

Request for Quotations No. 11292021-001

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

**Request for Quotations for Procurement of
Printing, Packing and Delivery of Learner Books and Educator Guides**

**For
School-Based Sexuality and HIV Prevention Education Activity in South Africa**

Lot 1: 326,551 Learner Books and 6,690 Educators Guides for Grade 4, 5 and 6

Lot 2: 296,352 Learner Books and 5,920 Educators Guides for Grade 7, 8 and 9

Lot 3: 230,824 Learner Books and 4,803 Educators Guides for Grade 10, 11 and 12

Date of Issuance:
29 November 2021

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.

EDC with Health Economics and HIV and AIDS Research Division (HEARD) started implementing the School-based Sexuality and HIV Prevention Education Activity, a multi-year USAID/PEPFAR contract in January 2015. This work plan is a continuation of the work started in 2015 under a new contract.

The Activity is supporting the South African Government (SAG) to reduce HIV infections in learners and educators by assisting the Department of Basic Education (DBE) to implement high quality, evidence-informed sexuality, and HIV prevention education programs. The goal and three main objectives of the activity include the following:

- **Goal:** To reduce the rate of new HIV infections among vulnerable youth, especially AGYW, through the implementation of targeted HIV and violence prevention interventions primarily within school settings in high HIV burden districts of South Africa.
- **Objective 1:** Strengthen the capacity of the DBE to lead and implement school-based comprehensive sexuality education aimed to prevent new HIV infections among youth, specifically AGYW, in DBE-designated schools.
- **Objective 2:** Increase CSE stakeholder knowledge, awareness, and support of CSE to increase and promote sustainability of CSE within DBE-designated schools.
- **Objective 3:** Enable successful linkages to health services, social services, and economic livelihood opportunities by vulnerable youth, especially AGYW, who have been identified by the DBE within DBE-designated schools and communities to receive these services.

EDC's work on the School-Based Sexuality and HIV Prevention Education Activity project is funded by the United States Agency for International Development (USAID); organizations submitting quotations in response to this Request for Quotations ("RFQ") have no relationship with USAID under the terms of this RFQ or any resultant contract. All communications regarding this RFQ must be directed to EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of this RFQ is to invite prospective Offerors to submit quotations to print, pack, and provide delivery services for a total of 853,727 learner books and 17,413 educator guides for grades 4-12 to be delivered to schools in Free State, Gauteng, Mpumalanga and Western Cape.

The selected Offeror will print and provide delivery of the print materials not later than February 18, 2022.

1.2 Eligibility

This procurement is open to offers from organizations which are incorporated or legally organized under the laws of any country which is not sanctioned by the US government. Offers from organizations which are incorporated or legally organized under the laws of any country which is sanctioned by the US government shall not be considered. The geographic code for this procurement is 935.

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.

LINE	TIME	DATE	Time Table
A	5:00 PM South Africa Time	01 December 2021	Deadline for request for any clarifications from the EDC. Questions must be submitted in writing via email to RSAProcurement@edc.org
B	5:00 PM South Africa Time	03 December 2021	Estimated date for issuance of any clarifications by EDC. All questions will be answered in one document which will be posted at rfpdb.com and on the USG small business administration site under the heading "EDC RFQ No. 11292021-001", or Offerors may contact RSAProcurement@edc.org to obtain a copy.
C	5:00 PM South Africa Time	17 December 2021	Deadline for submission of quotations.

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 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 the date and time designated in **Line A** of the Chart in Section 2.3. 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. 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 by the date and time designated in **Line A** of the Chart in Section 2.3 to:

Education Development Center, Inc.
Attention: Procurement Manager
E-mail: RSAprocurement@edc.org
Email subject: "Questions regarding RFQ No. 11292021-001"

3.3 Quotation Submission

Quotation must be provided on the Offeror's letterhead or stationery and must be delivered via email to:

Education Development Center, Inc.
Attention: Procurement Manager
E-mail: RSAprocurement@edc.org
Email subject: "Quotation in response to RFQ No. 11292021-001"

The quotations must have the subject line of "Quotation in response to RFQ No. 11292021-001" and must include the number of emails (for example, Email 1 of 2, Email 2 of 2, etc.) in the subject line. The Quotation itself must include all documents required by the RFQ in Word, Excel or PDF and those documents must be attached to the email message(s); all attachments must be clearly labeled and must be numbered sequentially in order for EDC to review the Quotation. If the Quotation is sent in more than one email message, the Offeror must send all of the email messages with the Quotation submission on the same day and time the sending of the emails as closely as practicable.

