

Request for Proposal Worldwide Shipping/Moving Services

Background:

Education Development Center, Inc. (EDC) is an international nonprofit 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.

Overview:

The purpose of this RFP is to establish a prequalified list of service providers for worldwide shipping/moving services to be used by EDC.

Utilizing prequalified service providers streamline the procurement process for contracting with service providers while maintaining EDC's compliance with Federal procurement regulations. By responding to this RFP you will be making it easier for EDC to contract with you in the future. All of the service providers who achieve prequalified vendor status will be listed on the internal EDC Procurement Website. **This approval will be valid until 12/31/2013** as long as the service provider remains in good standing with EDC.

Service providers who prefer not to respond to this solicitation may still be engaged by EDC, but any such engagement will be subject to the Federal Acquisition Regulations requirements for full and open competition.

Detail:

Section I. Bid Information:

Organization: Education Development Center
43 Foundry Avenue
Address: Waltham, MA 02453
Contact Name: Carol Woods
Contact Email: cwoods@edc.org
Contact Phone: 617-618-2141
Bid Title: RFP for Worldwide Shipping/Moving Services
Issue Date: February 21, 2012
Close Date: Quotes must be delivered via email to: Carol Woods no later than March 20, 2012, 5:00P.M. EST. All quotations received after this deadline cannot be considered.
Approval Period: Upon Approval through December 31, 2013

Section II. Business Information:

Company Name: _____
Contact Name: _____
Address: _____
Telephone: _____ **Fax:** _____ **Email:** _____
Authorized Signature: _____ **Date:** _____

Section III. Bid Categories:

EDC is requesting quotations from vendors interested in providing worldwide moving/shipping services via air, sea, and land.

Please indicate below which services your company is able to provide and will provide bid information on:

- ☐ International moving and shipping/freight of household goods including household vehicles
- ☐ International moving and shipping/freight of non-household goods such as office vehicles, computers, etc.

This procurement is open to offers from all countries, except for those designated by the US Government as "prohibited sources" as defined in USAID ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>).

Section IV. Bid Documents:

- Request for Proposal
- Vendor/Consultant Certification Form and Definitions
- EDC Standard Vendor/Consultant Terms and Conditions

Section V. Communication:

Verbal communication shall not be effective unless formally confirmed in writing by the EDC Contact Person referenced in Section I. In no case shall verbal communication govern over written communication.

In responding to this RFP, the vendor fully understands the RFP in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Vendor' inquiries, questions, and requests for clarification related to this RFP are to be directed in writing in English before March 7th, 2012 at 5:00PM EST to:

Education Development Center, Inc.
Attention: Carol Woods
E-mail: cwoods@edc.org

Section VI. RFP Provisions:

1. To become an EDC Pre-Qualified Service Provider, all requested information must be completed and returned in accordance with the requirement of this RFP. All responses received will be analyzed for completion as well as pricing and qualifications. Incomplete responses will not be accepted. EDC may prequalify one or more vendors resulting from this RFP based the vendor(s) whose proposal(s) conforming to this RFP offer(s) the greatest value. EDC may also (a) reject any or all proposals, (b) pre-qualify other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, and (e) waive informalities and minor irregularities in proposals received.
2. These services will be re-bid at the end of the period referred to in the "Detail" on Page 1, regardless of the date your organization personally achieved its approval.
3. EDC does not guarantee that it will contract with service providers who become pre-qualified. If EDC wishes to engage any pre-qualified service provider, a contract for those services must be signed by both the service provider and EDC prior to the commencement of any services.
4. This RFP does not under any circumstances commit EDC to pay any costs incurred by any service provider in the submission of a quotation. This is the Service provider's responsibility. EDC reserves the right to reject any or all quotations at any time with no penalty. All materials submitted in response to this RFP shall become the property of EDC upon delivery to EDC.

5. Additional documentation may be required prior to actual vendor selection.
6. By submitting a response to the RFP the vendor / consultant acknowledges that the vendor's authorized representative has read and understands the 3rd and 5th terms of the "Standard EDC Vendor/Consultant Agreement Terms and Conditions" starting on page 9 of this RFP.
7. By submitting a response to this RFP, the vendor agrees to all the terms and conditions stated in this RFP including those stated in "Bid Documents" above.
8. All information provided by EDC in this RFP 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.
9. EDC shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission or subsequent contract, is grounds for immediate disqualification.

