

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1   16
1. REQUEST NO. 669-00-09-00103	2. DATE ISSUED 04/22/09	3. REQUISITION/PURCHASE REQUEST NO. 669-A12-09-020	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING ▷
5a. ISSUED BY USAID/Liberia			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Brian Aaron		TELEPHONE NUMBER AREA CODE: 202 NUMBER: 216-6353 (US)		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE Ministry of Education	
a. NAME Brian Aaron		b. COMPANY USAID/Liberia		b. STREET ADDRESS
c. STREET ADDRESS 111 Mamba Point, UN Drive			c. CITY Monrovia, Liberia	
d. CITY Monrovia, Liberia		e. STATE	f. ZIP CODE	d. STATE e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)

12. DISCOUNT FOR PROMPT PAYMENT ▷	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS					a. NAME (Type or print)	
c. COUNTY			c. TITLE (Type or print)		NUMBER	
d. CITY		e. STATE	f. ZIP CODE			

**Request for Quotation (RFQ) for Presidential Textbook Procurement  
for the Liberian Ministry of Education  
April 21, 2009**

**1.0 INTRODUCTION**

This RFQ will assist USAID/Liberia in its efforts to provide the Ministry of Education (MoE) with at a minimum 300,000 books including some combination of junior secondary school textbooks and primary grade school textbooks under USAID/Liberia's "Increased Access to Essential Services Provided by National and Local Organizations" Strategic Objective #669-008. USAID/Liberia will use FY 2008 Development Assistance/Basic Education funds provided by the Presidential Initiative for Expanding Education (PIEE) and Presidential Africa Education Initiative (AEI) to procure, import, and deliver the books to the Ministry of Education warehouses in Liberia educational books approved and requested by the Liberian Ministry of Education.

This RFQ is being conducted in accordance with Federal Acquisition Regulation (FAR) Subpart 13.5 – Test Program for Certain Commercial Items that allows the use of simplified acquisition procedures for acquisition of supplies and services in amounts greater than the simplified acquisition threshold but not exceeding \$5.5 million dollars.

**1.1 *Background to the Activity***

USAID has identified re-building the education system as one of the critical components of its development program in Liberia. Emerging from 14 years of civil war, the country's public sector infrastructure and services have been all but destroyed. Not only are schools and other education institutions functioning at sub-optimal levels, but the Ministry of Education lacks the financial, technical and human resource capacity to support the regeneration of this system. Appropriate instructional materials are one significant limiting factor. The existing student-to-textbook ratio in public primary schools in Liberia is 27:1 and in public secondary schools it is 9:1. Such ratios do not reveal the full picture. Textbook distribution is uneven throughout the country and has very little correlation with enrollment rates. In River Gee for instance, the junior secondary pupil-to-textbook ratio is as low as 80:1. The total number of textbooks in public sector junior high schools is only 11,052 and most of these are out of print.

The Liberian Primary Education Recovery Plan (LPERP), currently the guiding strategic document for primary education within the sector, sets a target of reaching a pupil-to-textbook ratio of 2:1 by 2010. The Ministry of Education procured primary school textbooks that began arriving in Liberia in March of 2009 and has asked USAID to focus its assistance on textbooks for public junior secondary schools.

Some preliminary findings from the June 2008 Early Grade Reading Assessment (EGRA) conducted in Liberia by RTI emphasized several concrete reasons why it is important to get books in Liberian schools immediately. Words read per minute in context, or reading fluency, is the most reliable single indicator of overall literacy. In Liberia, the average number of words read per minute in grade 3 was 10 points higher than the average number of words read per minute in grade 2. Several factors other than grade level also had measurable impacts on student reading ability. Students who had a library at school, read on average 5 correct words per minute more than those students without a library. Students who had someone read to them at home, read on average 8 correct words per minute more than students who were not read to at home. Students who practice silent reading at school or who have reading books at home

scored 9 words better than those students who did not. Students who had teachers reading aloud to them in class or who themselves read aloud to someone else at home, were able to read correctly a full 10 words per minute more than those who lacked these opportunities, equivalent to reading a full grade level ahead of their peers. Getting books into the hands of students, parents, families, and teachers can have a dramatic and measurable impact on student literacy.