Samples of the product similar to the print materials (both Learner Book and Educators Guide) that the Offeror intends to provide EDC in response to RFQ No. 11292021-001 must be submitted by 17 December 2021 and can be sent via postal mail or hand delivered to:

Education Development Center, Inc.
Attention: Procurement Manager

Courier/ Hand delivery address:
Education Development Center, Inc. (EDC)
Brookfield Office Park, North Block
First Floor
261 Middel Street
Nieuw Muckleneuk,
Brooklyn, 0181
Pretoria, South Africa

Product samples must be in a closed and sealed envelope with "Samples in response to 11292021-001" printed or written on the envelope along with the name of the Offeror.

Offerors who submitted quotations and the required samples as part of the 2021 RFQ 08022021-002 for print materials are not required to submit samples for this current procurement.

It is the responsibility of the Offeror to ensure that the quotation and samples are delivered to EDC by the date and time designated in **Line C** of the Chart in Section 2.3.

3.4 Eligibility of Quotations

3.4.1 Complete Quotations

Offerors must submit all components required by this RFQ, including all annexes, in order for their quotation to be complete. EDC will determine which quotations include the components required by the RFQ to be considered a complete quotation. Please note that although EDC will determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the Offerors with complete quotations. Only complete quotations may be evaluated and considered for award.

3.4.2 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able deliver services of a similar or larger scope on time and in a satisfactory manner.

3.5 Evaluation Criteria

EDC shall evaluate all eligible quotations based on price.

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. 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 commodities and/or services. EDC, at its sole discretion, may waive informalities and minor irregularities in quotations received. **In addition, contracts may be issued for quantities that are up to 10% above or below the quantities specified in Section 4.**

Offerors must submit quotations for Lots 1, 2 and 3 for their quotation to be considered eligible.

EDC may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct site visits and/or to conduct discussions, which may result in revisions to quotations, with one or more than one or all Offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.

4. Technical Specifications & Requirements

4.1 Specifications

All of the specifications listed in Section 4.1 must be met.

4.1.1 Technical Specifications

Technical specifications for the materials to be printed are:

Lot #1: Learner Books and Educators Guide for Grades 4, 5 and 6

Grade or Type of material to be printed	Materials to be printed
Number of items to be printed	Quantity of materials Learner Book - Grade 4: 111,694 Learner Book - Grade 5: 109,277 Learner Book - Grade 6: 105,580 Educators Guide - Grade 4: 2,286 Educators Guide - Grade 5: 2,239 Educators Guide - Grade 6: 2,165
Pages per book	Learner Book - Grade 4: 96 pages (excluding cover) Learner Book - Grade 5: 128 pages (excluding cover) Learner Book - Grade 6: 96 pages (excluding cover) Educators Guide - Grade 4: 144 pages (excluding cover) Educators Guide - Grade 5: 160 pages (excluding cover) Educators Guide - Grade 6: 128pages (excluding cover)
Finished Size of printed material	A4/ <u>205 x 275mm</u> (Learner Book) A4/ 210 x 297mm (Educator Guide)
Color	Covers: Full print-quality color, CMYK front, back, Interior pages: Full colour inside pages
Bleeds	5mm
Binding	All Educator Guides and Learner Books will use Perfect binding
Paper	Cover: Four process colors (one side only), 250gsm, Gloss Art, white Interior: A4, 70gsm, white
Artwork and Illustrations	Images are throughout each document. EDC will provide the selected Offeror with High Resolution PDF documents.
Packing	3 ply corrugated boxes (further details below)
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 in person or express courier service.
Review of Sample by EDC	2 business days
Changes	2 business days

