

Request for Quotations

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Request for Quotations for Procurement of
2 (TWO) U.S.-built Vehicles
for the USAID-sponsored Basa Pilipinas Project**

Date of Issuance:
May 15, 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 Basa Pilipinas Project is a national early grade reading project that supports the Philippines Department of Education's Every-Child-A-Reader Program (ECARP). It also provides technical assistance to DepED in its implementation of mother tongue instruction. The project is USAID's first nationwide education project, as well as the first to provide direct support to a host government education program without the creation of a parallel project. The objective of the project is to improve reading skills of one million children in the early grades in selected areas in Luzon, Visayas, and Mindanao, in Filipino, English, and selected mother tongues. EDC's work on the Basa Pilipinas project is funded by the U.S. Agency for International Development (USAID); organizations submitting proposals in response to this Request for Quotations (RFQ) have no relationship with USAID under the terms of this RFQ or any resultant contract. All communications regarding this RFQ must be directed to EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of the RFQ is to invite prospective offerors to submit quotations for supplying 2 (TWO) U.S. built vehicles to be used by the USAID Basa Pilipinas Project, implemented by EDC.

1.2 Coverage & Participation

The commodities included in this RFQ shall be for used for transportation of staff, consultants and other stakeholders as necessary to accomplish the activities set forth under the USAID Basa Pilipinas Project in the Philippines.

1.3 Eligibility

This procurement is open to offers from providers in the U.S. and the Philippines, or any country included in the 937 geographic code (reference Annex C).

2. General Information

2.1 Original RFQ Document

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

2.2 RFQ Provisions

1. All information provided by EDC in this RFQ is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.

2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a quotation. This is the offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.

2.3 Schedule of Events

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

TIME	DATE	Time Table
5:00 PM U.S. EDT	May 24, 2013	Deadline for request for any clarifications from EDC
5:00 PM U.S. EDT	May 31, 2013	Deadline for submission of quotations

3. Quotation Submission and Selection

3.1 Offeror's Understanding of the RFQ

In responding to this RFQ, the Offeror fully understands the RFQ in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential offerors—in writing—by May 24, 2013, 5:00 PM U.S. EDT. 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 May 24, 2013, 5:00 PM U.S. EDT to:

Education Development Center, Inc.
Attention: Julio Noguera, International Project Coordinator.
E-mail: jnoguera@edc.org

3.3 Quotation Submission

Quotation must be delivered via email to:

Education Development Center, Inc.
Attention: Julio Noguera, International Project Coordinator.
E-mail: jnoguera@edc.org

All quotations must be received by EDC, before the deadline date and time, May 31, 2013 5:00 PM U.S. EST.

3.4 Evaluation Criteria

EDC shall evaluate all quotations based on:

- Overall responsiveness of quote;
- Conformance to the specifications listed in Section 4;
- Total Price;
- Delivery Period;
- Warranty Provisions;
- In-country after sales service availability; and
- Payment terms and conditions.

3.4.1 Selection

EDC shall select the lowest compliant quotation. In order to be considered compliant, the vendor must supply items that meet all of the specifications listed in Section 4. EDC reserves the right to reject any or all quotations at any time with no penalty.

4. Technical Specifications & Requirements

4.1 Specifications for Commodities

At a minimum, the vehicles must have the following specifications:

- a. **Vehicle type:** SUV, light van or crossover
- b. **Year:** 2013-2014
- c. **Origin:** Vehicles must be manufactured in the U.S.
- d. **Source:** U.S. or the Philippines, or any 937 geographic code country (reference Annex C)
- e. **Nationality:** U.S. or the Philippines, or any 937 geographic code country (reference Annex C)
- f. **Engine:**
 - a. Minimum Liter: 2.0;
 - b. Maximum Liter: 3.5;
 - c. 6 Cylinder, 24 valve
- g. **Traction:** 4x2
- h. **Output:**
 - a. Minimum Output: 101 HP;
 - b. Maximum output: 290 HP
- i. **Torque:**
 - a. Minimum torque: 160 lb-ft, @ 3200 RPM;
 - b. Maximum torque: 255 lb-ft @ 4800 RPM
- j. **Transmission:** Automatic
- k. **Fuel Type:** Gasoline or Diesel
- l. **Fuel tank capacity:**
 - a. Minimum 52 liters;
 - b. Maximum 80 liters
- m. **Sitting capacity:** 7-8 passengers
- n. **Wheels:**

