



## REQUEST FOR QUOTATIONS (RFQ)

**RFQ Number:** RFQ-173-VLM-19  
**Description:** Printing of Educational Materials - Mozambique  
**RFQ Release Date:** 26-October-2020  
**Clarifications due date:** 03-November-2020  
**RFQ Closing Date:** 10-November-2020  
**RFQ Closing Time:** 11:30 PM Maputo, Mozambique Local Time

Creative Associates International, Inc., acting on behalf of the USAID Vamos Ler project in Mozambique is soliciting offers for the supply of Printed Materials as described in the attached pages. Creative is implementing an official project of the United States Agency for International Development (USAID) under USAID Contract No AID-OAA-I-14-00052, Task Order AID-656-TO-16-00003.

All correspondence and/or inquiries regarding this Request for Quotations (RFQ) must reference the above RFQ number and **be directed via email only to:** [bids@vamoslermoz.com](mailto:bids@vamoslermoz.com).

All questions and inquiries must be received no later than November 03, 2020 at 11h30 PM (Mozambique Time). Responses will be on Creative's Procurement web page ([Procurement](#)) as well as sent to all vendors who requested the RFQ no later than November 5, 2020 All communications must be through the email address listed above. **Phone calls regarding this solicitation will not be accepted.**

Please submit your offer for the goods described in the attached pages in accordance with the terms of the RFQ.

This RFQ includes the following sections:

1. Introduction
2. Instructions to Offerors
  - Attachment A: Bill of Quantities and Technical Printing Specifications (*Please refer to excel sheet herein attached*)
  - Attachment B: Statement on Source and Nationality
  - Attachment C: RFQ Check List
  - Attachment D: Pricing Template

Sincerely,  
Creative Associates Procurement Dept.  
Maputo, Mozambique  
[bids@vamoslermoz.com](mailto:bids@vamoslermoz.com)



## 1. Introduction

The Vamos Ler Project is a USAID-funded project based in Mozambique and implemented by Creative Associates International, Inc. (Creative). The goal of Vamos Ler Project is to support the Government of Mozambique Ministry of Education to address the quality of teaching in primary schools with a view to increasing early grade reading skills. The project also focuses on increasing parental and community engagement to foster an environment that emphasizes the importance of reading.

### PURPOSE

To further these objectives, Creative wishes to procure: Printing of educational materials-Grade 4 Student Books. Creative is soliciting quotations from qualified companies to supply these supplies/services which meet at the best specifications described below.

This procurement is divided in **two lots** and Creative is requesting that suppliers submit quotations based on original quantities only.

#	Title	Quantity
<b>LOT 1</b>		
<b>Grade 4</b>		
<b>Student Books</b>		
1	Student Reading Textbook - Emakhuwa	127,110
2	Student Reading Textbook Echuwabo	72,380
3	Student Reading Textbook Elomwe	12,170
4	Student Reading Texbook- Portuguese	42,560
<b>Lot 2</b>		
<b>Grade 4</b>		
<b>Teachers Manual</b>		
5	Teacher's Handbook Portuguese + L1 Languages	19600



6	Math Student Math Textbook L2	127,110
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Offerors are not required, however are strongly encouraged, to submit quotations for all two Lots.  
 For detailed specifications requirements on the two Lots, please refer to **Attachment A** Bill of Quantities and Technical Printing Specifications

**2. Instructions to Offerors**

Offer Deadline: Offers must be received **no later than:**

10-November-2020

11:30 PM Maputo, Mozambique Local Time

Via email only to [bids@vamoslermoz.com](mailto:bids@vamoslermoz.com).

Vendors are provided six material samples in electronic copy along with this RFQ. Vendors are expected to provide complete printed and bound copies, as physical samples.

