

**Request for Quotations**

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

**Request for Quotations for**

**Procurement, Installation and Maintenance of  
Solar Lighting Systems for schools in 6 counties of Liberia**

Date of Issuance:  
July 18, 2013

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

The Advancing Youth Project provides educational opportunities to out-of-school youth across 6 counties of Liberia. Working in both urban and rural schools, the majority of these classes take place in the evening and therefore lights are required for each of the classrooms.

EDC's work on the Advancing Youth Project is funded by the United States Agency for International Development (USAID); organizations submitting proposals 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, installing and maintaining solar lighting systems to provide sufficient light to evening classes in schools in 6 counties of Liberia.

### **1.2 Coverage & Participation**

The commodities included in this RFQ shall be for used for providing lighting to adult education evening classes in Liberia. A total of 150 schools will be provided with lighting systems.

### **1.3 Eligibility**

This procurement is open to offers from all countries, except for those designated by the US Government as prohibited source countries, attached.

## ***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.

### **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.

| TIME        | DATE                         | Time Table                                                                                                                     |
|-------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 12:00 GMT   | Thursday,<br>July 25 2013    | Deadline for request for any clarifications from the EDC. All clarification requests to be sent by email to the address below. |
| 5:00 pm GMT | Wednesday,<br>July 31, 2013  | Estimated date for issuance of any clarifications by EDC                                                                       |
| 5:00 pm GMT | Friday,<br>August 9,<br>2013 | Deadline for submission of quotations                                                                                          |

## **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 details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential offerors—in writing—by 12:00 GMT on Thursday, July 25, 2013. Responses will be published in writing. 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 in English before 12:00 GMT on Thursday, July 25, 2013 to:

Education Development Center, Inc.  
 Attention: Boukari Conombo  
 E-mail: BConombo@edc.org

### **3.3 Quotation Submission**

Quotation must be delivered via email or by mail to:

Education Development Center, Inc.

Attention: Boukari Conombo  
E-mail: [BConombo@edc.org](mailto:BConombo@edc.org)  
Address: EDC  
9<sup>th</sup> St and Tubman Blvd  
Sinkor, Monrovia Liberia  
Telephone: (for international courier) +231 886 763 595

All quotations must be received by EDC, before the deadline date and time, 5:00 pm GMT Friday, August 9, 2013.

### **3.4 Evaluation Criteria**

EDC shall evaluate all quotations based on:

- Adherence to the specifications listed in Section 4;
- Price.

#### **3.4.1 Selection**

EDC shall select the lowest compliant quotation. In order to be considered compliant, the vendor must supply items that meet all of the specifications listed in Section 4. EDC may issue one or more contracts resulting from this RFQ. Contracts may be issued for some or all of the items and/or quantities for which quotations are requested. EDC reserves the right to reject any or all quotations at any time with no penalty.

## **4. Technical Specifications & Requirements**

### **4.1 Specifications for Commodities**

Each school has 3 classrooms that need to be lit, together with an office and 4 or more security lights outside.

The system must be able to provide a minimum of 4 hours of lighting for the classroom per night and provide light throughout the night for the security lights.

Security of the system including battery, charge controller, cabling and solar panel, needs to be considered by the bidder and included in the cost. A strong emphasis will be placed on the durability of the equipment, as well as the zero-to-low maintenance required for every component. The systems need to be user-friendly.

|                                                   |                                                                        |
|---------------------------------------------------|------------------------------------------------------------------------|
| Quantity of schools to be lit                     | 150 sites<br>(Bong, Grand Bassa, Lofa, Margibi, Montserrado and Nimba) |
| Classrooms to be lit per school                   | 3                                                                      |
| Lights per classroom                              | 4                                                                      |
| Minimum wattage per bulb in classroom             | 5.5 watts or above                                                     |
| Minimum hours of lighting per classroom per night | 4 hours                                                                |

|                                                     |                                                                                                                                                                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum lights per office                           | 1                                                                                                                                                                                                            |
| Minimum security lights outside                     | 4                                                                                                                                                                                                            |
| Minimum hours of lighting per security light        | 10                                                                                                                                                                                                           |
| total energy need                                   | 560 Wh                                                                                                                                                                                                       |
| Solar panel array (est.)                            | 200-250 Wp                                                                                                                                                                                                   |
| Battery bank (est.)                                 | 250-300Ah                                                                                                                                                                                                    |
| Charge controller (est.)                            | 15Amp                                                                                                                                                                                                        |
| Security box(es) for battery, charge controller etc |                                                                                                                                                                                                              |
| System should include 1 DC phone charger socket.    |                                                                                                                                                                                                              |
|                                                     |                                                                                                                                                                                                              |
| Installation                                        | Installation should be completed in 150 sites, no later than 5 months after clearing customs.                                                                                                                |
|                                                     | Price quoted must include all necessary materials, as well as transportation of materials and travel costs for installation teams.                                                                           |
|                                                     | A training should be given to Advancing Youth staff to allow them to understand the systems and to provide basic trouble-shooting advice to the end users.                                                   |
|                                                     | A basic end-user training should be given during the installation at the schools, so that the end-user knows what to do to replace a light bulb, or check the state of charge of the batteries etc.          |
|                                                     |                                                                                                                                                                                                              |
| Maintenance                                         | A two year contract to provide of services to diagnose issues within 4 days and provide a solution and repair the system within 10 days. Sufficient spare parts, including bulbs must be on hand in Liberia. |
|                                                     |                                                                                                                                                                                                              |

A narrative description of how the system will be secured is required.