Lot #2: Learner Books and Educators Guides for Grades 7, 8 and 9

Grade or Type of material to be printed	Materials to be printed
Number of items to be printed	Quantity of materials Learner Book - Grade 7: 105,208 Learner Book - Grade 8: 99,937 Learner Book - Grade 9: 91,207 Educator Guide - Grade 7: 2,179 Educator Guide - Grade 8: 1,931 Educator Guide - Grade 9: 1,810
Pages per book	Learner Book - Grade 7: 80 pages (excluding cover) Learner Book - Grade 8: 80 pages (excluding cover)) Learner Book - Grade 9: 112 pages (excluding cover) Educator Guide - Grade 7: 144 pages (excluding cover) Educator Guide - Grade 8: 176 pages (excluding cover) Educator Guide - Grade 9: 224 pages (excluding cover)
Finished Size of printed material	A4/ <u>205 x 275mm</u> (Learner Book) A4/ 210 x 297mm (Educator Guide)
Color	Covers: Full print-quality color, CMYK front, back, Interior pages: Full colour inside pages
Bleeds	5mm
Binding	All Educator Guides and Learner Books will use Perfect binding (hot melt glue)
Paper	Cover: Four process colors (one side only), 250gsm, Gloss Art, white Interior: A4, 70gsm, white
Artwork and Illustrations	Images are throughout each document. EDC will provide the selected Offeror with High Resolution PDF documents.
Packing	3 ply corrugated boxes (further details below)
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 in person or express courier service.
Review of Sample by EDC	2 business days
Changes	2 business days

Lot #3: Learner Books and Educators Guides for Grades 10, 11, 12

Grade or Type of material to be printed	Materials to be printed
Number of items to be printed	Quantity of materials Learner Book - Grade 10: 99,374 Learner Book - Grade 11: 76,785 Learner Book - Grade 12: 54,665 Educator Guide - Grade 10: 1,968 Educator Guide - Grade 11: 1,591 Educator Guide - Grade 12: 1,244
Pages per book	Learner Book - Grade 10: 128 pages (excluding cover) Learner Book - Grade 11: 112 pages (excluding cover) Learner Book - Grade 12: 64 pages (excluding cover) Educator Guide - Grade 10: 224 pages (excluding cover) Educator Guide - Grade 11: 192 pages (excluding cover) Educator Guide - Grade 12: 112 pages (excluding cover)
Finished Size of printed material	A4/ 205 x 275mm (Learner Book) A4/ 210 x 297mm (Educator Guide)
Color	Covers: Full print-quality color, CMYK front, back, Interior pages: Full colour inside pages
Bleeds	5mm
Binding	All Educator Guides and Learner Books will use Perfect binding (hot melt glue)
Paper	Cover: Four process colors (one side only), 250gsm, Gloss Art, white Interior: A4, 70gsm, white
Artwork and Illustrations	Images are throughout each document. EDC will provide the selected Offeror with High Resolution PDF documents.
Packing	3 ply corrugated boxes (further details below)
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 in person or express courier service.
Review of Sample by EDC	2 business days
Changes	2 business days

4.1.2 Packaging

The selected Offeror must use 3 ply corrugated boxes and each box must be shrink wrapped. The packing must protect the books from rain, moisture, dust, dirt, or other elements.

The package(s) must be clearly labelled with the following information and the selected Offeror will be required to submit a sample label to EDC prior to labelling the boxes. Labels must include:

- Contents of packages (including, quantity of learner workbooks and educator guides)
- Name of School
- Address of School (including, Town, District and Province).

4.1.3 Delivery Schedule and Location

The quotation must be based on the delivery schedule listed below and detailed in **Annex F** taking into account the delivery locations specified in **Annex F**. All educator guides and learner books must be

delivered no later than February 18, 2022. If for any reason, it is not possible to deliver the materials on or before February 18, 2022, please propose an alternative schedule that will get the materials delivered as quickly as possible. Preference will be given to those Offerors that can complete delivery by February 18, 2022.

Deliverables	Quantity (Number of Units) Per Delivery	Delivery Schedule	Location
Lot #1	Learner Book - Grade 4: 111,694 Learner Book - Grade 5: 109,277 Learner Book - Grade 6: 105,580 Educators Guide - Grade 4: 2,286 Educators Guide - Grade 5: 2,239 Educators Guide - Grade 6: 2,165	No later than February 18, 2022	Direct delivery to the schools as detailed in Annex F in the following provinces: Free State, Gauteng, Mpumalanga and Western Cape
Lot #2	Learner Book - Grade 7: 105,208 Learner Book - Grade 8: 99,937 Learner Book - Grade 9: 91,207 Educator Guide - Grade 7: 2,179 Educator Guide - Grade 8: 1,931 Educator Guide - Grade 9: 1,810	No later than February 18, 2022	Direct delivery to the schools as detailed in Annex F in the following provinces: Free State, Gauteng, Mpumalanga and Western Cape
Lot #3	Learner Book - Grade 10: 99,374 Learner Book - Grade 11: 76,785 Learner Book - Grade 12: 54,665 Educator Guide - Grade 10: 1,968 Educator Guide - Grade 11: 1,591 Educator Guide - Grade 12: 1,244	No later than February 18, 2022	Direct delivery to the schools as detailed in Annex F in the following provinces: Free State, Gauteng, Mpumalanga and Western Cape

