**International tender announcement**

Tender type: **Printing 350, 000 English Language Textbooks and recording 10, 040 CDs for Grade 10-11 for the government of Tajikistan (akes.khorog@akdn.org)**

Announcement date: **14 June 2021**

**Closing date: 8 July 2021**

Aga Khan Education Services is one of four agencies of the Aga Khan Development Network supporting activities in the field of education.

Currently operating more than 200 schools and educational programmes, AKES provides quality pre-school, primary and secondary education services to students in Africa, Asia and the Middle East. The foundations of the present system were laid by Sir Sultan Mahomed Shah Aga Khan, III, who established over 200 schools during the first half of the 20th century, the first in 1905 in Mundra and Gwadar in South Asia, and in Zanzibar in East Africa. Today AKES schools and programmes benefit over 85,000 students.

**DESCRIPTION**

Aga Khan Education Service Tajikistan invites all interested international and local registered companies having specific experience and qualification to submit commercial offer for the following services:

Section I: Instruction to Bidders

1. SCOPE OF BID

Bidders are invited to submit a bid for the goods and/or services specified in **Section II**: Schedule of Requirements.

2. INTERPRETATION OF THE INVITATION TO BID (ITB)

This tender announcement is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

No binding contract, including a process contract or other understanding or arrangement, will exist between the bidder and the Aga Khan Education Services (AKES) and nothing in or in connection with this tender announcement shall give rise to any liability on the part of AKES unless and until the Contract is signed by AKES and the successful bidder.

3. AMENDMENTS TO THE ITB

Prior to the deadline for Bid Submission, AKES may at its discretion modify the bidding documents by way of a written addendum. All written addenda to the bidding documents shall form part of the ITB.

To give the bidders reasonable time to take such modification into account, AKES may extend the Deadline for Bid Submission as may be appropriate under the circumstances.

4. ERRORS OR OMISSIONS

Bidders shall immediately notify AKES in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.

Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.

5. CLARIFICATION OF THE ITB

Bidders may request clarification of the ITB or bid process by submitting a written request to the AKES procurement department. Explanations or interpretations provided through other means will not be considered binding or official.

6. SITE INSPECTION

A site inspection may be held by AKES, at the discretion of AKES management, upon the selection of the chosen vendor and the signing of the contract between AKES and the vendor.

If it is determined by AKES management that a site inspection shall be mandatory, a bidder who does not offer site inspection shall become ineligible to submit a bid under this ITB.

Bidders participating in a site inspection shall be responsible for: making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.

7. REMUNERATION FOR AND COSTS OF BIDS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their bid.

Bidders acknowledge that their participation in any stage of the solicitation process for this ITB is at the bidders' own risk and cost. AKES shall not be responsible for any costs or expenses incurred by bidders in the preparation and submission of bids or participation in the solicitation process, including as part of any clarification meeting or site inspection.

8. BID VALIDITY PERIOD

This ITB shall remain open for a minimum of 24 calendar days. Bids shall remain valid for acceptance by AKES for a period of 30 calendar days after the end of the open ITB process.

9. PARTIAL BIDS

Bidders must offer goods and/or services for the total requirement requested under Section II: Schedule of Requirements.

10. ALTERNATIVE BIDS

Bidders shall not submit more than one bid per Bidder in this ITB process, with the exception of alternative offers. Where the conditions for its acceptance are met, AKES reserves the right to award a contract based on an alternative bid.

11. BID CURRENC(IES)

Prices in the bid shall be quoted in USD.

12. DUTIES AND TAXES

In the circumstance that taxes and duties are payable to the Government of Tajikistan for the import of the textbooks, the Contractor shall be liable for the taxes and duties. As such, all bids shall be submitted inclusive of all taxes and duties.

13. FORMAT AND SIGNING OF BIDS

The documents comprising the bid shall be typed and shall be signed in indelible ink by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting.

14. LANGUAGE OF BIDS

All bids, information, documents and correspondence exchanged between AKES and the bidders in relation to this bid process shall be in English.

15. DEADLINE FOR BID SUBMISSION

All bids shall be received by AKES by no later 24 calendar days from the ITB date.

16. BID SUBMISSION

All bids shall be submitted to AKES through the digital bidding systems utilized in the ITB.

17. CLARIFICATION OF BIDS

AKES may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders’ responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by AKES in the Evaluation of the bids, in accordance with Instructions to Bidders Article 27.

