



Request for Quotations No. 2022-488

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

**Request for Quotations for Procurement of
Printing, Packaging, and Delivery of;**

**Journeys Plus Pocketbooks for Pupils
(My HIV and Violence Prevention & Response Pocket Book)**

Date of Issuance: November 15, 2022

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.

The United States Agency for International Development (USAID) through EDC, implements the USAID Integrated Child and Youth Development (ICYD), a five-year Activity for Ugandan children and youths especially the most vulnerable, to receive the support and services necessary to lead resilient, healthy, and productive lives.

EDC’s work on the ICYD Activity 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, package and deliver, Journeys Plus (My HIV and Violence Prevention & Response) Pocketbooks for Pupils to Kampala, Uganda.

1.2 Eligibility

The authorized Geographic code for this procurement is 937. Code 937 is the United States, Uganda, and developing countries other than advanced developing countries, excluding any country that is a prohibited source.

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

- 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.
- 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.
- All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
- 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	STEP
A	4:00 PM, Uganda time	November 23, 2022	Deadline for request for any clarifications from the EDC. Questions must be submitted in writing via email to UgandaProcurement@edc.org

B	04:00 PM, Uganda time	November 25, 2022	Estimated date for issuance of any clarifications by EDC. All Questions will be answered in one document and sent to all offerors.
C	5:00 PM, Uganda time	December 2, 2022	Deadline for submission of quotations by email to UgandaProcurement@edc.org

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: The Senior Procurement Manager
 E-mail: UgandaProcurement@edc.org
 Email subject: "Questions regarding RFQ No. 2022-488"

3.3 Quotation Submission

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

Education Development Center, Inc.
 Attention: The Senior Procurement Manager
 E-mail: UgandaProcurement@edc.org
 Email subject: "Quotation in response to RFQ No. 2022-488"

The technical quotation and the cost quotation must be sent in separate emails. Quotations must have the subject line of "Quotation in response to RFQ No. 2022-488 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.

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

Anti-Fraud Policy: Please read, sign and return with your submission, the anti-fraud letter (**Annex G**). Not signing and submitting this letter will make you ineligible to conduct business with ICYD.

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. Only the selected offeror(s) will be required to submit two hard copy samples of each of the print material requested in this RFQ for approval before mass production. These shall be delivered to Kampala by courier for final review and approval by the EDC technical team (delivery address will be provided to selected vendor(s)). Any samples submitted will remain the property of EDC and will not be returned to Offerors after the EDC bid evaluation process is completed.

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 will be considered for award.

3.4.2 Compliance with Technical Specifications & Requirements

Offerors may be disqualified if the quotation does not demonstrate compliance with Section 4, Technical Specifications & Requirements

3.4.3 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able to deliver services of a similar or larger scope on time and in a satisfactory manner. If the offeror is not a Ugandan registered company, then evidence of prior export experience to Uganda is desirable and documentation supporting this experience be submitted with the offer.

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) which conform to this RFQ offer the best value. 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 goods 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.

Preference may be given to Offerors who have experience providing products of a similar or larger size and scope in Uganda.

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. **The Offeror is requested to make a side-by-side comparison of the EDC required technical specifications and those your organization is proposing. If there is any deviation from what EDC is requesting, please provide a detailed explanation for each point that does not match the exact technical specification requirement.**

4.1.1 Technical Specifications

Technical specifications for the materials to be printed are:

Type of material to be printed	Journeys Plus Pocketbooks for Pupils (My HIV, Violence Prevention & Response Pocket Book)
Number of items to be printed	473,000 Copies
Total number of pages per item	36 pages, excluding cover pages
Inner Pages finished size of printed material	A6 (10.5cm × 14.8cm)
Cover Size	A5 (14.85 x 21cm)
Colors	Covers in full color (4 x 4c)
Bleeds	N/A
Binding	Saddle Stitch Binding
Paper	Cover: Weight: 300 gms – Artboard, UV Varnished, Coated on one side gloss and laminated Interior: Weight: 150 gms, Art Paper, white, wood-free, 95% brightness, 90% opacity for the material’s internal pages, printed double sided. Full Color.
Artwork	Print-ready files available at ICYD
Illustrations	Full Color illustrations as per provided artwork
Packing	3 ply cardboard box
Sample	A sample (2 copies) 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.
Review of Sample by EDC	Number of days required for review = 1 day
Changes	Number of days that changes may be submitted 5 including mailing back and forth

4.1.2 Packing

The Offeror must provide a three (3) ply cardboard box that will be used to pack the print materials; at a minimum, the box/container must protect the books from rain, moisture, dust, dirt, or other elements.