4.1.4 Inspection of Print Materials

The selected Offeror shall provide EDC with an initial print production and print inspection schedule detailing each print run in accordance with the specifications in Section 4.1.1. The selected Offeror will be required to provide EDC with written notification before each print run. The number of days for notification will be specified in the contract. (EDC or its designated representative may attend the tests and/or inspections conducted at the premises of the selected Offeror). EDC will bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses. As these expenses add to the actual cost of this procurement, an estimate of the costs for travel, board and lodging expenses will be added to each Offeror's quotation by EDC. Costs will be based on the Offeror's location.

EDC will inspect and test the print materials to determine whether they conform to the specifications in Section 4.1. Any payments made before inspection for conformity shall not constitute an acceptance of such services or impair EDC's right to inspect the print materials. Print materials rejected or in excess of quantities ordered may be returned to the selected Offeror at the selected Offeror's expense, subject to the following:

EDC may reject any or all of the deliverables or any part thereof that fail to pass any test and/or inspection, or do not conform to EDC's specifications and standards, subject to test or inspection that shall be carried out by an EDC representative. The decision of the EDC representative will be final with regards to technical specifications as well as the intended purposes and will be binding on the Parties. The selected Offeror shall either rectify or replace such rejected materials or parts thereof or make alterations necessary to meet the specifications at no cost to EDC.

The selected Offeror will assume all risk of loss or of damage to services ordered and all other items related to the order, until the same are finally received by the EDC, in accordance with the terms and conditions set forth in a contract resulting from this RFQ. The selected Offeror will also assume all risk of loss or of damage to any services rejected by EDC for nonconformity.

4.1.5 Warranty

By responding to this RFQ, the Offeror agrees to the following warranty terms and conditions for each of the printed materials 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;
- Offeror will perform the Services in accordance with industry standards;
- Offeror will be solely responsible for any loss or damage of the goods during shipping; and
- Offeror will carry reasonable insurance and provide proof of insurance as part of their quotation.

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

4.1.6 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.

The selected Offeror must obtain any licenses, permits and other authorizations as may be required to provide the services.

4.2 Travel and Shipment

4.2.1 Travel

Travel will not be allowed under any contract resulting from this RFQ.

4.2.2 Shipment

If the selected Offeror will need to air- or ocean-ship in order to deliver the deliverables to Education Development Center, Inc. (EDC), 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. All Offerors must provide a timeline for shipment in order for their proposal to be considered. If the selected Offeror will not need to ship items, please state this in the proposal.

4.2.3 Delivery

The selected Offeror(s) must deliver the printed materials to the locations specified in Section 4.1.3 and further detailed in **Annex F**. The exact address of the delivery locations will be provided to the selected Offeror(s) in a contract(s) issued in response in this RFQ. The selected Offeror(s) must be able to initiate the delivery of the printed materials so that the printed materials are delivered by the dates specified in Section 4.1.3.

All offerors must provide a detailed timeline for Lot 1, Lot 2, and Lot 3 delivery indicating the number of business days required to complete the delivery of the print materials to the locations identified in Annex F, for their quotation to be considered.

A Goods Receivable Note is required for each school. A Goods Receivable Note is a document for each school that includes the school address, school phone number, principal's name, quantity of learner books and educator guides delivered, name of school official receiving the learner books and educator guides, and a school stamp verifying documents for each school. All Goods Receivable Notes must be sent by the Offeror to EDC after delivery has been made. An example can be found in **Annex G**.

5. Quotation Requirements

Quotations must be submitted in English.

5.1 General Requirements

Offeror must submit:

1. A detailed description of the printing services the Offeror proposes to meet the needs of EDC as described in Section 4.
2. Timeline for Delivery in accordance with Section 4.2.4 of this RFQ (**Annex F**).
3. Completed copy of **Annex C**—RFQ Checklist.
4. Detailed price quotation in accordance with Section 5.2 and **Annex D**.
5. The forms and certifications specified in Section 7 and **Annex A**.
6. A sample of the print material similar to the print material that the Offeror intends to provide EDC in response to this RFQ (both Learner Book and Educator Guide). Offerors who submitted quotations and the required samples as part of the 2021 RFQ 08022021-002 for print materials are not required to submit samples for this current procurement