USAID seeks to help rebuild the education sector by providing much-needed textbooks so that Liberian students can obtain the core academic skills to sufficiently benefit from future educational opportunities and contribute to rebuilding Liberia. In February of 2008, President George W. Bush committed the US Government to delivering one million books to Liberia. At the time, the EC had taken the lead on textbook provision among education donors in Liberia by committing money that would provide enough textbooks to achieve a pupil-to-textbook ratio in each of the four core subjects of 4:1. In the spirit of donor coordination under the Paris Declaration, USAID chose not to interfere with the EC procurement and agreed instead to provide more than 705,000 supplemental books, textbooks, and literacy materials to more than 790 Liberian school and community libraries, adult literacy students, and primary school classrooms through three separate projects:

- The Early Grade Reading Assessment Plus Program implemented by Research Triangle Institute (RTI) and Liberia Education Trust (LET) (26,760 books in 2008 to 60 schools).
- An adult literacy program implemented by Alfalit International – Liberia (158,000 books in 2008).
- The Million Book March for Literacy implemented by Visions in Action (VIA) with books from Books for Africa (520,881 books just in 2008).

In the end, the EC and UNICEF were unable to directly procure the MOE-selected textbooks due to problems with their procurement regulations. On October 13<sup>th</sup>, 2008, the Liberian MoE signed a purchase order for the primary grade textbooks the EC had promised to procure, using funds from the Education Pooled Fund. According to Deputy Minister Roberts, this procurement will bring the ratio of primary grade students to texts to 2:1. These texts are expected to last for up to five years, by which time the MoE expects to have written, adapted, printed, and delivered its own Liberian-generated textbooks based on a revised curricula.

On November 25<sup>th</sup>, 2008, the MoE formally asked USAID to provide the remainder of books promised by President Bush in the form of junior secondary school textbooks.

It is worth noting that roughly 50% of students in Liberia attend public sector schools. Textbook supplies are also low in non-public sector schools. Extra copies of approved texts are very scarce in Liberia even for parents and private and mission schools to purchase.

## **1.2 Proposed Activities**

The purpose of the proposed support to the education sector is to:

1. Procure a minimum of 300,000 Ministry of Education-approved textbooks for some combination of grades 1 through 9 (prioritizing grades 7-9)

2. Require publishers to stamp, print, or add stickers with USAID and MoE branding in each textbook (USAID will provide a digital version of the MOE branding. USAID branding instructions can be found on the USAID website);
3. Ensure textbook prices include store to door delivery to the Ministry of Education warehouses for sorting;
4. Provide training workshops to be conducted by textbook companies for MoE staff, teachers, and administrators;

## 2.0 REQUIREMENTS

### 2.1 Background

USAID has determined that providing junior secondary textbooks and primary grade textbooks creates an excellent opportunity to increase the number of learning materials in Liberian schools and leverage the partnerships of many contributors. USAID expects that the materials publishers will ship to Liberia will reach public schools and be used by teachers and students to improve the quality of instruction and improve student learning and performance on the 6<sup>th</sup> and 9<sup>th</sup> grade WAEC examinations.

### 2.2 Printing, Branding, Quality and Delivery of Textbooks

The publisher(s) shall print, brand, and ship books to the port of Monrovia, Liberia for onward delivery to MOE warehouse. The contractor will deliver the textbooks to the Ministry of Education warehouses (the Auriole Warehouse on Tubman Boulevard in Congo Town immediately after YWCA and the MOE warehouse on Newport Street adjacent to Newport St. Junior Secondary School). Specific directions will be given at the time of the order.