Section VII. Response Content:

All responses must be in English and include the following:

- A. Completed RFP document, Vendor/Consultant Certification Form, W9; and
- B. A copy of your standard company terms and conditions; and
- C. Organizational capabilities - using a separate attachment, describe the services your organization can offer. Specifically, please provide a list of the moving/shipping related services provided by your company (e.g. insurance, tracking of shipment, spend analysis, etc.) and provide description of the service and costs, if any.
- D. Please provide a listing of countries that your organization ships to most frequently, or currently have projects with, include any information your organization has regarding foreseeable difficulties in each country.
- E. Please provide a listing of all your partners and organizations with which your company is affiliated.
- F. Please provide a list of airlines you do not use.
- G. The selected vendor(s) will be expected to comply with all USAID and US government regulations, including those requiring shipment on US Flag carriers; if approval is required in order to ship on a non-US carrier, the selected vendor(s) will be expected to obtain such approvals. In your response, please detail your organization's systems for compliance with these requirements, including your organization's ability to obtain approvals, when necessary, for shipping on non-US Flag carriers.
- H. EDC requires that the selected vendors have experience with assignments similar in scope and responsibility to those which they are bidding on. Using a separate attachment entitled "References", list at least 2 references from non-EDC assignments you have completed that required experience with USAID and DoT regulations.
- I. Information regarding any current litigation in which the vendor, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

Sample Quotes - Using a separate attachment, please respond to the following:

1. If responding to request for household moving and shipping/freight services, please quote on the following showing detail, and backup including routing, and any company service fees:
 - Mode of transportation: SEA and AIR (U.S. Flag Carriers or, if you would not be able to provide service on U.S. Flag Carriers, include the proposed mode of transportation and the approvals which would be sought)
 - Door-to-door move from Hopkinton, MA (no elevator, 2nd floor apartment) to Bamako, Mali
 - SEA - personal effects a car, total weight is 7200 lbs and 1100 cu. ft.
 - AIR – personal effects weighing 600 lbs
 - Cost of transit insurance as a percentage of value of the goods

- Export packing, inventory and loading into 20' ocean container
- Inland transport to/from seaport/airport
- Customs clearance
- Delivery to residence
- Placement of all items in desired location
- Disassembly and reassembly of uncomplicated items
- Debris Removal

For US organizations, the sample quote must be in US dollars. For non-US organizations, the sample quote must be in both local currency and US dollars.

2. If responding to request for office moving and shipping/freight services, please quote on the following, showing detail, and backup including any company service fees:
 - Mode of transportation: AIR (U.S. Flag Carriers or, if you would not be able to provide service on U.S. Flag Carriers, include the proposed mode of transportation and the approvals which would be sought)
 - Door-to-door shipping from EDC, Waltham, MA to Kabul, Afghanistan
 - Shipment includes:
 - Flashcards: 20 boxes, dimensions 19" x 12.5" x 7.5", weight: 34 lbs
 - Laminated Words: 4 boxes, dimensions 12.5 x 9.5 x 9.5, weight 22.5 lbs
 - Pencils: 4 boxes, dimensions 16" x 8" x 17", weight 33 lbs each
 - Pens: 41 boxes, dimensions 12" x 5.825" x 7.125", weight 9 lbs each
 - Notebooks: 4 boxes, dimensions 17.5" x 17" x 17", weight 50 lbs each
 - Bags: 18 boxes, dimensions 19" x 15" x 16", weight 33 lbs each
 - Sony Cameras: 25 boxes, dimensions 12" x 18" x 12", weight 15 lbs each
 - Cost of transit insurance
 - Customs clearance

For US organizations, the sample quote must be in US dollars. For non-US organizations, the sample quote must be in both local currency and US dollars.

Using a separate attachment, please answer the following questions (in the order given):

1. How long are rates guaranteed?
2. Service fees: please quote standard service fees and any discount that would be given to EDC.
3. Are there any costs that would not be included in the original quote?
4. Would you be willing to provide invoice backup and demonstrate how you make profit on your shipments?
5. Would you be open to a fee structure system based on volume and bill direct pass-through costs?
6. Do you currently work with or have contracts with US Flag Carriers?
7. Do you work with other USAID funded companies?
8. Do you also handle shipments of commodities?
9. Do you select direct transit options for air and sea shipments or do you book trans-shipment options or indirect flight routes which may take longer but are typically cheaper? Would you be able to share the transit-schedule in version of Ocean Bill of Lading and Airway Bill?
10. Do you have your own freight forwarding license?
11. How do you select the agents/partners you work with?
12. What types of security certifications or programs do you have in place?
13. Are you ISO certified?