5.2 Price Quotation Requirements

The price quotation must include the costs for the printed materials in each lot including any necessary components to meet the specifications in Section 4 and all delivery costs. The quotation must include costs on a per unit basis as well as the total cost. Delivery costs must be shown separately from the costs of the print materials. Please note that USAID School-Based Sexuality and HIV Prevention Education Activity in South Africa is **not VAT exempt**. **Therefore, a value added tax (15% VAT) must be included in the price quotation.**

If the Offeror is a South Africa ("Local Entity"), the price quotation must be in Rand (ZAR). If the Offeror is a non-South African entity ("Non-Local Entity"), the price quotation must be in US dollars (USD). All Offerors must provide a price guarantee that the quotation price remains valid for **120 calendar days**.

6. Contract Type and Payment

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

Deliverable	Payment Amount
Upon receipt and approval by EDC of sample copies	20%
Upon inspection and acceptance of print materials	10%
Upon verification of delivery of all Lot 1, 2 and 3 print materials	20%
Upon receipt and approval of Goods Receivable Notice documents by EDC	50%
The total payment amount shall be reduced by 1% per workday for late delivery. "Workdays" shall be defined as Mondays, Tuesdays, Wednesdays, Thursdays, and	

Fridays, excluding South African public holidays. Late shall be defined as any deliveries that occur after the date listed on the delivery schedule submitted by the Offeror and incorporated into any contract resulting from this RFQ.
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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 a performance security or a bank guarantee.

7. Organizational Information and Offeror Certification

In order for their proposal to be considered, the Offeror must complete and submit the Organizational Information and Certification Form, which is included as **Annex A** to this RFQ, and submit all the attachments required by the form.

Annex A—Organizational Information and Certification Form

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

A1. Organizational Information

Full legal name of the Offeror's company: _____

Year the Offeror's company was established: _____

Contact information regarding the quotation:

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

(b) Full office address: _____

(c) Telephone number: _____

(d) Fax number: _____

(e) Email address: _____

Offeror's Dun & Bradstreet Number¹: _____

The Offeror certifies, by checking the applicable box(es), that:

☐ The Offeror is a **non-U.S. entity** and it operates as:

- ☐ a corporation organized under the laws of _____ (country name),
- ☐ an individual,
- ☐ a partnership,
- ☐ a nongovernmental nonprofit organization,
- ☐ a nongovernmental educational institution,
- ☐ a governmental organization,
- ☐ an international organization, or
- ☐ a joint venture.

☐ The Offeror is a **U.S. entity** and:

1. it operates as:

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

2. its status is (check all that apply – definitions can be found in Annex B); the NAICS code for this procurement is 323117:

¹ Offerors that currently have a Dun & Bradstreet Number are requested to provide this information. Offerors who are not registered with Dun & Bradstreet may do so at <http://fedgov.dnb.com/webform>. There is no charge for this registration. A Dun & Bradstreet Number is not required for submission of a quotation, but may be required before a contract is issued. Whether or not an Offeror currently has a Dun & Bradstreet number will not affect the evaluation of the Offeror's quotation.

- ☐ Small Business (SB) (self-certification)²
☐ Small Disadvantaged Business (SDB) (self-certification)
☐ HUBZone Small Business (self-certification not available), certification issued by _____
☐ Woman Owned Small Business (WOSB) (self-certification)
☐ Veteran Owned Small Business (VOSB) (self-certification)
☐ Service Disabled Veteran Owned Small Business Concern (SDVOSP) (self-certification)
☐ Large Business (LB)
☐ Other Certification, certification: _____

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

A2. References

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

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

Month and Year During Which Services were Provided: _____

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

² Please refer to Annex B for standard definitions of "small business," "small disadvantaged business," etc. Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act. If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet at http://www.dnb.com/us/duns_update/. There is no charge for this registration.

Month and Year During Which Services were Provided: _____

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

Month and Year During Which Services were Provided: _____

A3. Incorporation, Registration, Litigation, and Taxes

The following documents must be included in your quotation.

Documentation showing the Offeror's current legal incorporation in the country in which it is incorporated:

☐ Attached

A copy of the Offeror's currently active registration, demonstrating that the organization can legally operate in the country in which it is incorporated.

☐ Attached

Information regarding any current lawsuits, legal proceedings, court cases, or other litigation in which the Offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

☐ Attached

☐ Offeror certifies that it is not currently involved in any lawsuits, legal proceedings, court cases, or other litigation.

