8,440	
	2	FIL 2	20	8,440	

8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Bohol	108,620
	1	CEB 1	20	22,720	
	1	CEB 2	20	22,720	
	2	CEB 10	10	10,530	
	2	CEB 11	10	10,530	
	2	FIL 1	20	21,060	
	2	FIL 2	20	21,060	
LOT 2, DELIVERY 2 – LEVELED READERS					
<u>DELIVERY DATE – NOT LATER THAN JULY 1, 2014</u>					
Delivery Location	Estimated Number of Leveled Readers per Delivery			Total Estimated Units Combined	

9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Cebu	179,700
	1	CEB 3	20	32,520	
	1	CEB 4	20	32,520	
	1	CEB 5	20	32,520	
	2	FIL 3	20	27,380	
	2	FIL 4	20	27,380	
	2	FIL 5	20	27,380	
9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangan, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	La Union	113,400
	1	IL 3	20	18,900	
	1	IL 4	20	18,900	
	1	IL 5	20	18,900	
	2	FIL 3	20	18,900	
	2	FIL 4	20	18,900	
	2	FIL 5	20	18,900	

6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Laoag	51,000
	1	IL 3	20	8,560	
	1	IL 4	20	8,560	
	1	IL 5	20	8,560	
	2	FIL 3	20	8,440	
	2	FIL 4	20	8,440	
	2	FIL 5	20	8,440	
8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Bohol	131,340
	1	CEB 3	20	22,720	
	1	CEB 4	20	22,720	
	1	CEB 5	20	22,720	
	2	FIL 3	20	21,060	
	2	FIL 4	20	21,060	
	2	FIL 5	20	21,060	
LOT 2, DELIVERY 3 – LEVELED READERS					
<u>DELIVERY DATE – NOT LATER THAN OCTOBER 1, 2014</u>					

Delivery Location	Estimated Number of Leveled Reader Text Booklets per Delivery				Total Estimated Units Combined
9 Locations within Cebu province including: Cebu City Basa Pilipinas Office, DepED ECOTECH, Sudlon, Lahug, 6000 Cebu City, Philippines 8 other locations on average 2 hours outside of Cebu City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Cebu	256,700
	1	CEB 6	10	16,260	
	1	CEB 7	10	16,260	
	1	CEB 8	10	16,260	
	1	CEB 9	10	16,260	
	2	FIL 6	10	13,690	
	2	FIL 7	10	13,690	
	2	FIL 8	10	13,690	
	2	FIL 9	10	13,690	
	2	ENG 1	10	13,690	
	2	ENG 2	10	13,690	
	2	ENG 3	10	13,690	
	2	ENG 4	10	13,690	
	2	ENG 5	10	13,690	
	2	ENG 6	10	13,690	
	2	ENG 7	10	13,690	
	2	ENG 8	10	13,690	
	2	ENG 9	10	13,690	
	2	ENG 10	10	13,690	

9 Locations within La Union and Ilocos Sur Divisions including: La Union Basa Pilipinas Office, DepED Division, Flores Street, Catbangan, San Fernando City, 2500 La Union, Philippines 8 other locations on average 2.5 hours outside of San Fernando City by road.	Grade	Book Title	Quantity	La Union	170,100
	1	IL 6	10	9,450	
	1	IL 7	10	9,450	
	1	IL 8	10	9,450	
	1	IL 9	10	9,450	
	2	FIL 6	10	9,450	
	2	FIL 7	10	9,450	
	2	FIL 8	10	9,450	
	2	FIL 9	10	9,450	
	2	ENG 1	10	9,450	
	2	ENG 2	10	9,450	
	2	ENG 3	10	9,450	
	2	ENG 4	10	9,450	
	2	ENG 5	10	9,450	
	2	ENG 6	10	9,450	
	2	ENG 7	10	9,450	
	2	ENG 8	10	9,450	
	2	ENG 9	10	9,450	
	2	ENG 10	10	9,450	

6 Locations within Ilocos Norte Division including: Laoag Ilocos Norte DepED Division, Basa Pilipinas Office, Barangay 7B, Giron Street, Laoag City 5 other locations on average 2.5 hours outside of Laoag City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Laoag	76,200
	1	IL 6	10	4,280	
	1	IL 7	10	4,280	
	1	IL 8	10	4,280	
	1	IL 9	10	4,280	
	2	FIL 6	10	4,220	
	2	FIL 7	10	4,220	
	2	FIL 8	10	4,220	
	2	FIL 9	10	4,220	
	2	ENG 1	10	4,220	
	2	ENG 2	10	4,220	
	2	ENG 3	10	4,220	
	2	ENG 4	10	4,220	
	2	ENG 5	10	4,220	
	2	ENG 6	10	4,220	
	2	ENG 7	10	4,220	
	2	ENG 8	10	4,220	
	2	ENG 9	10	4,220	
	2	ENG 10	10	4,220	