14. Are you bonded? If yes, please provide details.
15. How is your claim process handled?
16. Does your company utilize lift-vans? If yes, under what circumstances, and are the costs extra?
17. Are there specific countries that you will not ship to other than those sanctioned by the U.S. Government?
18. Do you have an internal bid process to obtain the most competitive rates?
19. How do you select the agents/partners you work with?
20. How long are records retained containing the detailed backup? Would this information be available to EDC or its funders upon request? If yes, what is the usual turn-around time?
21. Are delivery dates guaranteed? If no, please explain why. Explain how delays and “bumps” are handled.
22. Please include any additional information you would like EDC to know about your company.

Section VIII. Complete the Following:

- Our organization has never been debarred or suspended by the US Federal Government ☐ yes ☐ no.
- Please check the appropriate box below:
Our organization has regularly performed the services referenced under “Bid Categories” for other organizations or businesses:
☐ yes ☐ no
- The applicant, by checking the applicable box, certifies that:
 1. If the applicant is a **U.S. entity**, it operates as:
 - ☐ a corporation incorporated under the laws of the State of [Click Here to Add Text](#)(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; or
 2. If the applicant is a **non-U.S. entity**, it operates as:
 - ☐ a corporation organized under the laws of [Click Here to Add Text](#)(country),
 - ☐ an individual,
 - ☐ a partnership,
 - ☐ a nongovernmental nonprofit organization,
 - ☐ a nongovernmental educational institution,
 - ☐ a governmental organization,
 - ☐ an international organization, or
 - ☐ a joint venture.

Section IX. Representation(s)

Complete the following information for the person who will represent your company to EDC:

1. Name/Title: _____
2. Company Name: _____
3. Mailing Address: _____
4. Email Address: _____
5. Phone: _____

Authorized Representative Name/Title: _____

Signature: _____ Date: _____

Vendor/Consultant Certification Form U.S. Businesses Only

Federal Acquisition Regulations (FAR) require that small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZone), veteran-owned small business (VOSB) and service-disabled veteran-owned small business (SDVOSB) concerns have the Maximum Practicable Opportunity (MPO) to participate as suppliers and subcontractors in the contracts awarded by any federal agency, consistent with efficient contract performance.

EDC is committed to utilizing small businesses, minority-owned firms, HUBZone small businesses, veteran owned firms, and women's business enterprises to the fullest possible extent.

Vendors may certify their status by completing the form below. See Page 8 for standard definitions.

Please type or print clearly:

Company Name: _____ Dun & Bradstreet No (optional) **: _____
Address: _____
City / State / Zip: _____
Contact Person: _____
Phone and Fax Number: _____
Email Address: _____

Check **ALL** that apply:

- ☐ Small Business (SB) (self certification)
- ☐ Small Disadvantaged Business (SDB) (self certification)
- ☐ HUBZone Small Business (**self-certification not available**) *
- ☐ Woman Owned Small Business (WOSB) (self certification)
- ☐ Veteran Owned Small Business (VOSB) (self-certification)
- ☐ Service Disabled Veteran Owned Small Business Concern (self-certification) * (SDVOSP)
- ☐ Large Business (LB)

* This certification was issued by: _____

Certain State and Local contracts may still require state or 3rd party certifications (e.g. SOMBWA, NMSDC, etc.), if you hold a certification not listed above, add your certification information on the line below:

**If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet offered as a no-charge service http://www.dnb.com/us/duns_update/

- ☐ I assert that my business complies with the Small Business Administration's Table of Size Standards. (This is considered self-certification – see www.sba.gov for additional information)

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.

***** Vendor Execution – Required *****

By signing this document, the vendor acknowledges all the details provided on the form are accurate, true and that the vendor has read and understands the information.

Authorized Representative Name/Title: _____

Signature: _____ Date: _____

Small Business (SB)

A small business that is independently owned and operated, not dominant* in its field of operation, and meets the SBA's criteria for the [NAICS \(www.census.gov/eos/www/naics/\)](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 HUBZone Small Business](https://eweb1sp.sba.gov/hubzone/internet/index.cfm) maintained by the US Small Business Administration. To determine if your business is located in a HUBZone, or to apply online, go to [HUBZone \(https://eweb1sp.sba.gov/hubzone/internet/index.cfm\)](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 ([OWBO \(http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html\)](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 ([OVBD \(http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html\)](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 [U.S. Department of Veterans Affairs \(http://vabenefits.vba.va.gov/vonapp/main.asp\)](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 \(www.census.gov/eos/www/naics/\)](http://www.census.gov/eos/www/naics/).

Standard EDC Vendor/Consultant Agreement Terms and Conditions:

1. Vendor or Consultant ("Provider") agrees to perform Services as set forth in the Scope of Work, attached here and EDC agrees to pay Provider upon satisfactory completion of the work and in accordance with the terms of this agreement.