Textbooks must be made of a quality to last for 3 to 5 years. Specifically textbooks must meet at least the following criteria:

- Text paper: 70-75 gsm white, woodfree offset, 90% minimum whiteness, 90% minimum opacity;
- Cover board: 240 gsm one-sided coated white artboard with grain direction parallel to spine with 12 micron lamination or high gloss uv varnish;
- Binding styles: for books of up to 96 pages, saddle-stitched with two rustless metal wires evenly spaced from head to foot, fully closed in the centre; for books of more than 96 pages, thread-sewn in sections with the cover attached with a glue appropriate to maintain flexibility for the anticipated life-span of the book, typically 3-5 years, to form a square spine.

### 2.3 List of books

The following chart shows the title and number of textbooks USAID is interested in procuring under this solicitation:

*Statement of Work for Presidential Textbook Procurement*

Title	Subject	Text Type	Grade Level	Publisher	Number of books
Elementary Language Arts for Liberia - Pupil's Edition	English	Pupil's Book	1	Evans Bros	<u>52,880</u>
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	1	Longman	<u>52,880</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	1	Macmillan (Author Freeman)	<u>52,880</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	1	Macmillan (Author Savage)	<u>52,880</u>
Elementary Language Arts for Liberia - Pupil's Edition	English	Pupil's Book	2	Evans Bros	<u>40,370</u>
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	2	Longman	<u>40,370</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	2	Macmillan (Author Freeman)	<u>40,370</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	2	Macmillan (Author Savage)	<u>40,370</u>
Elementary Language Arts for	English	Pupil's Book	3	Evans Bros	<u>35,403</u>

*Statement of Work for Presidential Textbook Procurement*

Liberia - Pupil's Edition					
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	3	Longman	<u>35,403</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	3	Macmillan (Author Freeman)	<u>35,403</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	3	Macmillan (Author Savage)	<u>35,403</u>
Elementary Language Arts for Liberia - Pupil's Edition	English	Pupil's Book	4	Evans Bros	<u>30,085</u>
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	4	Longman	<u>30,085</u>
Primary Integrated Science - Pupil's Edition	Science	Pupil's Book	4	Sedco/Longman	<u>30,085</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	4	Macmillan (Author Freeman)	<u>30,085</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	4	Macmillan (Author Savage)	<u>30,085</u>
Elementary Language Arts for	English	Pupil's Book	5	Evans Bros	<u>24,635</u>

*Statement of Work for Presidential Textbook Procurement*

Liberia - Pupil's Edition					
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	5	Longman	<u>24,635</u>
Primary Integrated Science - Pupil's Edition	Science	Pupil's Book	5	Sedco/Longman	<u>24,635</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	5	Macmillan (Author Freeman)	<u>24,635</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	5	Macmillan (Author Savage)	<u>24,635</u>
Primary English - Pupil's Edition	English	Pupil's Book	6	Evans Bros	<u>18,214</u>
Elementary Mathematics for Liberian Schools - Pupil's Edition	Mathematics	Pupil's Book	6	Longman	<u>18,214</u>
Primary Integrated Science - Pupil's Edition	Science	Pupil's Book	6	Sedco/Longman	<u>18,214</u>
Liberian Social Studies - Pupil's Edition	Social Studies	Pupil's Book	6	Macmillan (Author Freeman)	<u>18,214</u>
Primary School Social Studies (Provisional Title) - Pupil's Edition	Social Studies	Pupil's Book	6	Macmillan (Author Savage)	<u>18,214</u>

