# REQUEST FOR PROPOSAL (RFP)

**FOR THE:**

**SUPPLY OF TECHNOLOGY KITS FOR THE USAID AFTER SCHOOL SUPPORT FOR TEENS (ASSET) PROGRAM**

**July 11, 2018**

**RFP No.: 0003**

In issuing this RFP, KEC is not acting as an agent of USAID, and USAID will not be a party to any contract resulting from this RFP. Under no circumstances will KEC or USAID be liable for any costs incurred by those responding to this solicitation, nor shall KEC or USAID be liable for any anticipated outcome from the submission of a proposal in response to this solicitation. KEC also reserves the right to make no award under this solicitation if, at KEC sole discretion, KEC determines that the offers submitted do not satisfy KEC's needs.

## RFP SCHEDULE

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The key dates for this RFP process are shown below.

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| --- | --- |
| ***July 11, 2018*** | RFP released to potential Vendors |
| ***July 16, 2018*** | Intent to respond e-mailed to shbajoku@kec-ks.org |
| ***July 18, 2018*** | Submission of questions via e-mail to shbajoku@kec-ks.org |
|  |  |
| ***July 19, 2018*** | Response tosubmitted questions |
| ***July 25, 2018*** | Submission due by noon Pristina time |

## BACKGROUND

KEC under the USAID ASSET (After School Support for Teens) Program is seeking a proposal from your organization for providing Technology kits for schools.

This is an open competition.

## PURPOSE

The purpose of this service is to provide kits of electrical and mechanical equipment for schools and guidance leaflets with different activities, so students can undertake practical projects in school.

## NATURE OF SERVICES – SCOPE OF WORK (SOW)

**4.1 Program Background and Context:**

USAID’s “After School Support for Teens” Program (ASSET) is a 5-year (2017-22) USAID program in Kosovo, managed by Kosova Education Centre (KEC) in partnership with FHI 360 and Crimson Capital Corp. ASSET’s main aim is to develop employability and entrepreneurial skills in Youth and a positive attitude to their future. ASSET’s slogan is:

“Preparing Kosovo Youth for 21st Century Life and Work”

ASSET’’s activities include:

1: Developing Life & Work Competences

ASSET supports the implementation of Kosovo’s Curriculum Framework and Core Curriculum for Grades 10-12, in particularly by providing support relating to the area of “Life and Work” which involves: career counselling and orientation; technology including ICT, and work and entrepreneurial education. To help schools to implement practical project work, ASSET will assist them to establish “Career and Enterprise Hubs”. These resource centers will include “Makerspaces”, for use during and after school hours.

2: Supporting Careers and Entrepreneurial Education in Schools

ASSET assists the MEST and schools to implement a careers and entrepreneurial education curriculum for Grades 10-12. This will involve developing: assessment tools for curriculum learning outcomes; teaching materials and resources; training teachers; and enhancing an existing “Virtual Careers Center”, an online careers portal available to all young people and their parents both in and outside of school.

3: Connecting Schools with Employers and the Community

ASSET aims to engage with businesses and entrepreneurs interested in supporting the development of workforce-related skills in students through projects and work experience. ASSET’s Community Youth Mapping activity will engage young people and adults in identifying community-based resources, needs, and opportunities, enabling them to become agents of change and productive contributors within their communities.

ASSET’s **“**Adopt an Asset” activity aims to enable businesses inside and outside Kosovo to support students by providing work experience, careers advice, and mentorship.

**4.2 SCOPE OF WORK**

The vendor will supply kits of electrical and mechanical equipment for schools that will enable students to undertake practical projects in electronics, IT, mechanics and robotics, and to create innovative solutions to practical problems, thus developing soft skills relating to entrepreneurship and the contemporary workplace. In addition, the vendor will develop robust guidance leaflets in a student friendly format for 20 different activities for students related to the Kosovo curriculum for Grades 10 to 12. These leaflets should also be provided digitally on a CD. The kits will facilitate the implementation of the new Kosovo curriculum in High Schools.The supplier will provide three complete kits, one of which will be used by Program staff in training and the other two supplied to two partner schools.

