
INVITATION TO BID

ITB Ref/No.= PLANE/22008

Contracting Entity: DAI Global UK

**Funded by: The Foreign, Commonwealth & Development Office of the
United Kingdom**

**Project Name/Number: Partnership for Learning for All in Nigeria
(PLANE)**

March 2023

Table of Contents

<i>List of Acronym</i>	4
<i>Background</i>	5
Overview of the Project	5
Invitation To Bid	5
<i>Scope of Work</i>	6
Period of Performance	6
Technical Specification	6
Printing Description	6
Paper Procurement	7
Binding	7
Packing	7
Delivery Terms, Incoterms, and taxes	8
Insurances	8
Shipping documents (for international bidders)	8
Milestone Schedule	9
<i>Contractual Obligation</i>	10
Delayed Performance Penalties	10
Reporting	10
Invoicing and Payment	10
<i>General Instructions and Instructions to Bidder</i>	11
Contract to Company	11
Competition	11
Explicit response	12
Costs incurred	12
Bid validity	12
Late offers	12
Modification/withdrawal of offers	12
Pre-Bid meeting	13
Clarification of Bidding Documents	13
Amendment of Bidding Documents	14
Rejection of bids	14
Award	14
Language	15

Submission	15
Currency	15
Taxes	15
Quality inspections	15
Milestones/Delivery Period	15
<i>Submission of Proposal.....</i>	16
Instruction for electronic submission of proposals:	16
Deadline for submission.....	16
<i>Content of Proposal.....</i>	17
Documents	17
Requirements for the Technical Proposal.....	18
The Financial Proposal	18
Alternative technical proposals.....	19
<i>Evaluation Criteria</i>	19
Technical approach (40 points)	19
Sustainability, Gender Equity and Social Inclusion (10 points)	21
Past performance and Experience (10 points)	22
Financial Proposal (40 points)	22
<i>List of Annexes.....</i>	23

List of Acronym

BIVAC	BIVAC International, Veritas subsidiary
CIE	International Commission on Illumination
CIF	Cost Insurance & Freight
DAI	Development Alternative Incorporation
DDP	Delivered Duty Paid
DPU	Delivered at Place Unloaded
FCDO	Foreign Commonwealth and Development Office
FSC	Forest Stewardship Council
HS Code	Harmonized System Code (www.wcoomd.org)
ITB	Invitation to Bid
PDF	Portable Document Format
PLANE	Partnership for Learning for All in Nigeria
POD	Point of Delivery Notes
PVoC	Pre-export Verification of Conformity
PO	Polyolefin glue
PUR	Polyurethane Reactive glue
SGS	Société Générale de Surveillance (www.sgs.com)
ISO	International Standards Organisation
SRM	Supplementary Reading Material
UV	Ultraviolet

Background

The Development Alternative Incorporation (DAI) is an international development company with over 50 years of working on the frontlines of international development, tackling fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability.

Overview of the Project

Partnership for Learning for All in Nigeria (PLANE) is a seven-year, £95m program funded by the Foreign, Commonwealth, and Development Office (FCDO) and implemented with DAI. PLANE represents one window of intervention in a broader package of investment intended to enable a more inclusive and effective basic education system in Nigeria. It seeks to do this through improvements in teaching and learning, focusing on foundational skills, unlocking governance bottlenecks for better education service delivery, improvements in the regulation of the non-state sector, and embedding the use of data and evidence within the education system.

PLANE will work in Kano, Kaduna, Jigawa States, the Southwest (subject to FCDO confirmation), Southeast (subject to FCDO confirmation), and the federal capital territory. PLANE is targeting 1,970 schools in the specified regions in Nigeria.

Invitation To Bid

Through this Invitation to Bid (ITB) number PLANE/22008, on behalf of the United Kingdom's government, DAI invites quotations from qualified licensed/registered legal entities to print and pack 560,000 pupil books and 9,000 teacher guides.

Please submit your proposal following the described technical specifications and following instructions. The issuance of a subcontract is subject to the availability of funds and will be awarded based on technical evaluation criteria, timelines, and the best value for money.