8 Locations within Bohol including: Bohol Division DepED, Basa Pilipinas Office, CPG North Avenue, Tagbilaran City, Bohol, Philippines 7 other locations on average 2.5 hours outside of Tagbilaran City by road. Delivery in equal quantities to each cluster location.	Grade	Book Title	Quantity	Bohol	192,860
	1	CEB 6	10	11,360	
	1	CEB 7	10	11,360	
	1	CEB 8	10	11,360	
	1	CEB 9	10	11,360	
	2	FIL 6	10	10,530	
	2	FIL 7	10	10,530	
	2	FIL 8	10	10,530	
	2	FIL 9	10	10,530	
	2	ENG 1	10	10,530	
	2	ENG 2	10	10,530	
	2	ENG 3	10	10,530	
	2	ENG 4	10	10,530	
	2	ENG 5	10	10,530	
	2	ENG 6	10	10,530	
	2	ENG 7	10	10,530	
	2	ENG 8	10	10,530	
	2	ENG 9	10	10,530	
	2	ENG 10	10	10,530	

4.1.3 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 expressly warrant that:

- 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.

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

4.1.4 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.

Printed materials must be manufactured or produced in or shipped from the following countries: the United States, the Philippines, Afghanistan, Angola, Armenia, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Arab Rep. of Egypt, El Salvador, Eritrea, Ethiopia, Fiji, The Gambia, Georgia, Ghana, Guinea, Guinea-Bissau, Guatemala, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Kenya, Kiribati, Dem. Rep. of Korea, Kosovo, Kyrgyz Republic, Lesotho, Liberia, Lao PDR, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Moldova, Mongolia, Morocco, Mozambique, Fed. Sts. of Micronesia, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Rwanda, Samoa, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Sri Lanka, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Rep. of Yemen, Zimbabwe, and Zambia. Quotations that include printed materials from countries not included on this list shall not be considered.

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

4.2 Shipment

The selected offeror(s) must deliver the printed materials to locations as identified in the delivery schedule in Section 4.1.2. If the selected offeror will need to air- or ocean-ship the printed materials from another country to the Philippines in order to deliver the printed materials to site locations identified by Education Development Center (EDC), Inc., 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 the printed materials are delivered by the dates specified in Section 4.1.2. All offerors must provide a timeline for shipment in order for their quotation to be considered; the timeline should indicate the country from which the items will be shipped, if known.

5. Quotation Requirements

Quotations must be submitted in English.

5.1 General Requirements

Offeror(s) must submit:

1. Quote on Offeror's letterhead or stationary, including a completed Printing Specification and Pricing Template as provided in Annex E.
2. Up to three examples for Lot #1 and Lot #2 of products similar to those described in the technical specifications. Samples should be similar to those that the offeror intends to provide EDC in response to this RFQ. The offeror should also submit an explanation of how the examples differ, if at all, from the technical specifications required for this bid.
3. The forms and certifications specified in Annex A and Annex B.
4. The RFQ Checklist (Annex D) and all other required documentations

5.2 Price Quotation Requirements

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

6. Contract Type and Payment

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

Lot #1: Teachers Guides

Deliverable	Payment Amount (as % of total Lot Value)
Upon receipt and approval of samples for Delivery 1	5%
Upon inspection and acceptance of printing materials for Delivery 1	20%
Upon receipt and approval of samples for Delivery 2	10%
Upon inspection and acceptance of printing materials for Delivery 2	25%
Upon receipt and approval of samples	10%

for Delivery 3	
Upon inspection and acceptance of printing materials for Delivery 3	30%

Lot #2: Leveled Readers

Deliverable	Payment Amount (as % of total Lot Value)
Upon receipt and approval of samples for Delivery 1	5%
Upon inspection and acceptance of printing materials for Delivery 1	20%
Upon receipt and approval of samples for Delivery 2	10%
Upon inspection and acceptance of printing materials for Delivery 2	25%
Upon receipt and approval of samples for Delivery 3	10%
Upon inspection and acceptance of printing materials for Delivery 3	30%

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

7. Organization Overview and Offeror Certification

7.1 Organization Overview

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

7.2 Organizational Certification

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

Annex A—Organizational Information Form

Full legal name of the Offeror's company: _____

Year the Offeror's company was established: _____

Contact information regarding the quotation:

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

(b) Full office address: _____

(c) Telephone number: _____

(d) Fax number: _____

(e) Email address: _____

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.