18. COMPLIANCE OF BIDS

AKES’s determination of a bid’s compliance is to be based on the contents of the bid itself.

A substantially compliant Bid is one that meets or exceeds the requirements under the Schedule of Requirements and the Evaluation Criteria of the ITB without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

(a) affects in any substantial way the scope, quality, or performance of the Goods and/or Services specified in the Schedule of Requirements; or

(b) limits in any substantial way, inconsistent with the Bidding Documents, AKES’s rights or the Bidder’s obligations under the Contract; or

(c) if rectified would unfairly affect the competitive position of other Bidders presenting substantially compliant bids.

19. MINOR INFORMALITIES, ERRORS, OR OMISSIONS

Provided that a Bid is substantially compliant, AKES may waive any minor informalities, errors or omissions in the Bid that do not constitute a material deviation.

20. PRELIMINARY EXAMINATION

Upon opening of the bids, AKES shall proceed to a preliminary examination of the bids to confirm that all documents and technical documentation requested in Instructions to Bidders.

Bids which are incomplete, frivolous, or that contain material deviations from or reservations to the terms of the Contract, may, in AKES’s absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination.

21. EVALUATION OF BIDS

To evaluate a Bid, AKES shall use all the methodologies and criteria defined in the ITB.

22. AWARD CRITERIA

In the event of a Contract award, AKES shall award the Contract to a Bidder who has been determined as eligible and qualified and whose bid has been determined to be the most suitable to the requirements of the SCHEDULE OF REQUIREMENTS and the greater project purpose.

23. AKES RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD

At the time the Contract is awarded, AKES reserves the right to increase or decrease the quantity of Goods and/or Services originally specified in Section II, Schedule of Requirements without any change in the unit prices or other terms and conditions of the bid and the ITB.

24. NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, AKES will notify the successful Bidder in writing, by email, that its bid has been accepted.

25. SIGNING OF CONTRACT

At the same time as AKES notifies a successful Bidder that its bid has been accepted, AKES will invite the Bidder, to sign the final version of the Contract.

26. CONFIDENTIALITY

All information and documents provided to the bidders by AKES shall be treated as confidential by the bidders and shall:

(i) remain the property of AKES;

(ii) not be used for any purpose other than the purpose of preparing a bid; and

*(iii)* be immediately returned to AKES in the event the bidder declines to respond to this ITB, or, in the event of a rejected or an unsuccessful bid, within fifteen days of being notified by AKES that its bid was rejected or unsuccessful*.*

All information and documents provided to the bidders by AKES shall not be disclosed to any third party, except:

(i) with the prior written consent of AKES;

(ii) where the third party is assisting a bidder in preparing the bid, provided the bidder has previously ensured that party's adherence to this duty of confidentiality;

(iii) if the information or documents is/are at the time of this ITB lawfully in the possession of the bidder through a party other than AKES;

(iv) if required by law, and provided that the bidder has previously informed AKES in writing of its obligation to disclose the information or documents; or

(v) if the information is generally and publicly available other than as a result of breach of confidence by the person receiving the information.

## Section II: Schedule of Requirements:

## PROVISION OF PROFESSIONAL PRINTING SERVICES

**1. Introduction**

The Contractor shall print and deliver approximately **350,000** schoolbooks containing approximately 100 to 300 pages each. The books shall be delivered to Dushanbe, Tajikistan, to the Aga Khan Education Services (AKES).

The Contractor is requested to print and deliver all parts of the tender as they are inseparable.

**2. Description of Required Services**

The Contractor’s Finished Products (i.e. the schoolbooks as printed by the Contractor) shall, initially, be subject to review and acceptance by AKES based on the following criteria (hereinafter referred to as the “Acceptance Criteria”). Consult Annex II for details.

**2.1 Convention and Structure**

(a) Printed documents, in full colour

(b) Printed CMYK full colour schoolbooks as instructed.

(c) Printed schoolbooks with given graphics provided as instructed.

(d) Printed schoolbooks according to various sizes provided as instructed.

**3. Contract Period**

TBD.

**4. Deliverables**

4.1 AKES will provide all print-ready, digital files upon signing of the contract.

4.2 After completion of 4.1 above, the Contractor, shall provide samples to AKES in Dushanbe, Tajikistan.

4.3 Upon acceptance by AKES, the Contractor shall have 3 months for printing, packaging, and delivery of the books to the mentioned DAP (Delivery at Place) destination and on the conditions of CIP to Dushanbe, Tajikistan in accordance with International Economic rules "Incoterms" (2010). Upon acceptance of the final versions of the Work of the Contractor, the Contractor shall delete and/or destroy all of its copies of specifications in its hard drive and/or in its hard copy form.