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

USAID/EDC/ICYD Activity
Plot 3 – 5, Port Bell Road
Nakawa Business Park,
Block B, Floor 2

Contents: The label must include at minimum the title of the print material and the number of units in each box. Each box should not exceed 20kg.

4.1.3 Delivery Schedule and Location

The quotation must be based on the following delivery schedule, considering the delivery location specified below.

Deliverables	Quantity (Number of Units) Per Delivery	Delivery Schedule	Location
Journeys Plus Pocketbooks	473,000	No later than January 13, 2023	Bollore Warehouse, Kisugu – Namuwongo Kampala, Uganda
Total Number of Print Materials	473,000		

All Journeys Plus Pocketbooks for Pupils must be delivered no later than January 13, 2023. If for any reason, it is not possible to deliver the materials on or before January 13, 2023, 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 January 13, 2022.

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 bid 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 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 of or damage to any services rejected by EDC for nonconformity.

4.1.5 Warranty

Offeror must provide a document with proposed or applicable warranty for each of the printed materials in order 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 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;
- All services furnished comply with all applicable local laws and regulations concerning health, safety and environmental standards and requirements.
- 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, Shipment, and Delivery

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 goods to Education Development Center, Inc. (EDC) in order to fulfill the deliverables or services, air or ocean shipping must be in compliance with USAID and U.S. Government regulations which require shipment via US flag carrier. If a US flag carrier is not available for all or some of the shipment, Offeror must provide specific information why a US flag carrier is not available for the specified sections of the shipping, what percentage is proposed to be shipped by US carrier and what percentage is proposed to be shipped by foreign carrier. 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. If the selected Offeror will not need to ship items, please state this in the quotation.

4.2.3 Delivery

The selected Offeror(s) must deliver the printed materials to the locations specified in Section 4.1.3. 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 timeline for delivery in order for their quotation to be considered.**

5. Quotation Requirements

Quotations must be submitted in English language.

5.1 General Requirements

Offeror must submit:

1. A detailed technical quotation explaining the printing services the Offeror proposes to meet the needs of EDC as described in Section 4. The quotation must include all the necessary technical information.

2. Selected offerors will be required to submit samples, delivered to Kampala by courier for final review by the EDC technical team. Any samples submitted will remain the property of EDC and will not be returned to Offerors after the EDC bid evaluation process is completed.
3. Timeline for Shipment in accordance with Section 4.2.2 of this RFQ or confirmation shipment of items will not be required.
4. Timeline for Delivery in accordance with Section 4.2.3 of this RFQ.
5. Completed copy of **Annex A**—List of Required Components for Quotation.
6. Detailed price quotation in accordance with Section 5.2 and **Annex B**.
7. The forms and certifications specified in Section 7 and **Annex C**.
8. The bid security form (**Annex F**)
9. Anti-Fraud Policy Letter read, signed and attached – **Annex G**

5.2 Price Quotation Requirements

The price quotation must include the costs for the printed materials including any necessary components to meet the specifications in Section 4, samples courier delivery and all final shipping costs. The quotation must include costs on a per unit basis as well as the total cost. Shipping costs must be shown separately from the costs of the items and from any other related tax.

For non-Ugandan entities, this procurement is on Delivery Duty Unpaid (DDU), Kampala, International Commercial Term (Incoterm). The funding of this procurement is tax exempt and EDC is responsible for providing tax exemption letter to the successful Offeror for customs clearance.