All correspondence and inquiries regarding this ITB must be directed to tenders@planenigeria.com; phone calls regarding this solicitation will not be accepted. All correspondence and questions regarding this ITB must reference the ITB number PLANE/22008, and the subject line must indicate "Invitation to Bid FOR PRINTING, PACKING, AND DELIVERY OF PUPILS BOOKS And TEACHER GUIDES (ITB No. PLANE/22008)". Please ensure that the person's name, contact details, and position inquiring are identified in any written communication.

Scope of Work

The scope of work includes printing, packing, labelling, and delivering 560,000 pupils' books and 9,000 teacher guides to a designated location within Abuja city limits. The target schools are 1,970 from the Kano, Kaduna, and Jigawa States. The technical specifications of the books are found in Annex 1: Technical specification and pricing template.

Period of Performance

DAI anticipates the technical contract with the selected tenderer to run from March 2023 to August 2023.

List of events	Dates
ITB published	22/03/2023
Pre-Bid meeting	27/03/2023
Deadline for clarification request	29/03/2023
Estimated date for answer to clarification request	31/03/2023
Deadline for Proposal submission	10/04/2023
Estimated date of end of Evaluation process	14/04/2023
Date of Award notification	18/04/2023
Estimated date for contract Signature	28/04/2023
Date to deliver print ready files	12/05/2023
Softproof/Blueprint approval	17/05/2023
Final date of delivery to warehouse in Abuja	15/08/2023

Technical Specification

Printing Description

The technical specifications are outlined in Annex 1: Technical specification and pricing template.

To execute the project, DAI will provide the ready-to-print PDF files for all the books by 12th May 2023 to the selected tenderer. The tenderer shall be responsible for printing, binding, packing, and delivery as per the provided technical specifications in this ITB.

The selected tenderer will provide DAI written notification before each print run. A representative from DAI will inspect all goods at the service provider's facility before, during, and after each print run to determine whether they conform to the specifications (or not). DAI may reject any or all of the deliverables or any part thereof that fail to pass any test and inspection or do not conform to the Initiative's specifications and standards, subject to

examination or inspection that a DAI representative shall carry out. The decision of DAI will be final regarding technical specifications and the intended purposes and will be binding on the parties. Any print materials rejected or in excess of quantities ordered may be returned to the tenderer at no expense to DAI. This includes any materials already delivered but found not to be as per the required technical specifications. The selected tenderer will be required to replace such materials. All books will be printed according to the technical specifications indicated in this ITB.

Paper Procurement

The tenderer should submit the paper technical data sheet for the same paper they intend to use for this procurement. DAI may inspect the specified paper before printing to confirm that the paper is the same as indicated in the datasheet. A discrepancy between the paper available verse and the technical data sheet may result in the immediate termination of the contract.

Binding

Using Polyolefin glue (PO) or Polyurethane Reactive glue (PUR) is mandatory for Perfect Binding as it provides the necessary strength. **Standard EVA glue will not be accepted.** Additionally, the binding must pass a Pull Test with a minimum result of 10N/cm and a Flex Test with a minimum result of 1000 for the validation of the quality inspection.

Packing

All teaching and learning materials shall be packed in heavy-duty 5-ply corrugated cardboard boxes. The external ply of the box should preferably be made from a water-resistant Kraft board liner. The box must be sealed with reinforced kraft tape. The proper packaging protects the printed materials from rain, moisture, dust, dirt, and other environmental factors encountered before final delivery.

The cartons will be packed and labelled school-wise. DAI will provide the final Distribution/packing list on 17th May 2023, at the same time as the soft proofs/Blueprint approval. A provisional list is provided in the annex – 6 to help the tenderers to quote.

The tenderer will submit a label sample before the labelling process, which DAI must approve. The labels must contain the following information: the State, the Local Governmental Area, the school name, the contact name, the contact phone number, the quantity of each title in the carton, and the carton numbering.

The maximum weight in the box should be 18kg. When the books have to be shipped per container, the container should be loaded with a completed destination.

Delivery Terms, Incoterms, and taxes

The Tenderer should submit their technical and financial proposal considering the Incoterm DPU Abuja (Delivered at Place Unloaded) Incoterms 2020 for international suppliers and DDP Abuja for suppliers registered in Nigeria.