Offeror's Dun & Bradstreet Number: _____

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

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

☐ Attached

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

☐ Attached

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

☐ Attached

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

☐ Attached ☐ Offeror certifies that it is not currently involved in any litigation

Signature of Authorized Officer:

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

Annex B—Organizational Certification

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

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

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

(Offeror Name)

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

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

☐ IS

☐ IS NOT

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

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

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

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

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

☐ Small Business (SB) (self-certification)¹

☐ Small Disadvantaged Business (SDB) (self-certification)

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

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

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

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

☐ Large Business (LB)

☐ Other Certification, certification: _____

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

OR

¹ Please refer to Annex C for standard definitions of "small business," "small disadvantaged business," etc.

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

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

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

Signature of Authorized Officer:

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

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

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

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

Small Business (SB)

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

Small Disadvantaged Business (SDB)

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

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

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

HUBZone Small Business - Historically Underutilized Business Zone

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

Woman-owned Small Business (WOSB)

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

Veteran-Owned Small Business (VOSB)

A small business concern that is:

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

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

Service Disabled Veteran-Owned Small Business Concern (SDVOSB)

A small business concern that is:

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

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

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

NAICS

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

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

Annex D—RFQ Checklist

Checklist for Printing Services for Teacher Guides and Leveled Readers RFQ

<i>Items to be included with quotation</i>		<i>Submitted</i>
1	Checklist for Printing Services for Teacher Guides and Leveled Readers RFQ - Annex D	
2	Completed Printing Specification and Pricing Template (Annex E) (Reference Section 5.2)	
3	Sample(s) (Reference Section 5.1)	
4	Warranty (Reference Section 4.1.3)	
5	Timeline of Shipment, including country from which items will be shipped (Reference Section 4.2)	
6	Price Guarantee (120 days) (Reference Section 5.1)	
7	Annex A	
	a. Annex A completed and signed	
	b. Documentation of Legal incorporation	
	c. List of Key individuals	
	d. List of individuals at 3 organizations to be contacted for references	
8	Annex B - Completed and signed	

Annex E—Printing Specifications and Pricing Template

LOT 1. Teachers Guides Specifications

OFFEROR'S NAME: X		Offeror Specification Proposed (offeror must complete each box below)
	RFQ Requirements	
Color	Covers: Outside covers: full colors with UV coating	
	Inside covers: 1 color	
	Inside pages: 1 color (black) print on both sides	
Bleeds	Cover: Allow 0.25 inches on all sides	
	Inside: Full Bleed	
Binding	Perfect Binding (hot & melted glue)	
Paper	Cover: Foldcote (bleach board solid white)	
	Coated one (1) side	
	Caliper # 12	
	Basis weight: not less than 230 gsm.	
	Thickness: not less than 290 microns	
	Interior: Bond paper	
	Basis weight: not less than 70 gsm	
Artwork and Illustrations	Opacity: not more than 70%	
	Brightness: not less than 80 %	
	Within the text there will be icons and clip art inserted to trigger action by teachers when using the teacher guide. These will be integrated into the text and are not expected to require specific layout work. The cover will contain branding specific to the Basa Pilipinas program, including the Philippines Department of Education Logo and the USAID Logo. These will be provided to the contracted party in .jpeg format.	Not Applicable
	The Teachers Guides shall be packed based on a packaging list per Recipient and placed in unused corrugated cartons and sealed to withstand rough handling.	