#	Title	Qty	Size	Cover Colors	Cover Weight (gsm)	Cover Finishing UV	Type	Inner pages	Paper gsm Woodfree Uncoated	Binding	Inner pages UV
1	Student Reading Textbook - Emakhuwa	1	B5	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no
2	Student Reading Textbook Echuwabo	1	B5	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no
3	Student Reading Textbook Elomwe	1	B5	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no
4	Student Reading Textbook- Portuguese	1	B5	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no



5	Teacher's Handbook Portuguese + L1 Languages	1	A4	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no
6	Math Student Math Textbook L2	1	A4	4/0.	250 C1S Gloss (coated one side)	Yes	Offset	4/4.	WFU 80gsm	Perfect Bound	no

Offeror may download the samples books here: ([Procurement](#))

All samples are to be sent to the Vamos Ler! Mozambique office on the following address: Maputo, Mozambique – Rua Orlando Mendes, No 128, Sommerschild. All samples are to be sent at no cost charged to Creative. All samples must be received no later than the closing date 10-November-2020.

Offers received after this date will not be considered.

**1. Source:** All goods and services supplied under this order must meet USAID Geographic Code 935 (special free world) in accordance with the US Code of Federal Regulations (CFR), 22 CFR 228. This means that items may be from any country except for the seven countries outlined below. The cooperating country for this RFQ is Mozambique.

Under no circumstances may items or items with components from the following countries be purchased: Iran, Cuba, Iraq, Laos, Libya, North Korea, or Syria.

**2. Warranty Requirements:**

Offeror must provide a document with proposed or applicable warranty for each of the printed materials for their quotation to be reviewed. 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 Creative 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;
- 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 Creative.

### Other Requirements

Offerors may not provide any printed materials that 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.

**3. Packaging and Delivery:** Packaging and delivery will be arranged by the vendor. All items must be delivered according to the agreed delivery schedule after the agreement is signed. Required delivery date for all materials at the Provincial Warehouses is the last week of January 2021, at the latest.

All delivery costs will be included within the price offer. It will be the full responsibility for the printing company to also pack and deliver the books to the warehouse as the books:

#### Specification Of the Wrapping and Delivery:

- Wrap film (Industrial wrap film resistant material XXXX)
  - All material boxes must be wrapped in sticky paper (plastic) to avoid moisture and damage just outside.
  - Each winding must have 4 layers or 4 turns;
- On cartons (3 ply each),
  - The boxes must be at least 3 layers thick.
  - They must not exceed the maximum material capacity in each unit;
  - They must be properly sealed, without additions/scraps (please refer to image below on **what not to do**), with adhesive tape and wrapped with plastic;





- Palletize, size 1.2 meters (Length) x 1.10 m (width) x 0.19 m (height)
  - The entire cargo must be palletized, in order to allow the use of a forklift during offloading and inside the container warehouse;
  - The palletized cargo must be per district, do not mix 2 or more districts on a pallet;
- Sort and label all the books with details on final destinations.
  - All boxes must be properly identified by Province, District, ZIP and school;
  - Pallets must be enumerated and there is a material list per pallet, with all detailed information (Province, District, ZIP, School name, Number of books and title);

Offerors must specify the type of box/container that will be used to pack the print materials; at a minimum, the box/container must protect the print materials from rain, moisture, dust, dirt, or other elements. Labelling will be colored coded per district and will include the Province, ZIP, and the school, Title of the book, and packing information on each carton. Please see below example of the required label;

*Student Book Grade 4 Elomwe*

*Provincia: Zambezia*

*Distrito: GURUE*

*ZIP: Invinha*

*Escola: EPC de Narre*

*Quantidade: 300 (in packs of 10)*

- Offloading -Manual labor offloading will not be accepted, and each offload must limit for one hour per 40ft container.
  - Unloading must be with a forklift, as manual unloading will not be accepted nor will it allow;
  - The unloading of each container cannot take more than 1 hour;
  - The unloading and organization of the cargo by district is the sole responsibility of Gráfica;
  - The forklift rental is part of the unloading process, which is why Gráfica is responsible for allocating it to the provincial warehouses;

In addition, vendors final delivery locations is at Creative's Quelimane and Nampula Warehouse.

There are a total number of 1,950 schools in 21 Districts. Details on materials and respective quantities per school will be provided on award. Information on number of schools, is only for sorting and labelling purposes.