If the Offeror is a Ugandan entity (“Local Entity”), the price quotation must be in Uganda Shillings (UGX). If the Offeror is a non-Ugandan 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 days.

5.3 Bid Security

The Offeror shall furnish, as part of the quotation, a bid security, 2% of bid amount specified in the quotation and shall be valid until the specified bid validity period. Any quotation not accompanied by an acceptable bid security shall be rejected by the EDC.

The bid security of unsuccessful Offerors will be returned within 30 days of the end of the bid validity period. The bid security of the successful Offeror will be discharged when the Offeror has signed the contract and furnished the required Performance Security.

The bid security may be forfeited:

- (a) If the Offeror withdraws the quotation after closure of quotation submission and before the expiry of quotation validity;
- (b) In the case of a successful Offeror, if the Offeror fails within the specified time limit to:
 - sign the Contract; or
 - furnish the required Performance Security.

6. Contract Type and Payment

6.1 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 of sample copies	40%
Upon delivery, inspection and acceptance of printing materials	60%
The total payment amount shall be reduced by 0.1 % per workday for late delivery. “Workdays” shall be defined as Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays,	

excluding Uganda 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. The cumulative penalty to be paid by the supplier shall not exceed 10% of the contract price.

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.

6.2 Contract Terms

The anticipated contract terms and conditions for any resultant contract are provided in **Annex E**. EDC reserves the right, at its sole discretion, to revise the contract terms and conditions before issuance of a contract.

7. Organizational Information and Offeror Certification

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

Annex A—List of Required Components for Quotation

Please include this checklist in the Quotation.

Name of Offeror:

Items to be included with quotation	Submitted
A detailed technical quotation explaining the printing services the Offeror proposes to meet the needs of EDC as described in Section 4.	
Timeline for Shipment in accordance with Section 4.2.2 of this RFQ or confirmation shipment of items will not be required	
Timeline for Delivery in accordance with Section 4.2.3 of this RFQ	
Annex A—List of Required Components for Quotation	
Price Quotation (in the format required by Annex B— Price Quotation Template)	
Annex C—Organizational Information and Certification Form <ul style="list-style-type: none"> • Three (3) references to be contacted. • Certificate of Incorporation/ or registration • Valid Tax Certificate (for Ugandan entities) 	
Price guarantee for 120 days	
Warranty (Reference Section 4.1.5)	
Annex F- Bid Security	
Anti-Fraud Policy Letter read, signed and attached – Annex G	

Annex B— Price Quotation Templates

Template for Local Offerors:

Number	Description	A: Price for Sample	B: Quantity Copies Needed	C: Unit Price Per Item for Printing	D: Total Cost for Printing $D=A+(B*C)$	E: Shipping Price to Uganda, if Applicable	F: Delivery to Warehouse in Kampala	G: Grand Total $G=D+E+F$
		(UGX)		(UGX)	(UGX)	(UGX)	(UGX)	(UGX)
1	Journeys Plus Pocket Books for Pupils 36 pages, excluding cover pages		473,000					
Subtotal Price								
VAT 18% (if applicable)								
Total Price								

Template for Non-Local Offeror:

Number	Description	A: Price for Sample	B: Quantity Copies Needed	C: Unit Price Per Item for Printing	D: Total Cost for Printing D=A+(B*C)	E: Shipping Price to Uganda, if Applicable	F: Delivery to Warehouse in Kampala	G: Grand Total G=D+E+F
		(USD)		(USD)	(USD)	(USD)	(USD)	(USD)
1	Journeys Plus Pocketbooks for Pupils - 36 pages, excluding cover pages		473,000					
Total Price								

Annex C—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.

C1. 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 Unique Entity Identifier (UEI) Code ¹: _____

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; the NAICS code for this procurement is 323117:
 - Small Business (SB) (self-certification)²¹
 - Small Disadvantaged Business (SDB) (self-certification)

¹Offerors that currently have a UEI Code are requested to provide this information. Offerors who are not registered may do so at <https://sam.gov/content/duns-uei>. There is no charge for this registration. A UEI Code 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 UEI code will not affect the evaluation of the Offeror's quotation

²Please refer to **Annex D** 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.