Packing	Each carton label shall contain the intended allocation wrapped and sealed in: A 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed using gauge 75 Polyolefin Film (POF) for adequate protection against moisture and water damage.	
	For loose sets, Teachers Guides shall be: wrapped in brown kraft paper with thickness of at least: 1. Wrapped in: Brown craft paper with a thickness of at least 0.25 mm and basis weight of 125 gsm and 2. Wrapped and sealed in: a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed plastic using gauge 75 Polyolefin Film (POF). 3. Package must be secured by: 50.8 mm packaging tape or better.	
	The carton materials shall have these specifications:	
	1. Corrugation : B, C, or E (double wall) flute	
	2. Burst strength: 14.09 kgs/cm ² or 200.4 psi or 1409 kPa with + 2% tolerance	
	3. Joint: Taped with 50.8 mm wide packaging tapes with fiber or better.	
	For cartons with overlap joints: The overlap joints shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	
	Cartons shall be reinforced with: At least 12.7 mm. wide plastic strap with tin or other appropriate seal. The Supplier may introduce better carton reinforcement, e.g., shrink packing with provision for convenient handling, subject to approval of the Purchaser.	
	Cartons top, bottom, and flap sealing: 50.8 mm packaging tape or better. The materials to be used in the manufacture of corrugated boxes shall be kraft liner board.	
	Each carton/kraft paper shall be properly labeled to indicate the following: Title, Number of Goods in a carton, Purchaser's Name and Address, Supplier's Name, USAID Logo, Destination, Volume, and Gross Weight	Not Applicable
Proof	Sample – composite to resolution , high-resolution for cover; Proofs must be delivered electronically to basapilipinasRFQ@edc.org	Not Applicable

Review of Proof	2 business days	Not Applicable
Sample	A sample of what the selected offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC's office at 1010 Meralco Avenue, 3 rd Floor, Pasig City Philippines	Not Applicable
Review of Sample by EDC	4 business days	Not Applicable
Changes	The selected vendor (s) must include eight (8) hours of edits	

Authorized Signatory:
Name and Title:

Signature:

Date:

USD \$ / PHP Exchange Rate Used (if applicable)										
Category Description	Lot Code	Sub Category Description	Quantity per Cluster	# of clusters	Total Quantity	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	
Quarter One Cebuano Content Area Teacher Guides -CEBU	1A	Grade 1 TGs for Delivery within Cebu Province	200	9	1800					
	1G	Grade 2 TGs for Delivery within Cebu Province	160	9	1440					
	1D	Grade 1 TGs for Delivery within La Union and Ilocos Sur	120	9	1080					
Quarter One Ilocano Content Area Teacher Guides - La Union	1J	Grade 2 TGs for Delivery within La Union and Ilocos Sur	120	9	1080					
	1D	Grade 1 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360					
	1J	Grade 2 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360					
Quarter One Cebuano Content Area Teacher Guides -Bohol	1A	Grade 1 TGs for Delivery within Bohol	150	8	1200					
	1G	Grade 2 TGs for Delivery within Bohol	150	8	1200					

Category Description	Lot Code	Sub Category Description	Quantity per Cluster	# of clusters	Total Quantity	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	Total Delivery Price	Grand Total (Total Price for the items plus total delivery price)
Quarter Two Cebuano Content Area Teacher Guides -CEBU	1B	Grade 1 TGs for Delivery within Cebu Province	200	9	1800						
	1H	Grade 2 TGs for Delivery within Cebu Province	160	9	1440						
	1E	Grade 1 TGs for Delivery within La Union and Ilocos Sur	120	9	1080						
Quarter Two Ilocano Content Area Teacher Guides - La Union	1K	Grade 2 TGs for Delivery within La Union and Ilocos Sur	120	9	1080						
	1E	Grade 1 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360						
	1K	Grade 2 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360						
Quarter Two Ilocano Content Area Teacher Guides - Laoag	1B	Grade 1 TGs for Delivery within Bohol	150	8	1200						
	1H	Grade 2 TGs for Delivery within Bohol	150	8	1200						
	1C	Grade 1 TGs for Delivery within Cebu Province	200	9	1800						
Quarter Two Cebuano Content Area Teacher Guides -Bohol	1I	Grade 2 TGs for Delivery within Cebu Province	160	9	1440						
Quarter Three and Four Cebuano Content Area Teacher Guides - CEBU											

Category Description	Lot Code	Sub Category Description	Quantity per Cluster	# of clusters	Total Quantity	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	Total Delivery Price	Grand Total (Total Price for the items plus total delivery price)
Quarter Three and Four Ilocano Content Area Teacher Guides - La Union	1F	Grade 1 TGs for Delivery within La Union and Ilocos Sur	120	9	1080						
	1L	Grade 2 TGs for Delivery within La Union and Ilocos Sur	120	9	1080						
Quarter Three and Four Ilocano Content Area Teacher Guides - Laoag	1F	Grade 1 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360						
	1L	Grade 2 TGs for Delivery within Ilocos Norte and Ilocos Sur	60	6	360						
Quarter Three and Four Cebuano Content Area Teacher Guides - Bohol	1C	Grade 1 TGs for Delivery within Bohol	150	8	1200						
	1I	Grade 2 TGs for Delivery within Bohol	150	8	1200						