*Statement of Work for Presidential Textbook Procurement*

New Syllabus Effective English for JSS 1	English	Pupil's Book	7	Evans	<u>19,851</u>
New Syllabus Effective English for JSS 1	English	Pupil's Book	7	Evans	<u>902</u>
Mathematics for JSS 1	Mathematics	Pupil's Book	7	Pearson	<u>19,851</u>
Mathematics for JSS 1	Mathematics	Teacher's Guide	7	Pearson	<u>902</u>
A New Science for JSS 1	Science	Pupil's Book	7	Pearson	<u>19,851</u>
A New Science for JSS 1	Science	Teacher's Guide	7	Pearson	<u>902</u>
Social Studies JSS 1	Social Studies	Pupil's Book	7	Macmillan	<u>19,851</u>
Social Studies JSS 1	Social Studies	Teacher's Guide	7	Macmillan	<u>902</u>
Junior Secondary Agriculture 1	Agriculture	Pupil's Book	7	Sedco	<u>19,851</u>
Junior Secondary Agriculture 1	Agriculture	Teacher's Guide	7	Sedco	<u>902</u>
New Syllabus Effective English for JSS 2	English	Pupil's Book	8	Evans	<u>16,153</u>
New Syllabus Effective English for JSS 2	English	Teacher's Guide	8	Evans	<u>734</u>
Mathematics for JSS 2	Mathematics	Pupil's Book	8	Pearson	<u>16,153</u>
Mathematics for JSS 2	Mathematics	Teacher's Guide	8	Pearson	<u>734</u>
A New Science for JSS 2	Science	Pupil's Book	8	Pearson	<u>16,153</u>
A New Science for JSS 2	Science	Teacher's Guide	8	Pearson	<u>734</u>
Social Studies JSS 2	Social Studies	Pupil's Book	8	Macmillan	<u>16,153</u>

*Statement of Work for Presidential Textbook Procurement*

Social Studies JSS 2	Social Studies	Teacher's Guide	8	Macmillan	734
Junior Secondary Agriculture 2	Agriculture	Pupil's Book	8	Sedco	16,153
Junior Secondary Agriculture 2	Agriculture	Teacher's Guide	8	Sedco	734
New Syllabus Effective English for JSS 3	English	Pupil's Book	9	Evans	12,331
New Syllabus Effective English for JSS 3	English	Teacher's Guide	9	Evans	560
Mathematics for JSS 3	Mathematics	Pupil's Book	9	Pearson	12,331
Mathematics for JSS 3	Mathematics	Teacher's Guide	9	Pearson	560
A New Science for JSS 3	Science	Pupil's Book	9	Pearson	12,331
A New Science for JSS 3	Science	Teacher's Guide	9	Pearson	560
Social Studies JSS 3	Social Studies	Pupil's Book	9	Macmillan	12,331
Social Studies JSS 3	Social Studies	Teacher's Guide	9	Macmillan	560
Junior Secondary Agriculture 3	Agriculture	Pupil's Book	9	Sedco	12,331
Junior Secondary Agriculture 3	Agriculture	Teacher's Guide	9	Sedco	560

In addition to the text books above, USAID Liberia is seeking quotes for following MacMillan readers for the quantities specified:

<b>Sbn:</b>	<b>Publisher</b>	<b>Title:</b>	<b>Qty</b>
0333643305	MacMillan	HSJ; A Job On The Moon	846
0333616510	MacMillan	HSJ; All Day Dreamer The	846
0333615840	MacMillan	HSJ; Best Bed In World	846
0333798090	MacMillan	HSJ; Big Bad Snake	846
0333633091	MacMillan	HSJ; Bug Collector	846
0333791681	MacMillan	HSJ; Cabbages and Donkeys	846
0333618262	MacMillan	HSJ; Calabash & The Box	846