- a. Minimum 15 inches (381 mm);
 - b. Maximum 20 inches (508 mm)
- o. **Security:** Anti Block Braking System (ABS), Airbags for driver and front passenger.
- p. **Width:**
 - a. Minimum 1,775mm;
 - b. Maximum 2,300mm
- q. **Height:**
 - a. Minimum 1,560mm;
 - b. Maximum 1,800mm
- r. **Standard features:** power windows and door locks, Radio/CD Player with MP3 CD capability, air conditioning.

4.2 Warranty and Serviceability

1. All offerors must provide warranty information in order for their quotation to be considered.
2. All offerors should demonstrate that the vehicles are fully serviceable (i.e. spare parts available and existing service/repair shops) in the Philippines, especially in Cebu, La Union and Batangas.
3. Offeror's must include full details (e.g. name, address, and contact person information) of the official distributor in-country that will be responsible for after sales services and warranty coverage.

4.3 Shipment

1. The selected vendor must ocean ship, via a US flag carrier, to Manila, the Philippines.
2. The vendor must be able to initiate the shipment of the items within 60 calendar days of written notification from EDC that EDC will purchase the items from the selected vendor.
3. All offerors must provide a timeline for shipment in order for their quotation to be considered.

All of the specifications listed above must be met.

5. Price Quotation Requirements

All vehicles will be free of import duty, VAT or other taxes. EDC will provide the necessary exemption documentation. The price quotation must include:

1. The costs for the items, including any necessary components to meet the specifications in Section 4;
2. All shipping costs including insurance, and all costs for customs clearance, and must be shown separately from the costs of the items;
3. Prices should also include all pre-delivery inspection before delivery to the end user;

The price quotation must be in U.S. Dollars. All offerors must provide a price guarantee that the quotation price remains valid for 90 days.

4.4 Invoice Terms and Conditions

To be considered for contract award, all offerors must include their standard payment terms and conditions.

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 in the U.S. or the Philippines, or any country listed in the 937 geographic code (reference Annex C).
- Demonstrated ability for the organization to legally operate in the U.S. or the Philippines, or any country listed in the 937 geographic code (reference Annex C).
- Contact information regarding the quotation to include the following:
 - (a) the individual(s) full name and title,
 - (b) full office address,
 - (c) telephone and fax number,
 - (d) email address
- A list of the offerors's key individuals including:
 - (a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees);
 - (b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president);
 - (c) the program manager(s) for the proposed contract;
 - (d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the commodities.
- Names, email addresses, phone numbers and contact people at three organizations who have been clients of the offeror during the last 18 months, whom EDC can call on as references.
- Information regarding any current litigation in which the offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

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

7.2 Organizational Certification

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

Annex A—Organizational Certification

This certification attests to the Offeror's awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein.

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

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

(Offeror Name)

Agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The quotation shall remain in effect for a period of 90 calendar days as of the Due Date of the RFQ.

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

☐ IS

☐ IS NOT

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

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

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

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

2. its status* is (check all that apply; see Annex B for standard definitions):

☐ Small Business (SB) (self certification)

☐ Small Disadvantaged Business (SDB) (self certification)

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

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

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

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

☐ Large Business (LB)

☐ Other Certification, certification: _____

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

Annex C – 937 Geographic Code Countries

Countries included in the 937 Geographic Code per ADS 310 (310maa_020612)

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