Liquidated Damages – the time fixed for delivery is the essence of the contract, and all damages for late delivery or any other form of non-compliance with the contract terms shall be strictly enforced. In the event of delay in performance Creative reserves the right to retain as liquidated damages from any money due to the contractor an amount equal to one (1) percent of the cost of the undelivered portion for every day of delay or a part thereof, reckoning from the time fixed by the contract. The total amount of the liquidated damages shall, however, be limited to fifteen (15%) percent of the value of the delayed contract.

#### **4. Inspection of Print Materials**



The selected Offeror shall provide Creative written notification before each print run. The number of days for notification will be specified in the contract. (Creative or its designated representative may attend the tests and/or inspections conducted at the premises of the selected Offeror). Creative 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 bid by Creative. Costs will be based on the offeror's location.

Creative will inspect and test the print materials to determine whether they conform to the specifications. Any payments made before inspection for conformity shall not constitute an acceptance of such services or impair Creative's right to inspect the print materials. Print materials rejected or in excess of quantities ordered may be returned to selected Offeror at the selected Offeror's expense, subject to the following: Creative 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 Creative's specifications and standards, subject to test or inspection that shall be carried out by a Creative representative. The decision of Creative's 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 Creative.

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 Creative, 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 Creative for nonconformity.

## **5. Shipment of Books**

The selected offeror(s) must deliver the printed materials to Creative in Nampula and Quelimane. If the selected offeror will need to air- or ocean-ship the printed materials to deliver the printed materials, 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. The offeror must be able to initiate the shipment of the printed materials so that the printed materials are delivered by the dates specified. All offerors must provide a timeline for shipment in order for their quotation to be considered; the timeline should indicate the country of origin of the shipment, if known.

## **6. Quotations:**

- Prices must include delivery to Nampula City and Quelimane City, including any related **offloading costs.**
  - Offers must show unit prices, extensions, and total prices.
  - Quotations must be a fixed price, expressed in USD.
  - Please note that all quantities listed are estimates and that the final quantities will be determined prior to making an award.
  - For bidding purposes, the quantities are subject to a +/- 10% variance. Bidders will be held to the quoted prices so long as the quantity is within the +/- 10% range.



- Because materials are currently being finalized, please note that the extent of pages for each title is also subject to a slight variation (10 %).
- Please quote using the page counts provided but be prepared for a slight difference once the materials are final. Also note that the number of extent pages only refers to the interior pages, cover is to be separate.
- Please quote a low-cost, environmentally friendly packaging alternative for each set of books and when quoting please remember that recycled paper will not be acceptable.

**NOTE: ALL QUOTATION MUST BE BASED ON CURRENT BANK RATES. OFFERS DETERMINED TO OFFER OTHER THAN BANK RATES WILL BE DIS-QUALIFIED. NO PARALLEL MARKET PRICING WILL BE ACCEPTED.**

Offerors shall fill in the unit price for each item in Attachment A. For each item, the quantity given in the “Quantity” column shall be multiplied by the unit price and the result entered in the “Total Amount” column. In case of any discrepancy between a unit price and an amount, the unit price will be taken as correct and the amount adjusted accordingly. For any item for which a unit price or amount is not shown, it will be assumed that the Offeror is not including that item in their proposal.

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Below find attached the proposed payment schedule for this purchase order agreement, please note that Creative will not be providing advances, all payment shall be done based on deliverables, invoices and proof of completion of the deliverables, as applicable.

**Payment Schedule:**

Milestone No.	Milestones Description and Required Deliverable's	Payment Amount (%)	Amount in USD	Completion Dates
Milestone No. 1	Workplan is provided to Creative with all production and transport schedule with final delivery dates.	10%	XXXXXXXXXX	XXXXXXXXXX
	Printing, Packaging of 30% materials for delivery to Nampula and Quelimane. Vendor will be requested evidence of this milestone (pictures and videos)			
Milestone No. 2	Printing, Packaging of remaining 70% of all education materials for delivery to Nampula and Quelimane.	30%	XXXXXXXXXX	XXXXXXXXXX



Milestone No. 3	Confirmation of receipt of all items in good order, inspected by Creative or its representative in both Nampula and Quelimane, Mozambique.	60%	XXXXXXXX	XXXXXXXXXXXX
	TOTAL PURCHASE AGREEMENT AMOUNT (MTS)	100%	XXXXXXXX	

Completion Dates will be discussed and agreed before signature of the Purchase Order Agreement.