*Statement of Work for Presidential Textbook Procurement*

0333622189	MacMillan	HSJ; Can't Grow Footballs	846
0333618270	MacMillan	HSJ; Check Come Here	846
0333576969	MacMillan	HSJ; Chichi & Termites	846
0333595122	MacMillan	HSJ; Chichi Nature Diary	846
0333606515	MacMillan	HSJ; Chimpanzee Rescue	846
0333568672	MacMillan	HSJ; Choose Me	846
0333798082	MacMillan	HSJ; Clay Animals	846
0333688333	MacMillan	HSJ; Cowrie Seekers	846
0333595114	MacMillan	HSJ; Fair Shares	846
0333791711	MacMillan	HSJ; Goat Called Gloria	846
0333614119	MacMillan	HSJ; Grasshopper War The	846
0333587243	MacMillan	HSJ; Henry The Last	846
0333641914	MacMillan	HSJ; Honey Brown & Bees	846
0333688341	MacMillan	HSJ; Ibuka & Lost Children	845
0333568664	MacMillan	HSJ; In My Fathers Village	845
0333595130	MacMillan	HSJ; Knife Boy	845
0333670833	MacMillan	HSJ; Lily Pool	845
0333633105	MacMillan	HSJ; Lissa's Rainbow Dress	845
0333587251	MacMillan	HSJ; My Life On The Wing	845
0333587227	MacMillan	HSJ; No Problem	845
0333576551	MacMillan	HSJ; Nondo The Cow	845
0333598571	MacMillan	HSJ; Paa Bena New Canoe	845
0333633083	MacMillan	HSJ; Pepi Mazamban	845
0333640705	MacMillan	HSJ; Poetry Bus	845
0333587235	MacMillan	HSJ; Raindrops In Africa	845
0333671600	MacMillan	HSJ; Riding A Rainbow	845
0333698762	MacMillan	HSJ; Search For Stone Bird	845
0333587219	MacMillan	HSJ; Sing It Do It	845
0333577280	MacMillan	HSJ; Slow Chameleon	845
0333633075	MacMillan	HSJ; Sometimes When Rains	845
0333568656	MacMillan	HSJ; Striped Paint	845
0333606507	MacMillan	HSJ; Ten Ripe Mangoes	845
0333791703	MacMillan	HSJ; The Boy Who Made Cars	845
0333576950	MacMillan	HSJ; Tickets Zed Band	845
0333682009	MacMillan	HSJ; Tofu In Trouble	845
0333668103	MacMillan	HSJ; Two Eggs President	845
0333618289	MacMillan	HSJ; Under Cotton Tree	845
033379169X	MacMillan	HSJ; Wait and See Car	845
0333724143	MacMillan	HSJ; Wake-Up Whistler	845
0333568648	MacMillan	HSJ; Walk Talk Fly Abc	845
0333643291	MacMillan	HSJ; Water Girl	845
0333789946	MacMillan	Ready Go: Baby Trouble	845
0333789962	MacMillan	Ready Go: Can a Car Walk	845
0333922131	MacMillan	Ready Go: Ox Race	845
0333789954	MacMillan	Ready Go: Palmes to Clap	845
0333789938	MacMillan	Ready Go: The Warthog Trap	845
0333789970	MacMillan	Ready Go: I Can Run Fast	845
0333771133	MacMillan	Ready Go: Look About You	845

0333798317	MacMillan	Ready Go; Kojo & the Hen Coop	845
0333798309	MacMillan	Ready Go; Kuda's Rainbow Ball	845
0333797795	MacMillan	Ready Go; Lindile & Red Hen	845
0333797787	MacMillan	Ready Go; Menuma's Baby	845
0333798279	MacMillan	Ready Go; The Little Hairdresser	845
0333798295	MacMillan	Ready Go; Welcome Lula	845
033371413X	MacMillan	Ready Go; Game With Granny	845
0333711513	MacMillan	Ready Go; I Like Fish	845
0333698851	MacMillan	Ready Go; Kiki & The Storm	845
0333739779	MacMillan	Ready Go; Say It Do It	845
0333698843	MacMillan	Ready Go; The River	845
0333774515	MacMillan	Ready Go; The Toy That Got Away	845
0333714148	MacMillan	Ready Go; What Can You See	845
0333711505	MacMillan	Ready Go; What's In Grandma's Bag	845

## 2.4 Pre-shipment Checklist

A Pre-Shipment Checklist must be provided to USAID prior to shipping. The Pre-Shipment Checklist must include:

- Country from which container is shipped
- Book information (Number, type, title, level and U.S. dollar market value)
- Date of shipment (estimated)
- Port information (including customs, duties, etc.)
- Proof of insurance for all shipments

The Pre-Shipment information will be reviewed and approved by USAID. USAID will not make payments for any shipments without an Approved Pre-Shipment Checklist.