**Specifications**

* The kits should contain sufficient parts and equipment to enable at least 20 independent activities to take place simultaneously. *(Details of the parts required can be found in Appendix 1)*
* There should be a system of connecting the different parts which does not require soldering, so that the electrical circuits created can be easily taken apart and the parts reused.
* The kits should directly promote learning outcomes and competences stated in the Kosovo Curriculum for Grades 10 to 12, in particular those related to the area of “Life and Work”.
* The kits will be delivered in modular form in robust and secure storage boxes.
* Each of these 20 activities will be accompanied by a guidance leaflet in a student-friendly format. The accompanying guidance materials should be illustrated and include text in Albanian language. (Serbian language also would be an advantage.)
* The guidance materials will be available in digital form so they can be available on CD and online and can include short “YouTube” type videos.
* Included in each kit should be a poster/chart with a list of component parts including photographs and specifications to enable inventories to be made after their use.

**Schedule of Deliverables**

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Schedule** |
| 1 | 3 complete kits of equipment complete with five copies of guidance materials for each kit | August 10 2018 |

#### 4.3 Cost Proposal

Bidders are required to complete the Cost Proposal template provided below.

Cost proposal should include the fixed price for supply of the kits and accompanying guidance leaflets for 20 different activities. Fixed price should include labor, materials, transportation, communication costs and all other costs that may occur during the supply of the kits.

The cost proposal will be evaluated based on the criteria outlined in Section 6.1. The cost proposal must be in Euros.

|  |  |
| --- | --- |
| **Deliverable (Kits)** | **\*Price per Deliverable in EURO VAT excluded** |
| Three (3) Complete kits |  |
| **Total Cost** |  |

#### 4.4 Bid instructions

The proposal must be submitted in English using the following outline:

|  |  |
| --- | --- |
| **Proposal sections** | **Maximum page**  **length** |
| **Title page**: title of activity; name, address, phone and email of the offering organization | 1 |
| **Organizational performance**: a summary of the offering organization’s experience with similar activities. This should include other kits of electronic parts with guidance materials, similar to this initiative. A sample of parts from the kit, to demonstrate their use, and a sample of guidance materials should be provided for examination by the selection committee | 2 |
| **Organizational capacity:** a summaryof the resources the organization has relevant to the task, including a list of the key staff that will be committed to this activity, with a brief biographic sketch of each. | 2 |
| **Cost proposal/budget**: please use the table provided above | 1 |

**4.5 Period of Performance**

1. The subcontract performance will be in accordance with the agreed Work Plan that will be integral part of the subcontract.
2. Failure of the Subcontractor to comply with the Work Plan shall be grounds for a determination by KEC that the Subcontractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the subcontract. Upon making this determination, KEC may terminate the Subcontract in whole or in part, in accordance with the terms of this subcontract.

5. GUIDELINES FOR PROPOSAL SUBMISSION

### 5.1 Intent of submission

By July 16, 2018 please email shbajoku@kec-ks.org confirming your intent to submit a response to this request. Only those who inform ASSET of their intention to submit a proposal will receive responses to questions and modifications to the RFP, if any.

### 5.2 Withdrawals of Proposals

Vendors may withdraw their proposal without prejudice from consideration at any time prior to the awarding of the contract by sending an e-mail shbajoku@kec-ks.org. KEC will not be responsible for errors or omissions in your proposal. You will be permitted to submit only one proposal. You may not revise submitted proposal after the deadline of 12:00 local time on July 25, 2018. After the deadline, revisions to your original submission will not be allowed except as requested by KEC.

### 5.3 RFP Responses

Completeness and consistency of responses in this RFP will be a major element in the vendor selection process. The RFP aims to help the vendors to provide consistent and comparable proposals. Proposals are requested from interested vendors desiring to provide items as specified in this document.

Your response must be received at ASSET offices in hard copies by 12:00 hours local time on July 25, 2018. Please provide your company name, contact person, title, telephone number and fax number of the person who should receive any updates and/or questions.

## 6. EVALUATION OF PROPOSALS

* 1. **Evaluation criteria**

KECwill determine the eligibility of each vendor submitting a proposal based on the criteria and provisions submitted. KEC shall review, evaluate, and compare all proposals according to, but not limited to, the following criteria:

* 1. Bidder's Proposal meets or exceeds the **RFP** requirements.
  2. Bidder's experience
  3. Bidder’s references
  4. Price.