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

☐ Attached

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

A4. Key Individuals

The names and titles of the Offeror's key individuals are:

(a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees): _____

(b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president): _____

(c) the program manager(s) for the proposed contract: _____

(d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the services:

A5. Awareness and Agreement to the Content of this RFQ

By signing this form, the Offeror attests to its awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.

A6. Compliance With Applicable Laws and Regulations

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

A7. Debarment and Suspension

The Offeror further certifies that their firm (check one):

☐ IS

☐ IS NOT

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

A8. Quotation Validity

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

Offeror's Name

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

A9. Authorized Negotiators

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

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

A10. Signature

Signature of Authorized Officer:

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

Annex B: Definitions (U.S. Entities Only)

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

Sole Proprietorship: A sole proprietorship is the simplest and most common structure chosen to start a business. It is an unincorporated business owned and run by one individual with no distinction between the business and you, the owner. You are entitled to all profits and are responsible for all your business's debts, losses and liabilities. Learn more about sole proprietorships at the SBA website at <http://www.sba.gov/content/sole-proprietorship-0> .

Small Alaska Native Corporation (ANC): must be a small business and includes any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.)

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 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>).

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>).

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>).

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>).

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/).

Annex C: RFQ Checklist

Please check the boxes in the column entitled “Submitted” to ensure inclusion of all items in your submission.

<i>Items to be included with quotation</i>		<i>Submitted</i>
1.	Annex A – Completed and Signed. NOTE: Incomplete Annex A documentation may not be accepted by EDC and therefore quotations may not qualify for further EDC review.	<input type="checkbox"/>
2.	Annex C – RFQ Checklist. Please make sure Annex C is submitted to EDC with the quotation. An example of the product similar to the print materials that the Offeror intends to provide EDC in response to this RFQ (both Learner Book and Educator Guide).	<input type="checkbox"/>
3.	Offerors who submitted quotations and the required samples as part of the 2020 RFQ 122319-1 for print materials are not required to submit samples for this current procurement	<input type="checkbox"/>
4.	Price Guarantee (120 calendar days) in accordance with Section A.8 of Annex A	<input type="checkbox"/>
5.	Annex D – Price Quotation Template (printed on Offeror’s letterhead, dated and signed by Authorized Representative)	<input type="checkbox"/>
6.	Annex F – Timeline for Delivery in accordance with Section 4.2.3 of this RFQ. Included in the RFQ as a separate Excel file.	<input type="checkbox"/>

Annex D— Price Quotation Templates

D.1. Template for Local Entity Offeror: (price quote should be printed on Offeror’s letterhead, dated and signed by Authorized Representative)

#	Description	A: Quantity Needed	B: Unit Price Per Item For Printing	C: Total Cost For Printing C = (A*B)	D: Delivery Cost Within South Africa	E: Value Added Tax (15%)	F: Grand Total F=C+D+E
			(ZAR)	(ZAR)	(ZAR)	(ZAR)	(ZAR)
Lot 1: Learner Book and Educator Guide for Grade 4, 5, and 6							
1	Learner Book – Grade 4	111,694					
2	Learner Book – Grade 5	109,277					
3	Learner Book – Grade 6	105,580					
4	Educators Guide – Grade 4	2,286					
5	Educators Guide – Grade 5	2,239					
6	Educators Guide – Grade 6	2,165					
Lot 2: Learner Book and Educators Guide for Grade 7, 8, and 9							
7	Learner Book – Grade 7	105,208					
8	Learner Book – Grade 8	99,937					
9	Learner Book – Grade 9	91,207					
10	Educators Guide – Grade 7	2,179					
11	Educators Guide – Grade 8	1,931					
12	Educators Guide – Grade 9	1,810					
Lot 3: Learner Book and Educators Guide for Grade 10, 11 and 12							
13	Learner Book – Grade 10	99,374					
14	Learner Book – Grade 11	76,785					
15	Learner Book – Grade 12	54,665					
16	Educators Guide – Grade 10	1,968					
17	Educators Guide – Grade 11	1,591					
18	Educators Guide – Grade 12	1,244					
	Grand Total Price (RAND):						

D.2. Template for Non-Local Entity Offeror: (price quote should be printed on Offeror’s letterhead, dated and signed by Authorized Representative)