**Quotation Submission**

Offerors must submit their quotation on their letterhead or stationery and must include the following:

1. Completed pricing template in the format specified in Attachment D;
2. Draft delivery schedule
3. Source & Nationality Form (Attachment B)
4. Complete Company Profile (limit 2 pages);
5. The RFQ Completion Checklist (see Attachment C);
6. Vendors are provided five material samples in electronic copy along with this RFQ. Vendors are expected to provide complete printed and bound copies, as physical samples.

All other required documentation.

It is the responsibility of the offeror to ensure that the quotation and required samples are delivered to Creative’s office by the deadline date listed in this RFQ. Late submissions will not be considered. All quotations must be received before the deadline and time, (10-November-2020 at 11PM Local Time)

**Negotiations:** Best-offer quotations are requested. Award will be made to a responsible supplier submitting the offer with the Best Value combination of technical merits and reasonable cost.

Creative reserves the right to accept or reject any or all offers or any part of any offer, to waive defects, technicalities or any specifications (whether they be Creative’s specifications or Offeror’s response), to sit and act as sole judge of the merit and qualifications of each offer received, or to solicit new quotations on the same project or on a modified project which may include portions of the originally proposed project as Creative may deem necessary in the best interest of Creative.

Creative may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best quotations with their original submissions. Creative 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 Creative determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.



**Evaluation and Award:**

Basis of Award: The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of **60 points** in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

**EVALUATION CRITERIA**

**1. Technical Competence – presented in the Technical Proposal** **100 points**

**A. Technical Approach** **80 points**

Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below:**

Category	Brief Explanation	Scoring
1) Capacity of Print Facility	<p>Creative seeks to contract with a vendor able to manage a high-volume print run. Vendors shall submit a list of available equipment, including:</p> <ul style="list-style-type: none"> <li>• Established sheet offset and web offset lithography printing press</li> <li>• Offer specialization in BOTH sheet offset and web offset lithography printing.</li> <li>• Have previous textbook printing/publications experience (at least one similar contract of similar scope of textbook printing)</li> <li>• Desktop Publishing applications and devices to support:               <ul style="list-style-type: none"> <li>❖ Computer to film facilities or computer to plate facilities o Plate-making capacity</li> <li>❖ Sheet-fed and web-fed offset lithography printing machinery capable of printing in one and four colors: Minimum A2 size machine requirement for sheet offset.</li> </ul> </li> <li>• Finishing and Binding Capacity:               <ul style="list-style-type: none"> <li>❖ Perfect Binding: Automated section stitching</li> <li>❖ Saddle Stitching: Automated section stitching Heat Lamination: minimum A3 size capacity</li> <li>❖ Aqueous varnish</li> </ul> </li> <li>• Packing capacity with 5 ply cardboard boxes</li> <li>• Packaging must be moisture resistant</li> </ul> <p>Vendors that are able to demonstrate capacity to handle large print runs will be scored more favorably than those who cannot demonstrate this experience.</p> <p>Vendor should be a registered printing company (not a print buyer or agent)</p>	<b>20 Points</b>