The point structure for evaluating the proposal is as follows:

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Comments*** | ***Points*** |
| Organizational performance | a summary of the offering organization’s experience with similar activities. This should include kits guidance leaflets that were similar to this initiative including a sample for examination | 40 |
| Organizational capacity | a summaryof the resources the organization has relevant to the task, including a list of the key staff that will be committed to this activity, with a brief biographic sketch of each. | 10 |
| References | Including experience in working with young people and technology. Reliability and commitment | 10 |
| Price |  | 40 |

The cost proposal will be evaluated based on the bidder with the highest points fulfilling the RFP requirements.

The bidders should submit their initial proposal with the most favorable terms.

As part of the process of verifying offers, KEC reserves the right to call bidders to the ASSET Office for interview, or to meet bidders at their premises.

KEC reserves the right to make an award based on the initial submissions without further negotiation.

KEC also reserves the right to ask a bidder to make specific modifications to their proposal, as a condition for making the award.

KEC also reserves the right to make no award under this solicitation if, at KEC’s sole discretion, KEC determines that the proposals submitted do not satisfy KEC’s needs.

## 7. CLOSING DATE AND TIME, AND INSTRUCTION

All proposals must be submitted in written, dated and signed by an authorized representative. Proposals should be submitted via email or hard copy to the ASSET office **no later than on July 25, 2018 at 12:00 local time.** Any proposals received after this date and time may not be accepted and shall be considered non-responsive. ASSET will acknowledge receipt of your proposal by return email.

Address for submission of proposals is the following:

**USAID After School Support for Teens**

**Third Millennium School Compound**

**Isa Kastrati st. nn;**

**10000/Pristina, Kosovo**

Bidders are required to present the following documents with their offer:

* Company registered in Kosovo
* Offer price excluded from VAT and Customs
* Company must pass a terrorism and debarment search in both US government and United Nations database
* Company must comply with USAID branding requirements (ASSET will provide guidance)

No public bid opening session will be held.

The panel will evaluate the offers, based on the criteria set in table section 6.1. No cost incurred by the bidder in preparing and submitting the bids are reimbursable;

In addition, please include the Certification of Independent Price Determination (Appendix 2) with the quote, as is shown at the end of this RFP. A template has been provided which Bidders are requested to review, sign and stamp, and submit with proposals.

Proposals submitted without the required information shall be considered incomplete and are subject to disqualification. KEC reserves the right to reject any incomplete proposal.

### Price availability and guarantee

The Bidder must be able to guarantee the price, availability of the supplies and offered terms for the whole duration of the agreement.

**APPENDIX 1 – TECHNOLOGY KIT**

**Parts to be provided for one kit:**

A list of parts to be provided in the kits is given below. The number of parts should be sufficient to allow at least 20 different circuits to be made at the same time, demonstrating a number of levels of complexity appropriate for students of Grades 10 to 12, including the use of computer control. The kits will include an easy system of connecting the parts, for example, crocodile clips, press studs, or magnetic connectors, which do not require the use of soldering.

* 10 Battery Connectors for 9V batteries
* 10 Quality 9V batteries
* 10 USB Connectors
* 20 RGB LED Diodes
* 12 Buzzers
* 20 LEDs Bright
* 8 Slide Switches
* 10 Push Switches
* 10 Transistors
* 14 Photo resistors
* 10 Potentiometers
* 4 DC Motors
* 4 Fans
* 4 Vibration Motors
* 20 Fixed Resistances (different sizes)
* 14 Tilt switches/sensors
* 4 Infra-Red Sensors
* 4 Motion Sensors
* 4 Sound sensors
* 8 180-degree servo motors
* 6 360-degree servo motors
* 6 Arduino Microcontrollers
* 6 LED indicators (7 segments)
* 4 PWM Modules
* 25 Connectors for linking the parts
* Set of additional mechanical parts, such as gears, wheels to enable the use of the components in making models and mechanisms may also be provided.

**APPENDIX 2 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

(a) The bidder certifies that--

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder, including but not limited to subsidiaries or other entities in which bidder has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder, including but not limited to subsidiaries or other entities in which bidder has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
3. No attempt has been made or will be made by the bidder to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

1. Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(i) Has been authorized, in writing, to act as agent for the principals of the bidder in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

1. As an authorized agent, does certify that the principals of the bidder have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
2. As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) above.

(c) Bidder understands and agrees that --

1. violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
2. discovery of any violation after award to the bidder will result in the termination of the award for default.

For the bidder:

|  |  |
| --- | --- |
| Bidder |  |
| **Signature and/or stamp** |  |
| **Title** |  |
| **Date** |  |

**- End of RFP -**