#	Description	A: Price for Sample	B: Quantity Needed	C: Unit Price Per Item For Printing	D: Total Cost For Printing D= A+(B*C)	E: International Shipping Cost	F: Customs Clearance Cost	G: Value Added Tax (15%)	H: Delivery Within South Africa	I: Grand Total I= D+E+F+G+H
		(USD\$)		(USD\$)	(USD\$)	(USD\$)	(USD\$)	(USD\$)	(USD\$)	(USD\$)
Lot 1: Learner Book and Educators Guide for Grade 4, 5 and 6										
1	Learner Book - Grade 4		111,694							
2	Learner Book - Grade 5		109,277							
3	Learner Book - Grade 6		105,580							
4	Educators Guide - Grade 4		2,286							
5	Educators Guide - Grade 5		2,239							
6	Educators Guide - Grade 6		2,165							
Lot 2: Learner Book and Educators Guide for Grade 7, 8 and 9										
8	Learner Book - Grade 7		105,208							
9	Learner Book - Grade 8		99,937							
10	Learner Book - Grade 9		91,207							
11	Educators Guide - Grade 7		2,179							
12	Educators Guide - Grade 8		1,931							
13	Educators Guide - Grade 9		1,810							
Lot 3: Learner Book and Educators Guide for Grade 10, 11, and 12										
14	Learner Book - Grade 10		99,374							
15	Learner Book - Grade 11		76,785							
16	Learner Book - Grade 12		54,665							
17	Educators Guide - Grade 10		1,968							
18	Educators Guide - Grade 11		1,591							
19	Educators Guide - Grade 12		1,244							
	Grand Total Price (USD\$):									

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

GENERAL TERMS AND CONDITIONS

1. Vendor ("Provider") agrees to perform services as set forth in the Scope of Work, attached hereto, ("Services") and EDC agrees to pay Provider upon satisfactory completion of the work and in accordance with the terms of this agreement ("Agreement").
2. 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. It will take EDC at least 30 days to process invoices once they have been approved by the Project Director.
3. Provider's relationship to EDC is that of an independent contractor. Provider certifies that he/she will not present or allege or claim to third persons in any manner whatsoever that he/she 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 Provider's sole client for this type of service. Provider shall determine the method, details, and means of performing the Services. EDC may not control, direct, or otherwise supervise Provider's assistants or employees in the performance of the Services. 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. If the work is to be performed in the US, Provider certifies that this individual is authorized to work in the US under US Law.
4. Provider indemnifies, defends and holds EDC harmless from and against all liabilities (including reasonable expenses and attorneys' 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 advised 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. Provider and EDC agree that all written material, software programs, code and documentation, and intangible or tangible inventions arising out of the performance of this Agreement, ("Deliverables") shall belong to EDC. Provider agrees that the Deliverables are specially commissioned and works made-for-hire, and that EDC is deemed the author for copyright purposes. Notwithstanding anything to the contrary, to the extent that ownership in the Deliverables or any part thereof does not vest in EDC as a work made for hire, Provider hereby irrevocably and exclusively assigns and

transfers in whole to EDC all of its right, title and interest in and to the Deliverables. Provider hereby waives any 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 country. Provider will, as EDC requests, execute documents required to vest ownership in all right, title and interest in and to the Deliverables 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 he/she 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.

With the exception of termination for failure to perform services as set forth in the Scope of Work Provider will:

- Take all necessary steps to bring the Work to a close in a prompt and orderly manner and will make every reasonable effort to keep expenditures for this purpose to a minimum and cancel all obligations whenever possible;
- Promptly deliver to EDC all materials and documents relating to the Agreement in its possession; and
- Submit a closeout plan and estimate of final costs, in the level of detail specified by EDC in the notice of termination, within ten (10) days of the notice of termination.

After performance of the above steps, and subject to the terms in this Agreement regarding payment, EDC will compensate Provider for all documented allowable costs and other non-cancelable expenses incurred up to the date of termination, plus any closeout costs, consistent with the closeout plan, approved in advance and in writing by EDC. Payment will be contingent upon full payment to EDC by USAID for these costs.

9. If the Scope of Work identifies any individual(s) as Key Personnel then no substitution for such individual(s) may be made unless mutually agreed upon by the parties. In the event Provider anticipates that any Key Personnel may become unavailable or have reduced availability to perform hereunder, Provider will give EDC reasonable notice of the same and justification in writing, sufficient to permit EDC to assess the impact of their unavailability or reduced availability. EDC reserves the right to approve or disapprove any substitutions for Key Personnel proposed by Provider.