Authorized Signatory:
Name and Title:

Signature:

Date:

LOT 2. Leveled Readers Specifications

OFFEROR'S NAME:			
	RFQ Requirements	Offeror Specification Proposed (offeror must complete each box below)	
Color	Cover: Outside covers: full colors with UV coating		
	Inside covers: 1 color		
	Inside pages: 1 color print (grey scale) on both sides		
Bleeds	Cover: Allow 0.25 inches on all sides		
	Inside: Full Bleed		
Binding	Saddle Stitching		
	Cover: Foldcote (bleach board solid white)		
Paper	Coated one (1) side		
	Caliper # 12		
	Basis weight: not less than 230 gsm.		
	Thickness: not less than 290 microns		
	Interior: Coated paper two (2) sides, matte		
	Basis weight: not less than 70 gsm		
	Opacity: not more than 70%		
Artwork and Illustrations	Brightness: not less than 80 %		
	The cover will contain one illustration and 16 pages will contain grey scale illustrations. EDC will provide the selected offeror with the illustrations electronically in .jpeg format. The cover will contain branding specific to the Basa Pilipinas program, including the Philippines Department of Education Logo and the USAID Logo. The electronic versions of the logos will be provided to the offeror in .jpeg format.		
	The Leveled Readers shall be packed based on a packaging list per Recipient and placed in unused corrugated cartons and sealed to withstand rough handling.		

LOT 2. Leveled Readers Specifications

OFFEROR'S NAME:		
	RFQ Requirements	Offeror Specification Proposed (offeror must complete each box below)
Packing	Each carton label shall contain the intended allocation wrapped and sealed in: A 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed using gauge 75 Polyolefin Film (POF) for adequate protection against moisture and water damage.	
	For loose sets, Leveled Readers shall be: wrapped in brown kraft paper with thickness of at least: 1. Wrapped in: Brown craft paper with a thickness of at least 0.25 mm and basis weight of 125 gsm and 2. Wrapped and sealed in: a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink-packed plastic using gauge 75 Polyolefin Film (POF). 3. Package must be secured by: 50.8 mm packaging tape or better.	
	The carton materials shall have these specifications:	
	1. Corrugation : B, C, or E (double wall) flute	
	2. Burst strength: 14.09 kgs/cm ² or 200.4 psi or 1409 kPa with + 2% tolerance	
	3. Joint: Taped with 50.8 mm wide packaging tapes with fiber or better.	
	For cartons with overlap joints: The overlap joints shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	
	Cartons shall be reinforced with: At least 12.7 mm. wide plastic strap with tin or other appropriate seal. The Supplier may introduce better carton reinforcement, e.g., shrink packing with provision for convenient handling, subject to approval of the Purchaser.	
	Cartons top, bottom, and flap sealing: 50.8 mm packaging tape or better. The materials to be used in the manufacture of corrugated boxes shall be kraft liner board.	
	Each carton/kraft paper shall be properly labeled to indicate the following: Title, Number of Goods in a carton, Purchaser's Name and Address, Supplier's Name, USAID Logo (to be supplied by EDC in .jpeg format), Destination, Volume, and Gross Weight	Not Applicable

LOT 2. Leveled Readers Specifications

OFFEROR'S NAME:			Offeror Specification Proposed (offeror must complete each box below)
RFQ Requirements			
Proof	Sample – composite to resolution , high-resolution for cover; Proofs must be delivered electronically to basapilipinasRFQ@edc.org		Not Applicable
Review of Proof	5 business days		Not Applicable
Sample	A sample of what the selected offeror will print, including the paper selection, must be provided to EDC prior to printing the full quantity. Sample must be delivered to EDC's office at 1010 Meralco Avenue, 3 rd Floor, Pasig City Philippines		Not Applicable
Review of Sample by EDC	5 business days		Not Applicable
Changes	The selected vendor (s) must include eight (8) hours of edits		

Authorized Signatory:

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Signature:

Date:

USD \$ / PHP Exchange Rate Used (if applicable)	
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Delivery Deadline	Category Description	Sub Category Description	Book Title	Quantity per Teacher	Total Quantity for Location	Quantity per Cluster	# of clusters	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	Total Delivery Price	Grand Total (Total Price for the items plus total delivery price)
Delivery #1 - May 1, 2014	Quarter One Cebuano Content Area Levelled Readers -CEBU	Grade 1 for Delivery within Cebu Province	CEB 1	20	32520	3613	9						
			CEB 2	20	32520	3613	9						
		Grade 2 for Delivery within Cebu Province	CEB 10	10	13690	1521	9						
			CEB 11	10	13690	1521	9						
			FL 1	20	27380	3042	9						
			FL 2	20	27380	3042	9						
	Quarter One Ilocano Content Area Levelled Readers - La Union	Grade 1 for Delivery within La Union and Ilocos Sur	IL 1	20	18900	2100	9						
			IL 2	20	18900	2100	9						
		Grade 2 for Delivery within La Union and Ilocos Sur	IL 10	10	9450	1050	9						
			IL 11	10	9450	1050	9						
			FL 1	20	18900	2100	9						
			FL 2	20	18900	2100	9						
	Quarter One Ilocano Content Area Levelled Readers- LaOag	Grade 1 for Delivery within Ilocos Norte and Ilocos Sur	IL 1	20	8560	1427	6						
			IL 2	20	8560	1427	6						
		Grade 2 for Delivery within Ilocos Norte and Ilocos Sur	IL 10	10	4220	703	6						
			IL 11	10	4220	703	6						
			FL 1	20	8440	1407	6						
			FL 2	20	8440	1407	6						
Delivery 2 - July 1, 2014	Quarter One Cebuano Content Area Levelled Readers-Bohol	Grade 1 for Delivery within Bohol	CEB 1	20	22720	2840	8						
			CEB 2	20	22720	2840	8						
		Grade 2 for Delivery within Bohol	CEB 10	10	10530	1316	8						
			CEB 11	10	10530	1316	8						
			FL 1	20	21060	2633	8						
			FL 2	20	21060	2633	8						
	Quarter Two Cebuano Content Area Levelled Readers-CEBU	Grade 1 for Delivery within Cebu Province	CEB 3	20	32520	3613	9						
			CEB 4	20	32520	3613	9						
		Grade 2 for Delivery within Cebu Province	CEB 5	20	32520	3613	9						
			FL 3	20	27380	3042	9						
			FL 4	20	27380	3042	9						
			FL 5	20	27380	3042	9						
	Quarter Two Ilocano Content Area Levelled Readers - La Union	Grade 1 for Delivery within La Union and Ilocos Sur	IL 3	20	18900	2100	9						
			IL 4	20	18900	2100	9						
		Grade 2 for Delivery within La Union and Ilocos Sur	FL 3	20	18900	2100	9						
			FL 4	20	18900	2100	9						
			FL 5	20	18900	2100	9						
			IL 3	20	8560	1427	6						
	Quarter Two Ilocano Content Area Levelled Readers - I anan	Grade 1 for Delivery within Ilocos Norte and Ilocos Sur	IL 3	20	8560	1427	6						
			IL 4	20	8560	1427	6						
			IL 5	20	8560	1427	6						