2) Quality of Print Samples	<p>Creative seeks to contract with high-quality vendors who can deliver the best value to Creative’s local partners. Vendors are provided two material samples in electronic copy along with this RFQ. Vendors are expected to provide complete printed and bound copies. Samples will be evaluated based on:</p> <ul style="list-style-type: none"> <li>• Overall impression of the print quality: Vendors that provide a high-quality sample will clean printing, crisp illustrations and vivid colors will be scored more favorably than vendors that provide a lesser quality</li> <li>• Conformance to the specifications listed in Attachment C of the RFQ: Vendors that provide a high-quality sample that conforms to the exact specifications listed in Attachment C will receive a full ten-point score. Vendors that do not will be scored zero.</li> <li>• Quality of Binding and Trimming: Binding must conform to the specifications listed in Annex A, either thread-sewn or staple binding. Trimming of pages should be uniform and clean. Vendors that provide a high-quality sample will be scored more favorably than vendors that provide a lesser quality</li> <li>• Quality of Cover Material: Vendors that provide a high-quality sample that conforms to the requested specs will be scored more favorably than vendors that provide a lesser quality</li> </ul>	40 points
3) Scheduling Plan	<p>Describe clearly the practical steps you will take to ensure that all materials are available in the Provincial Warehouses by the last week of January, 2021. Given the tight timeline to implement all work, what steps will you take to ensure that all work adheres to deadlines as stated?</p> <p>Scheduling plans that are more realistic, and that propose realistic timelines and mitigation plans will be evaluated more favorably than those plans that do not take these factors into consideration.</p>	20 points
<b>Total</b>		<b>80 points</b>

**If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFQ, the Offeror’s proposal will be automatically disqualified.**

**B. Past Performance and Experience**

**20 points**

Document and summarize your proven track record of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFQ and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.

Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFQ will be scored more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with Creative, they cannot be positively evaluated on this experience unless it is provided in the Offeror’s proposal.



#	Activity Title	Location(s) of activity	Synopsis of the activity and relevance to this RFQ	Performance period (date, duration and if completed on schedule)	Amount for the activity	Name & Contact Info (E-mail <u>and</u> phone) of client
1						
2						
3						

**9. Type of Contract:** Creative intend to award Fixed-Priced Purchase Orders (PO) for this activity. Creative may award the procurement in full or in part to one Offeror, multiple Offerors, or no Offerors.

**10. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Creative to award a purchase order, nor does it commit Creative to pay for costs incurred in the preparation and submission of a proposal. Creative may award the procurement in full or in part to one Offeror, multiple Offerors, or no Offerors. This solicitation is subject to Creative terms and conditions. Any resultant award or purchase order will be governed by these terms and conditions.

Creative 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.

**RFQ Provisions**

1. All information provided by Creative in this RFQ is offered in good faith. Creative makes no certification that any item is without error. Creative 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 Creative 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 Creative upon delivery to Creative.
4. Additional documentation may be required prior to selection.
5. All quotations in response to this RFQ and other communications related must be written in English.



**Attachment B: Statement on Source & Nationality**

**STATEMENT ON RULES ON SOURCE AND NATIONALITY FOR COMMODITIES AND SERVICES FINANCED BY USAID**

[CITE: 22CFR228.11], [CITE: 22CFR228.14]

Hereby the Offeror certifies that:

He/she has thoroughly studied the Section 2.1 of this RFQ containing “Rules on Source, and Nationality for Commodities and Services financed by USAID” [CITE: 22CFR228 Subpart B] and his/her company as well as all the components and commodities being offered in his/her Offer to this RFQ meet all required source and nationality eligibility criteria as specified under Section 2.1 of this RFQ.

Name

Title

Signature

Date



**Attachment C – RFQ Completion Checklist**

Please include this checklist with your Quotation

**Name of Offeror:** \_\_\_\_\_

<b>Items to be included with quotation</b>	<b>Submitted</b>
Checklist (Attachment D)	
2. Signed Attachment B	
3. Quotation on Letterhead with Technical Proposal	
Price guarantee valid for 90 days	
Timeline for Production and Shipment	
Warranty Information	
Completed and signed	
Documents of Incorporation	
b. Active Registration	
c. List of Key Personnel	
d. References (3)	
8. Attachment A – Price Template utilizing template provided in excel format	
9. Complete printed and bound requested samples	
11. Evidence of DUNS Number (if you do not have a DUNS Number you can request here <a href="https://www.dnb.com/duns-number/get-a-duns.html">https://www.dnb.com/duns-number/get-a-duns.html</a> or <a href="https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html">https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html</a> )	