With the exception of the DC phone charger socket, the solar system should be closed to prevent access for other appliances.

All offerors must provide warranty information for all parts, including the battery pack, in order for their quotation to be considered.

Bidders should describe how they will manage the maintenance contract and detail what services it will include.

Attached is the list of locations in the 6 counties.

## 4.2 Shipment

The selected vendor must air or ocean ship, via a US flag carrier, the deliverables to Education Development Center 9<sup>th</sup> St and Tubman Blvd Sinkor Monrovia, Liberia. The vendor must be able to initiate the shipment of the items within 45 days of written notification from EDC that EDC will purchase the items from the selected vendor. All offerors must provide a timeline for shipment in order for their quotation to be considered.

All of the specifications listed above must be met.

## ***5. Price Quotation Requirements***

The price quotation must include the costs for the items including any necessary components to meet the specifications in Section 4 and all shipping costs. Shipping costs must be shown separately from the costs of the items. If the offeror is a US entity, the price quotation must be in US dollars. If the offeror is a non-US entity, the price quotation must be in local currency and be converted into US dollars. The exchange rate used to cover from local currency to US dollars must be specified and justified. All offerors must provide a price guarantee that the quotation price remains valid for 90 days.

## ***6. Organization Overview and Offeror Certification***

### ***6.1 Organization Overview***

In order for their quotation to be considered, the offeror must submit an overview of the organization which must include the following:

- Full legal name of the company.
- Year the organization was established.
- Proof of organization's registration.
- Demonstrated ability for the organization to legally operate in Liberia.
- Contact information regarding the quotation to include the following:
  - (a) the individual(s) full name and title,
  - (b) full office address,
  - (c) telephone and fax number,
  - (d) email address
- 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;
  - (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 commodities.
- Names, email addresses, phone numbers and contact people at three organizations who have been clients of the offeror during the last 18 months, whom EDC can call on as references.
- 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.

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://www.dnb.com/us/duns\\_update/](http://www.dnb.com/us/duns_update/). 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.

### ***7.2 Organizational Certification***

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

## Annex A—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.

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 90 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; see Annex B for standard definitions):

☐ Small Business (SB) (self certification)

☐ Small Disadvantaged Business (SDB) (self certification)

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

\_\_\_\_\_  
☐ Woman Owned Small Business (WOSB) (self certification)

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

☐ Service Disabled Veteran Owned Small Business Concern (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](http://www.sba.gov) for additional information.)

**OR**

(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. 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/](http://www.dnb.com/us/duns_update/). There is no charge for this registration.*

## **Annex B—Definitions (U.S. Entities Only)**

### ***Small Business (SB)***

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

### ***Small Disadvantaged Business (SDB)***

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

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

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

### ***HUBZone Small Business - Historically Underutilized Business Zone***

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

### ***Woman-owned Small Business (WOSB)***

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

### ***Veteran-Owned Small Business (VOSB)***

A small business concern that is:

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

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

### ***Service Disabled Veteran-Owned Small Business Concern (SDVOSB)***

A small business concern that is:

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

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

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

### **NAICS**

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

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

## Annex C

Procurement for the USAID Liberia Advancing Youth Project cannot include purchases of goods or services from the following Advanced Developing Countries:

|                        |                    |                                |
|------------------------|--------------------|--------------------------------|
| Albania                | Ecuador            | Namibia                        |
| Algeria                | Gabon              | Palau                          |
| American Samoa         | Grenada            | Panama                         |
| Antigua and Barbuda    | Iran, Islamic Rep. | Peru                           |
| Argentina              | Jamaica            | Romania                        |
| Azerbaijan             | Jordan             | Russian Federation             |
| Belarus                | Kazakhstan         | Serbia                         |
| Bosnia and Herzegovina | Latvia             | Seychelles                     |
| Botswana               | Lebanon            | South Africa                   |
| Brazil                 | Libya              | St. Kitts and Nevis            |
| Bulgaria               | Lithuania          | St. Lucia                      |
| Chile                  | Macedonia, FYR     | St. Vincent and the Grenadines |
| China                  | Malaysia           | Suriname                       |
| Colombia               | Maldives           | Thailand                       |
| Costa Rica             | Mauritius          | Tunisia                        |
| Cuba                   | Mayotte            | Turkey                         |
| Dominica               | Mexico             | Uruguay                        |
| Dominican Republic     | Montenegro         | Venezuela, RB                  |

Procurement for the USAID Liberia Advancing Youth Project cannot include purchases of goods or services from the following Restricted Countries:

|      |             |
|------|-------------|
| Cuba | North Korea |
| Iran | Syria       |