



THE KAIZEN COMPANY

www.thekaizencompany.com

1700 K Street NW, Suite 440
Washington, DC 20006, USA
Tel: +1 (202) 299-9801

Date: January 29, 2018

Ref.: RFQ/KZN-LL/18/001

Subject: Request for Quotations for the printing of ABE Curriculum for Learners and Tutor-Mentors, Gbarnga, Liberia

The Kaizen Company (Kaizen) invites firms (local and international) to participate in this competitive solicitation for pricing and delivery of printing materials. Kaizen reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate Kaizen to enter into a contract nor does it obligate Kaizen to pay any costs incurred in the preparation of submission of any Response.

DESCRIPTION OF SERVICE

Kaizen is seeking a qualified vendor for the printing of ABE curriculum materials for the USAID-funded Learning Links project in Gbarnga, Bong County, Liberia. Kaizen is an incubator for innovative, scalable solutions that address emerging market challenges and opportunities based in Washington, DC (USA). We leverage existing knowledge, technology and new media, and local peer networks to support local reforms.

The USAID/Learning Links project aims to improve literacy and numeracy skills of girls who have left school due to pregnancy in Bong County and provide quality, accessible, and reliable education resources for out-of-school girls. In line with USAID/Liberia and USAID's global education strategy, the project will improve children and youths' literacy and numeracy skills; expand access to education in regions witnessing crisis and conflict; and foster innovation in education. This RFQ is the first batch in a series of printings that will reach 2,000 girls in Liberia.

Items #	Item Description	Number of page	Unit (pc, kg, set, box,)	Qty
01	ABE Curriculum Numeracy Level 1 Facilitator Manual Semester 1	200	Pc, Cover page color & interior black & white	15
02	ABE Curriculum Literacy for Work Level 2 Facilitator manual Semester 1	502	Pc, Cover page color & interior black & white	15
03	ABE Curriculum English language Arts Level 3 Facilitator manual Semester 1	186	Pc, Cover page color & interior black & white	15
04	ABE Curriculum English Language Arts Level 3	414	Pc,	75

	Learner's Workbooks Semester 1		Cover page color & interior black & white	
05	ABE Curriculum Literacy for work Level 2 Learner's Workbooks Semester 1	303	Pc, Cover page color & interior black & white	75

Delivery of Materials

Vendors must provide comprehensive delivery costs and timelines—in calendar days—for the proposed materials. The timeline should begin from full execution of the purchase order and end with materials delivered to the Learning Links office in Gbarnga. The materials need to be delivered by February 22, 2018.

REQUIREMENTS

Prospective vendors must submit the following information in the Response:

1. Be in the English language.
2. Be on the company’s letterhead with the company’s contact name and address.
3. **Include detailed information on the quality of materials proposed.**
4. **Contain detailed costs using Table 1: Price Schedule** (include below), in USD, with any applicable charges clearly identified, provided against each of the categories of services described. Please note that Kaizen is exempted from Value Added Tax in Liberia.
5. **Include a firm timeline in calendar days** for availability of the materials services described in this RFQ in Gbarnga, Liberia. In the event of delays beyond the firm delivery timeline provided, Kaizen may apply a financial penalty to be deducted from the final payment.
6. A contact name, email address, and telephone number to facilitate communication between Kaizen and the prospective vendor.
7. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective vendor’s offer being removed from consideration.

EVALUATION

Kaizen will evaluate bids based on the following criteria:

- | | |
|---|-----|
| 1. Price | 50% |
| 2. Material Specifications
(in relation to RFQ requirements) | 30% |
| 3. Delivery Time | 20% |

Evaluation Criteria Grading for Each Criterion:

- | | |
|-------------------------------------|----------|
| Exceeds Expectations | 4 Points |
| Meets Expectations | 3 Points |
| Meets most but not All Expectations | 2 Points |
| Does Not Meet Expectations | 1 Point |

APPLICATION

Your submission must be received through email no later than 5PM Monrovia local time on February 05, 2018, sent to the attention of the following: operations@learninglinks-liberia.com

Additional information can also be found on Kaizen’s website: <http://www.thekaizencompany.com/opportunities/partners-2/>

Email submission should have “RFQ/KZN-LL/18/001” and the service provider name in the subject line.

SCHEDULE OF EVENTS

Release of RFQ January 29, 2018
 Submission of Questions February 01.2018
RFQ Closes – Responses Due February 05, 2018 by 5pm Monrovia time

The schedule noted above may be changed at any time in the sole discretion of Kaizen.

GENERAL TERMS AND CONDITIONS

1. Kaizen’s project in Liberia is funded by the United States Agency for International Development (USAID), under Source and Nationality (S/N) Geographic Code 937. (For more information, please refer to <http://www.usaid.gov/ads/policy/300/310>.) A request for waiver may apply if necessary; however, the estimated time required to obtain the SON waiver will be considered within the “Timeline” in the Evaluation Criteria. Kaizen encourages all bidders to consider products that fall under S/N Geographic Code 937 as priority whenever possible.
2. Kaizen will only consider responses from responsible vendors for award.
3. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
4. Prices quoted must be valid for sixty (60) days.
5. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.

Table 1: Price Schedule

Participating vendors must provide the following information, per the specifications detailed above under “Description of Equipment & Services.”

ITEM NO.	ITEM DESCRIPTION & SPECIFICATIONS	QTY	SUBTOTAL (USD)
01	<i>Include details about the materials</i>		
02	<i>Include details about the materials</i>		
03	<i>Include details about the materials</i>		
04	<i>Include details about the materials</i>		
05	<i>Include details about the materials</i>		
Delivery Cost (If Applicable)			
Warranty/After-sale Service Cost (If Applicable)			
Applicable Taxes (Note: Kaizen is VAT Exempt)			
Total (USD)			

REQUIRED INFORMATION	
Delivery Timeline to Kaizen in Gbarnga, Liberia (Calendar Days from Purchase Order Execution to Final Delivery)	