## 2.5 Required procedures AFTER EACH shipment

The publisher shall provide a receipt from the MOE that the MOE has received the shipment at its warehouse.

The Publisher shall provide the Bills of Lading to USAID as documentation of delivery.

## 2.6 Training: Instructional Workshops

Publishing companies will provide training workshops to be conducted by textbook publishers for MOE staff, teachers, and administrators. Workshops should equitably involve female teachers and could sensitize participants to gender issues in the content of the textbooks. The MoE will be asked to coordinate, invite, and fund transportation to and any feeding required during such a workshop.

Publishers shall provide the following information to USAID on attendees after each workshop:

- Names of trainees with their title, school (or office within the MoE), town, district, grade and subject (if teachers).

Publishers are expected to abide by the Liberian Publishers' Code of Conduct. (See Attachment 1)

### 3.0 DELIVERABLES

Deliverables are noted below. Softcopy shall be on Windows compatible files provided via electronic mail in a format produced Microsoft Word or Excel.

Name	Description	Due
Progress Reports	MONTHLY Status of activities	5 <sup>th</sup> of each month
Pre-Shipment Checklist	Country from which container is shipped Book information (Number, type, title, level and U.S. dollar market value) Date of shipment (estimated) Port information (including customs, duties, etc.)	At least 15 days prior to shipment
Bills of Lading	Shipment forms	After Shipment
Receipt of books in-country	Confirmation from publisher that books were received (email confirmation report from MoE is acceptable)	At time of Receipt

Documentation, such as status reports or other internal reporting which are delivered to USAID for USAID use only, will be indicated as such.

### 4.0 ACCEPTANCE CRITERIA

USAID will inspect each shipment to ensure they are complete and met USAID requirements prior to making any final payment.

### 5.0 DIRECTIONS TO OFFERORS

Each offeror is required to provide the following information:

- 1) The offeror's best price for each title listed in the chart at Section 2.0 Requirements that it publishes for the number of books requested. Pricing should clearly show the cost per book exclusive of insurance, shipping, fees and transportation, but inclusive of any marking costs.
- 2) Offerors must provide a sample of each book for grades 7 through 9 that it intends to offer. USAID does not require a sample for the elementary textbooks grades 1 to 6 or the readers. (USAID will review Ministry of Education copies for all other grades and the readers). The books should be sent to the following name and address:

Brian Aaron  
 USAID Contracting Officer  
 United States Embassy  
 111 UN Drive, Mamba Point  
 Monrovia, Liberia

The books must be received by the date and time of the submission of quotes stated in Section 8 below.

- 3) Offerors must also show a per container cost for insurance, freight, any clearance fees, and transportation to the MOE warehouse for each container. The publisher should also explain the number of books that each container can carry. USAID is exempt from Liberian taxes and will work with the publisher to ensure no taxes are assessed.
- 4) Offerors must also include their preferred schedule and terms for payment.
- 5) The offeror must provide expected shipment and delivery dates.
- 6) USAID has listed quality standards above. The offeror must describe the quality of the text books to be provided. If there are other available quality standards, the offeror must explain the different levels of quality that are available and the expected lifetime of the books at each quality level.
- 7) The offeror's plan to provide training workshops for teachers in the use of the text books. The plan should include, at a minimum, the number of workshops, the number participants per workshop, and locations of the workshops. If any costs are associated with these workshops, the offeror must clearly show these amounts separate from the cost of the books and shipping.

## 6.0 EVALUATION CRITERIA

USAID plans to make award on best value basis to the offeror or offerors who provide greatest overall value for the procurement. USAID will evaluate the cost of the books, the cost of transportation, the quality of the books offered, the favorableness of the payment terms, the speed of delivery, and the offeror's plan to provide workshops as a part of the best value decision. The Liberian Ministry of Education has expressed a preference for the purchase of Junior Secondary School textbooks. USAID will weigh this preference in any best value decision.