10. Provider represents and warrants that it will perform the Services in accordance with industry standards and that the work product will be delivered to EDC with no restrictions or obligations that would impair EDC's rights under this Agreement. Additional Warranty for Work Product Containing Software: Provider further warrants and represents that all work product containing software that is delivered pursuant to this Agreement will conform to written specifications and will be free of "bugs", viruses or similar defects that would render the work product unfit for its intended use. Provider will have 15 business days to modify the work product so that it meets all written specifications and performs as the parties intended. In the event Provider is unable to deliver work product that is "bug" or virus free or otherwise does not conform to written specifications within 15 days following notice from EDC that the work product is unfit for its intended use, EDC may terminate this Agreement and withhold payment or receive a full refund of all payments made to Provider pursuant to this Agreement.

11. Notice of Delay. In the event Provider knows or has reason to know that any actual or potential situation is delaying or threatens to delay the timely performance of the Services required hereunder, Provider will immediately provide written notice thereof, including all relevant information, to EDC. Receipt of such notice by EDC will not constitute a waiver by EDC of the delivery schedule, or any of EDC's rights or remedies under this Agreement.

12. Force Majeure. The Parties to this Agreement will be excused from any performance required hereunder if such performance is rendered impossible or impracticable due to any catastrophes or other major events beyond their reasonable control, including without limitation, war, riot and insurrection; laws, proclamations, edicts, ordinances or regulations; government shutdowns, strikes, lockouts or other serious labor disputes; and floods, fires, earthquakes, explosions or other natural disasters. A party affected by force majeure will take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay. The affected party will notify the other party of such event as soon as possible, providing evidence of the nature and cause of such event, and will similarly give notice of the restoration of normal conditions as soon as possible. When such events have abated, the Parties' respective obligations hereunder will resume; provided, however, that EDC may terminate this Agreement, at its option, if Provider is rendered unable to perform its obligations hereunder by an event or events of force majeure for more than a total of one hundred and twenty days (120) within any twelve-month period during the Term.

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

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

15. Provider agrees not to use the prime sponsor or EDC's name or make reference to any prime sponsor or EDC employees in publications, news releases, advertising, speeches, technical papers, photographs, sales promotions, or publicity purposes of any form related to this work or data developed hereunder, unless Provider has received express written approval from EDC prior to such use.

16. 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.

17. 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.

18. Sections 3, 4, 6, 7, 15 and 17 will survive termination of this Agreement.

19. Provider agrees to comply with all applicable federal laws and regulations including affirmative action, E-Verify, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of this Agreement 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. Provider hereby certifies that he/she is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and is not delinquent on any State or Federal tax. 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.

20. Provider shall: a) abide by the requirements of 41 CFR 60-741.5(a), which prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities; and b) abide by the requirements of 41

CFR 60-300.5(a), which prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractor and subcontractors to employ and advance in employment qualified protected veterans.

Annex F – Delivery Schedule

Annex F is attached as a separate Excel file. The tables in Annex F include a detailed description of the number of books that will be delivered to each school location. These are listed by district. EDC will provide the updated and final list of school addresses to a shortlisted Offeror.

****NB:** Deadline for delivery of books is 18 February 2022.

Annex G – Goods Receivable Note

Delivery Note

Waybill No :

Province:	District :
Name of School:	School Address:
Delivered by :	Date :

Materials Delivered / Materials Missing /Materials in Excess

	Books delivered: Check/Circle each type of workbooks delivered	Quantity Delivered – Write in the total quantity of each workbook	Quantity Missing from Shipment	Quantity in Excess of Shipment
1	Learner Book – Grade 4:			
2	Learner Book – Grade 5:			
3	Learner Book – Grade 6:			
4	Learner Book – Grade 7:			
5	Learner Book – Grade 8:			
6	Learner Book – Grade 9:			
7	Learner Book – Grade 10:			
8	Learner Book – Grade 11:			
9	Learner Book – Grade 12			
10	Educator Guide – Grade 4			
11	Educator Guide – Grade 5			
12	Educator Guide – Grade 6			
13	Educator Guide – Grade 7			
14	Educator Guide – Grade 8			
15	Educator Guide – Grade 9			
16	Educator Guide – Grade 10			
17	Educator Guide – Grade 11			
18	Educator Guide – Grade 12			

Individuals who must acknowledge receipt and confirmation of the Learner Book and Educator Guide

Driver of Vehicle

Name	
Signature confirming receipt	
Date	

Head of School

Name	
Signature confirming receipt	
Date	
School Stamp	