Delivery Deadline	Category Description	Sub Category Description	Book Title	Quantity per Teacher	Total Quantity for Location	Quantity per Cluster	# of clusters	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	Total Delivery Price	Grand Total (Total Price for the items plus total delivery price)
Delivery 3 - October 1, 2014	Area Levelled Readers - La Union	Grade 2 for Delivery within Ilocos Norte and Ilocos Sur	FIL 3	20	8,440	1407	6						
			FIL 4	20	8,440	1407	6						
			FIL 5	20	8,440	1407	6						
		Grade 1 for Delivery within Bohol	CEB 3	20	22720	2840	8						
			CEB 4	20	22720	2840	8						
	Quarter Two Cebuano Content Area Levelled Readers -Bohol	Grade 2 for Delivery within Bohol	CEB 5	20	22720	2840	8						
			FIL 3	20	21060	2633	8						
			FIL 4	20	21060	2633	8						
			FIL 5	20	21060	2633	8						
			CEB 6	10	16260	1807	9						
		Grade 1 for Delivery within Cebu Province	CEB 7	10	16260	1807	9						
			CEB 8	10	16260	1807	9						
			CEB 9	10	16260	1807	9						
			FIL 6	10	13690	1521	9						
			FIL 7	10	13690	1521	9						
	Quarter Three and Four Cebuano Content Area Levelled Readers -CEBU	Grade 2 for Delivery within Cebu Province	FIL 8	10	13690	1521	9						
			FIL 9	10	13690	1521	9						
			ENG 1	10	13690	1521	9						
			ENG 2	10	13690	1521	9						
			ENG 3	10	13690	1521	9						
			ENG 4	10	13690	1521	9						
			ENG 5	10	13690	1521	9						
			ENG 6	10	13690	1521	9						
			ENG 7	10	13690	1521	9						
			ENG 8	10	13690	1521	9						
			ENG 9	10	13690	1521	9						
			ENG 10	10	13690	1521	9						
	Grade 1 for Delivery within La Union and Ilocos Sur	Grade 1 for Delivery within La Union and Ilocos Sur	IL 6	10	9450	1050	9						
			IL 7	10	9450	1050	9						
			IL 8	10	9450	1050	9						
			IL 9	10	9450	1050	9						
			FIL 6	10	9,450	1050	9						
	Quarter Three and Four Ilocano Content Area Levelled Readers - La Union	Grade 2 for Delivery within La Union and Ilocos Sur	FIL 7	10	9,450	1050	9						
			FIL 8	10	9,450	1050	9						
			FIL 9	10	9,450	1050	9						
			ENG 1	10	9,450	1050	9						
			ENG 2	10	9,450	1050	9						
			ENG 3	10	9,450	1050	9						
			ENG 4	10	9,450	1050	9						
			ENG 5	10	9,450	1050	9						
			ENG 6	10	9,450	1050	9						
			ENG 7	10	9,450	1050	9						
			ENG 8	10	9,450	1050	9						
			ENG 9	10	9,450	1050	9						
			ENG 10	10	9,450	1050	9						
	Grade 1 for Delivery within Ilocos Norte and Ilocos Sur	Grade 1 for Delivery within Ilocos Norte and Ilocos Sur	IL 6	10	4280	713	6						
			IL 7	10	4280	713	6						
			IL 8	10	4280	713	6						
			IL 9	10	4280	713	6						
			FIL 6	10	4,220	703	6						
			FIL 7	10	4,220	703	6						
			FIL 8	10	4,220	703	6						

Delivery Deadline	Category Description	Sub Category Description	Book Title	Quantity per Teacher	Total Quantity for Location	Quantity per Cluster	# of clusters	Unit Price in PHP	Total Price in PHP (Total Quantity multiplied by Unit Price)	Unit Price in \$	Total Price in US\$ (Total Quantity multiplied by Unit Price)	Total Delivery Price	Grand Total (Total Price for the items plus total delivery price)
Quarter Three and Four Ilocano Content Area Levelled Readers - Lacag	Grade 2 for Delivery within Ilocos Norte and Ilocos Sur		FIL 9	10	4,220	703	6						
			ENG 1	10	4,220	703	6						
			ENG 2	10	4,220	703	6						
			ENG 3	10	4,220	703	6						
			ENG 4	10	4,220	703	6						
			ENG 5	10	4,220	703	6						
			ENG 6	10	4,220	703	6						
			ENG 7	10	4,220	703	6						
			ENG 8	10	4,220	703	6						
			ENG 9	10	4,220	703	6						
Quarter Three and Four Cebuano Content Area Levelled Readers - Bohol	Grade 1 for Delivery within Bohol		ENG 10	10	4,220	703	6						
			CEB 6	10	11,360	1,420	8						
			CEB 7	10	11,360	1,420	8						
			CEB 8	10	11,360	1,420	8						
			CEB 9	10	11,360	1,420	8						
			FIL 6	10	10,530	1,316	8						
			FIL 7	10	10,530	1,316	8						
			FIL 8	10	10,530	1,316	8						
			FIL 9	10	10,530	1,316	8						
			ENG 1	10	10,530	1,316	8						
Grade 2 for Delivery within Bohol			ENG 2	10	10,530	1,316	8						
			ENG 3	10	10,530	1,316	8						
			ENG 4	10	10,530	1,316	8						
			ENG 5	10	10,530	1,316	8						
			ENG 6	10	10,530	1,316	8						
			ENG 7	10	10,530	1,316	8						
			ENG 8	10	10,530	1,316	8						
			ENG 9	10	10,530	1,316	8						
			ENG 10	10	10,530	1,316	8						

Authorized Signatory:

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