USAID will only evaluate quotes that are for the specific titles requested in the RFQ. Quotes for titles other than the books requested in the RFQ will not be evaluated.

Price is significantly more important than technical.

## 7.0 DATES AND TIMES

All questions in regard to this RFQ must be received by Satish Kumar at [skumar@usaid.gov](mailto:skumar@usaid.gov) and Gib Brown at [gibrown@usaid.gov](mailto:gibrown@usaid.gov) by Wednesday May 6, 2009 by 5:00 PM Eastern Standard Time.

All quotations must be submitted electronically by email to by Brian Aaron at [baaron@usaid.gov](mailto:baaron@usaid.gov), Satish Kumar @ [skumar@usaid.gov](mailto:skumar@usaid.gov), and Gib Brown at [gibrown@usaid.gov](mailto:gibrown@usaid.gov) by Wednesday May 20, 2009 by 5:00 PM Eastern Standard Time.

## 8.0 POINTS OF CONTACT

POC	Company/Title	Phone	eMail
Brian Aaron	Contracting Officer	+231 77 798-521	<a href="mailto:baaron@usaid.gov">baaron@usaid.gov</a>
Satish Kumar	Lead Contract Specialist	+231 77 098 706	<a href="mailto:skumar@usaid.gov">skumar@usaid.gov</a>
Gib Brown	USAID/Liberia Contracting Officer's Technical Representative/Basic Education Advisor	+231 77 085-862	<a href="mailto:gibrown@usaid.gov">gibrown@usaid.gov</a>

## Attachment 1 PUBLISHERS' CODE OF CONDUCT

Code of Conduct for the promotion and marketing of the titles on the approved list of textbooks for basic schools in Liberia

### Purpose of the Code of Conduct

This Code of Conduct is designed to ensure that unacceptable pressure is not brought to bear on schools during promotion and marketing visits by publishers and/or their representatives. Publishers and their representatives will be required to abide by the Code of Conduct during all school visits or promotional workshops.

### Code of Conduct

In the promotion and marketing of the titles contained in the MoE Approved List of Textbooks for Primary Schools in Liberia, Book Publishers will:

- approach every school with politeness and with a proper concern for the education of the pupils. They will not attempt to halt, curtail or interrupt lessons in order to meet teachers
- concentrate on the promotion of the strengths and virtues of their own titles and not denigrate rival titles
- ensure that all workshop/seminar facilitators are people who are knowledgeable in the subject e.g. authors, subject specialists etc
- ensure that practicing classroom teachers, other than a publisher's authors, shall not be involved in the marketing of any of the publisher's titles (they may, however, attend seminars/workshops as participants)
- ensure that if lunch and public transport refunds are provided to workshop participants, the publisher will always obtain receipts from participants
- offer no cash or other specifically financial incentives to any teacher, school or official in return for the adoption or purchase of their titles
- ensure that promotional materials given away free to schools will be restricted to materials of educational interest or value or to low value promotional items, which clearly bear the name of the publisher. E.g. brochures, catalogues, plastic carrier bags, pens, pencils etc
- ensure that whenever a publisher organizes a promotional workshop, permission will be sought from the relevant County Education Office, which will be notified in advance
- ensure that all publishers visiting schools carry with them the MoE List of Approved Textbooks and will always show the school the entries in the List relating to the publisher's titles
- ensure that all publishers visiting schools will carry clear identification so that schools know the name of the representative and the contact address of the publishing company
- require all publishers visiting schools to sign the school visitors book in a legible fashion so that there is a record of their visit
- not be present when schools are filling in or making-up their order forms (where applicable)
- always carry a copy of this Code of Conduct when visiting schools, and make a copy available to any school on request

- will undertake to keep textbook suppliers informed on the status of their titles in the MoE's List of Approved and Recommended Books for Primary and High Schools and where titles are out of stock provide an accurate assessment of likely availability. If requested by a bookseller they will provide this information in writing in accordance with accepted best trade practice

Schools should notify their County and District Education Office in the event that any publisher breaches any of the undertakings listed above