

Request for Quotations

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Request for Quotations for Procurement of**

**NOKIA 111 PHONES,
MICRO SD CARDS 32GB
MINI SPEAKERS
NETBOOKS
PICO PROJECTORS**

Date of Issuance:
July 31st, 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 Language, Literacy and Learning Initiative (L3) is a USAID-funded 5-year project implemented by the Education Development Center, Inc. (EDC) in Rwanda in collaboration with the Ministry of Education (MINEDUC). One of the major goals of L3 is to improve reading skills in P1 to P4. As part of its program of support, the L3 initiative has developed audio and video content. This content will be distributed via cell phones, netbooks, and pico projectors. EDC's work on the L3 project funded by the United States for International Development USAID; organizations submitting proposals in response to this Request for Quotations (RFQ) have no relationship 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 the products listed in Section 4.1 of this RFQ.

1.2 Eligibility

This procurement is open to all eligible offerors, except for those designated by the US Government as excluded from receiving US Government funding.

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.

DATE and TIME	Time Table
August 19 th , 2013; 5pm EST	Deadline for Request for clarifications
September 04 th , 2013 ; 5pm EST	Deadline for submission of quotations
September 11 th , 2013 ; 5pm EST	Estimated Date for Notification to Offerors on Quotation Status and Award of Contract(s)
October 16 th , 2013; 5pm EST	Delivery of the phones, speakers and SD cards and netbook

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 August 19th, 2013, 5pm EST. 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 August 19th, 2013, 5pm EST to:

Education Development Center, L3 Rwanda project
Attention: Yedidya SENZEYI Aimee
E-mail: asenzeyi@edc.org

3.3 Quotation Submission

Quotation must be delivered via email to:

Education Development Center, L3 Rwanda project

Attention: Yedidya SENZEYI Aimee

E-mail: asenzeyi@edc.org

All quotations must be received by EDC, before the deadline date and time, September 04th, 2013; 5pm EST.

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 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

4.1.1 Specifications for Commodities

At a minimum, the Nokia 111 Phones, Micro Sd Cards 32 GB; Mini Speakers; Netbooks; Pico Projectors must have the following specifications:

- a) **Nokia Model 111 Cell Phones - with following specifications:**
 - Connectors: Micro-USB-B, 3.5mm AV Jack, 2.0 mm DC Jack, Micro SD Card Connector, FM Radio, Bluetooth, GPRS/EGPRS, and WAP 2.0
 - Battery Model: BL-5C
 - Battery Charger: 2-prong Europlug, model CEEE 716, Europlug Type C
 - Operating System: S40
 - Band: 900/1800 single sim, RM-810
 - Removable Battery
 - Standby Time (2G): 464 hr
 - Talk Time (2G): 5.8 hr
- b) **Speakers:** minimum 10w speakers rechargeable
- c) **Micro SD Cards:** 32GB MICRO SD CARDS
- d) **NETBOOKS**
 - Operating System: Windows 8 (32-bits)
 - CPU/Processor Intel() Atom() CPU with at least a 1.6 GHz capacity (emphasis placed on this being for a netbook)
 - Display :10.1 inch 1024 x 600 pixels
 - Minimum Memory RAM: 1 GB
 - Minimum Storage: 280 GB
 - Graphics

- Multimedia: Speakers: 2w x 2 Stereo Speaker,
- Sound technology: Soundalive or equivalent,
- Internal Mic: yes ,
- Web: minimum of 1.3MP HD
- Connectivity: Wireless :802.11 a/b/g/n, Blue tooth:4.0, Wired internet LAN: Gigabit LAN i/o Ports
- Multi Card Slot: 4- in-1 (SD/SDHC/SDXC/MMC),
- Headphone out: yes,
- Microphone in: Yes
- RJ45 LAN: yes
- Minimum USB ports: 1 x USB 3.0 + 1 x USB 2.0

e) PICO PROJECTORS:

- Battery Power :
Input: 12V~3000mA
Output: USB 5V~1000mA
12V~3000mA
- Power Supply :
Input: 100-240V~50/60Hz 1.5A Max
Output: 12V~3.0A
Inner Pin: Positive
Outer Shield: Negative

All offerors must provide warranty information in order for their quotation to be considered.

4.1.2 Quantities

Quotations are requested for the following quantities with the specifications listed in Section 4.1.1:

Item	Quantity
a) Nokia Model 111 Cell Phones	40,000
b) Speakers	40,000
c) Micro SD Cards	40,000
d) Netbook	940
e) Pico Projectors	960

Offerors may submit quotations for supplying one, more than one, or all of the items specified in Section 4.1.1. Offerors may submit quotations for supplying the full quantities listed in Section 4.1.2 or submit quotations for a lower quantity; if quotations are submitted for a lower quantity, the offeror must specify the quantity that they are offering to provide.

4.2 Shipment

The selected vendor(s) must deliver the items it is supplying to Education Development Center, Inc. P.O. Box 2520-Kigali, Rwanda ,Prester House, Blvd de L'Umuganda Kimihurura / Gasabo District. The vendor must be able to initiate the shipment of the items within 30 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. 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, vendor must provide specific information why US flag carrier is not available for which sections of the shipping, how much will be shipped by US carrier and how much will be shipped by foreign carrier.

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 Rwandan Francs and be converted into US dollars. The exchange rate used to cover from Rwandan Francs to US dollars must be specified and justified. All offerors must provide a price guarantee that the quotation price remains valid for 365 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 of the organization to legally operate in the countries in which they will be working, should they be selected for a contract in response to this RFQ.
- 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://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.

6.2 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 365 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 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/. 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/>.