**5. Quality Assurance**

5.1 The Contractor shall ensure that the Contractor’s Mock-up and final goods satisfactorily complies with the terms and conditions of this TOR including, but not limited to, the Acceptance Criteria specified in paragraph 2 hereof.

# Section II: TECHNICAL SPECIFICATIONS

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| **S.no** | Item/s | Specification/ спецификация | Unit/Ед. | Quantity/Кол |
| 1 | Printing English Language Textbooks Grade 10 | Trimmed Size: A4 – Portrait Extent: 200pp Text + Case + 8pp Ends Printing and Paper Text: 200pp 4c x 4c 90gsm matte art paper Case: 4c x 0c 128 gloss art paper (gloss lamination on the outside) Ends: 8pp 0c x 0c 120gsm (uncoated woodfree paper) Board: 0c x 0c (2.5m grey board)  Binding: Casebound, Smyth sewn, square and loose back, H/T bands. Additional: Inclusive of banding for attaching a student’s notebook to the outside of the book. | Piece | 150, 573 |
| 2 | Printing English Language Textbooks Grade 11 | Trimmed Size: A4 – Portrait Extent: 200pp Text + Case + 8pp Ends Printing and Paper Text: 200pp 4c x 4c 90gsm matte art paper Case: 4c x 0c 128 gloss art paper (gloss lamination on the outside) Ends: 8pp 0c x 0c 120gsm (uncoated woodfree paper) Board: 0c x 0c (2.5m grey board)  Binding: Casebound, Smyth sewn, square and loose back, H/T bands. Additional: Inclusive of banding for attaching a student’s notebook to the outside of the book. | Piece | 150, 573 |
| 3 | Printing English Language Teacher’s Book Grade 10 | Trimmed Size: A4 – Portrait Extent: 250pp Text + Case + 8pp Ends Printing and Paper Text: 250pp 4c x 4c 90gsm matte art paper Case: 4c x 0c 128 gloss art paper (gloss lamination on the outside) Ends: 8pp 0c x 0c 120gsm (uncoated woodfree paper) Board: 0c x 0c (2.5m grey board)  Binding: Casebound, Smyth sewn, square and loose back, H/T bands. | Piece | 5, 020 |
| 4 | Printing English Language Teacher’s Book Grade 11 | Trimmed Size: A4 – Portrait Extent: 250pp Text + Case + 8pp Ends Printing and Paper Text: 250pp 4c x 4c 90gsm matte art paper Case: 4c x 0c 128 gloss art paper (gloss lamination on the outside) Ends: 8pp 0c x 0c 120gsm (uncoated woodfree paper) Board: 0c x 0c (2.5m grey board)  Binding: Casebound, Smyth sewn, square and loose back, H/T bands | Piece | 5, 020 |
| 5 | Printing Professionl Development Manual | Trimmed Size: A4 – Portrait Extent: 80pp Text + Case + 8pp Ends Printing and Paper Text: 80pp 4c x 4c 90gsm matte art paper Case: 4c x 0c 128 gloss art paper (gloss lamination on the outside) Ends: 8pp 0c x 0c 120gsm (uncoated woodfree paper) Board: 0c x 0c (2.5m grey board)  Binding: Casebound, Smyth sewn, square and loose back, H/T bands. | Piece | 10, 038 |
| 6 | Recording CDs Grade 10 | Ideally with the most durable packaging attached to the Teacher’s Book’s (Grade 10). | Piece | 5, 020 |
| 7 | Recording CDs Grade 11 | Ideally with the most durable packaging attached to the Teacher’s Book’s (Grade 11). | Piece | 5, 020 |

The tender proposal should be submitted by email to [**akes.khorog@akdn.org**](mailto:akes.khorog@akdn.org) or hard copy to the address Kh. Mirzonabotov St. 18 Khorog, Tajikistan (Aga Khan Lycée building) to the administration office no later than **July 8, 2021, by 17:00** local time.

A tender proposal submitted after the expiration date shall not be considered.

Contact phone numbers: **(+992)93 484 88 84 - WhatsApp; Viber; Imo;Telegram**

Skype: ubi20131