- 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.)

C2. References

Please list the names, email addresses, phone 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. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.

Reference #1:

Organization Name: _____
 Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services and Print Materials Provided: _____
 Value of the Services and Print Materials Provided: _____
 Month and Year During Which Services and Print Materials were Provided: _____

Reference #2:

Organization Name: _____
 Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services and Print Materials Provided: _____
 Value of the Services and Print Materials Provided: _____
 Month and Year During Which Services and Print Materials were Provided: _____

Reference #3:

Organization Name: _____
 Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services and Print Materials Provided: _____
 Value of the Services and Print Materials Provided: _____
 Month and Year During Which Services and Print Materials were Provided: _____

C3. Incorporation, Registration, and Litigation

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 in Uganda, demonstrating that the organization can legally operate in Uganda, *if the Offeror will complete any work under a contract resulting from this RFQ in Uganda.*

- Attached
- For offerors that are not based in Uganda, offeror certifies that it will not complete any work under a contract resulting from this RFQ in Uganda and further certifies that it can legally operate in the country(ies) in which all work under a contract resulting from this RFQ will take place.

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.

C4. Key Individuals

The names and titles of the Offerors’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: _____

C5. 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.

C6. 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.

C7. 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.

C8. 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 Name)

agrees to be bound by the content of this Technical and Price 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.

C9. 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: _____

C10. Signature

Signature of Authorized Officer:

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

Annex D—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/)).

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

1. Offeror (“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.
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.

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. Sample Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.] _____

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Procuring Entity]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("The IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity,
 - (i) fails or refuses to execute the Contract Form; or
 - (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid. Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Annex G: Anti- Fraud Policy

Name of Offeror:

Name of Offeror Representative:

Title of Offeror Representative:

Address of Offeror:

Date:

RE: ICYD Anti-Fraud Policy

The Integrated Child and Youth Development Activity (ICYD) with headquarters in Kampala, Uganda is funded by the United States Agency for International Development and implemented by the Education Development Center, Inc. (EDC) in partnership with World Education Inc/Bantwana (WEI).

ICYD would like to emphasize to our suppliers of goods and services its commitment to ethical business practices by reminding our suppliers of the following:

- ICYD has a strict code of conduct policy which stipulates zero tolerance for fraud, waste or abuse in any form;
- Only ICYD staff are authorized to represent the organization. Each staff member is provided with official ICYD identification. It is acceptable to request identification from any ICYD staff member who is engaging with your organization. If there are any questions about the credentials of an ICYD staff member please contact the point person of ICYD;
- ICYD has a conflict-of-interest policy that requires staff to disclose when there is a potential conflict of interest with suppliers, and;
- ICYD’s policy does not allow bribes, commissions/incentives, gifts in-kind or in monetary form or collusion (bid rigging) between suppliers or service providers and ICYD staff.

If at any time your organization has concerns that an employee has violated ICYD policy, kindly contact me directly or any of the following project leads: Alfred Schulz, Deputy Chief of Party, aschulz@edc.org, 0752 792 171 or Dickens Okello Ocaya, dokelloocaya@edc.org, 0784 228 445. The information which you share with ICYD will be treated in the strictest confidence. We remain committed to applying these standards consistently.

We believe that conducting business responsibly benefits the people of Uganda as well as our various stakeholders, including employees, beneficiaries, suppliers and community members. **We would be grateful if you could sign this letter below signifying your receipt and understanding of this letter and submitting this along with your quotation. Not signing and submitting this letter will make you ineligible to conduct business with ICYD.**

As an organization, we value your service and look forward to a long and meaningful business relationship.

Yours sincerely,

Eileen Mokaya
Chief of Party
USAID ICYD Activity
Education Development Center
Email: emokaya@edc.org Telephone: 0789 332 481

Offeror’s acknowledgement

I acknowledge that I have read and understood the contents of this letter and will abide by the ICYD anti-fraud policies described herein.

Name of Offer’s Representative	Title	Signature	Date