2. (a) If this is a time agreement, the Provider will maintain accurate records of actual time worked and all other expenses submitted for reimbursement. Provider will make such records available to EDC or its representatives on reasonable request.

Provider certifies that EDC will not be billed for Services paid by other entities or by EDC under any other agreement. Provider will submit invoices to the EDC Project Director within thirty days of completion of Services. EDC will not process an invoice that is not supported by a fully executed agreement. Invoices that do not include the agreement number, dates, and a brief, identifying description of services performed, will not be paid. It will take EDC at least 30 days to process invoices once they have been approved by the Project Director. (b) If this is a fixed price agreement, the Provider will submit invoices within thirty days of acceptance of the Services by the EDC Project Director. Invoices that do not include the agreement number and a brief, identifying description of the service, will not be paid. (c) Travel costs will be reimbursed in accordance with EDC policy, using the EDC Travel Expense Report.

3. Provider's relationship to EDC is that of an independent contractor. Provider certifies that s/he will not present, allege or claim to third persons in any manner whatsoever that s/he is employed by EDC. Provider further certifies that Provider makes his or her services available to the public through an independently established trade, occupation, profession or business and is licensed as required by applicable law or is part of a separate legally incorporated business, and that EDC is not the Provider's sole client for this type of service.

The parties agree that EDC does not have the right to instruct Provider about how to perform the Services that Provider will not use EDC facilities to perform the Services and Provider is free to make business decisions which affect Provider's profit or loss.

Nothing in this Agreement is intended to create a partnership, agency, employer, employee or joint venture relationship. Provider will be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of Provider's employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by EDC on behalf of Provider or its employees. Provider and Provider's employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan of EDC. No workers' compensation insurance shall be obtained by EDC covering Provider or Provider's employees.

4. Provider indemnifies, defends and holds EDC harmless from and against all liabilities (including reasonable expenses and attorney's fees) incurred by or imposed on EDC in connection with any suits, or judgments related to Provider's warranties, representations or performance of the Services under the agreement.

5. Provider is required to carry general comprehensive liability insurance in an amount consistent with industry standards.

6. All data, documentation, specifications, models, computer programs and code, and other technical and business information furnished or disclosed to Provider by EDC ("Confidential Information") are the property of EDC, and all copies will be returned to EDC at the end of the performance period. Unless such Confidential Information was previously known to Provider free of any obligation to keep it confidential, or is subsequently made public by EDC, it will be held in confidence by Provider and used only for the purposes of performing the Services.

7. All written material, software programs, code and documentation, and intangible or tangible inventions arising out of the performance of this Agreement, ("Deliverables") belong to EDC. Provider agrees that the Deliverables are specially commissioned works made-for-hire, and that EDC is deemed the author for copyright purposes. If any

Deliverable(s) is determined not to be a work made-for-hire, this agreement will be deemed an irrevocable assignment of copyright to the Deliverable(s) to EDC. To the extent permitted by law, Provider waives rights to the Deliverables afforded by the U.S. Visual Artists Rights Act, and all so-called "moral rights" to the Deliverables afforded under the law of any other country. Provider will, as EDC requests, execute documents required to vest ownership in EDC. Provider will acquire all rights as necessary to provide EDC the rights agreed to be conveyed and will appoint EDC as attorney-in-fact to execute required documents. Provider will treat Deliverables as EDC Confidential Information.

Provider will not incorporate any works in the preparation of Deliverables unless such works and their owners (including the owners of any intellectual property rights embodied therein) are identified in advance and in writing to EDC. If such works consist of or incorporate any materials owned by third parties, Provider warrants that s/he has the authority to grant to EDC unrestricted rights and licenses, free of any claim of rights by any other person or entity.

8. EDC may terminate the Agreement for any reason with fourteen (14) days prior written notice. EDC will not be liable for any payments accruing after notice of termination without EDC's approval.

9. The failure of EDC to enforce any right under this agreement is not a waiver of that right.

10. Provider may not transfer or subcontract any part of this agreement to another party, without EDC prior written consent.

11. This is the entire agreement with respect to its subject matter and there are no other agreements, either written or oral. It may be modified only by written amendment, executed by authorized representatives of both parties.

12. The interpretation of this agreement and transactions or disputes under it shall be governed by the laws of the Commonwealth of Massachusetts, U.S.A.

13. Sections 3, 4, 6, 7 and 13 will survive termination of this agreement.

14. Provider agrees to comply with all applicable federal laws and regulations including affirmative action, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination. Provider hereby certifies that s/he is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and is not delinquent on any State or Federal tax. Provider will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed on EDC by the sponsor(s) of this project.