Insurances

The selected tenderer must insure all the pupil books and teacher guides and will assume all risk of loss or of damage to the material ordered until the same are finally received by DAI's representative or by the respective distributor; by the terms and conditions outlined in a contract resulting from this ITB.

The tenderer will also assume the risk of loss of or damage to any books rejected by DAI for non-conformity.

Shipping documents (for international bidders)

The requirement for the pre-documentation process before loading the shipment are as follows:

- Detailed & Original Packing list (Issued by the printer before shipping)
- Proforma Invoice (This must be valid for three months from the issuance date, Port of discharge, country of supply, and country of origin)
- Regulatory Certificates e.g., SON Product Certificate.

These above documents must be available to the DAI/Clearing agent 5-7 days before the shipment for Form M application and processing. Please note that The Form 'M' APPLICATION must be registered by customs before the vessel can sail. It is advised that loading commences once form 'M' approval is gotten. The form M NUMBER and BA number must be in all the shipping documents provided.

The other shipping documents below must be sent to the Consignee (DAI)/Clearing Agent within 48 hours before the shipment leaves the port of loading:

- Three sets of Original Bills of Lading (Issued by the shipping company mentioning:
- Name of the seller, shipper, or exporter
- Name of the buyer, consignee, or importer
- Contract or Purchase Order reference
- Description of the goods
- HS code (international nomenclature for all trading goods in the world) and essential for custom clearance
- Gross weight/Net weight of the goods

- Origin and destination.
- Original Certificate of Origin
- Original Commercial invoice
- Original Combined Certificate Value and Origin (CCVO)
- Fumigation Certificate
- Activated SON Certificate of Conformity [SONCAP Certificate]
- Quarantine Permit (if there will be pallet or any piece of wood used during container stuffing)
- Manufacturer certificate

The Supplier/Printer must ensure that each set of shipping documents is sent to the destination bank, DAI PLANE office, and Clearing Agent, at respectively latest, a week (5 working days) before the arrival of the shipment at the port of destination.

Milestone Schedule

The key milestones are detailed below, and the payments will be pegged on each of the milestones achieved successfully.

Milestone No.	Description and Requirement Documentation	Estimate completion dates
Milestone No 1.	<ul style="list-style-type: none"> • The selected supplier provides a detailed work plan that confirms all production schedules, transport dates, and final delivery dates. • The selected supplier submits printed or electronic samples of the books for approval of correctness. • The selected supplier submits proof of purchase of paper, that matches the technical specifications. 	1 week(s) after delivery of ready to print files.
Milestone No 2.	<ul style="list-style-type: none"> • Preparation for packing and transportation of all materials for delivery. Loading/shipping plan of the printed books submitted and approved by DAI • Upon completion of printing, and submission of evidence that the goods have been shipped or are ready for dispatch 	4 week(s) after delivery of ready to print files.
Milestone No. 3	<ul style="list-style-type: none"> • After completion of printing and delivery to Nigeria/Abuja all pupils books and teacher guides. • Upon verification and confirmation of receipt of quality and correct quantity of the pupils' books and teacher guides. 	8.5 week(s) after delivery of ready to print file.

Contractual Obligation

The contract resulting from this award will be a firm-fixed-price purchase contract. The contract will be based on the unit price, cover, and page price, allowing DAI to vary the total quantities and volume by 20%. DAI reserves the right to terminate the contract at any time, paying all the deliverables completed at the time of termination and a pro-rated share of any deliverable in progress.

Delayed Performance Penalties

Should the tenderer fail to meet any of the contractual deliverables on or before the stipulated due date(s) listed above, the contract will attract a penalty fee of 1% of the total contract value or 2% of the value of the delayed books per every week's delay. The most favorable penalties calculation for the tenderer will be used. However, a maximum penalty of 10% of the total contract value can be applied.

Reporting

The tenderer must send a status report to DAI at least twice weekly to update the production and shipping process. This will allow DAI to get updates and resolve any arising issues as quickly as possible.

Invoicing and Payment

Invoices will be submitted upon completion and approval of the milestones as specified in the payment schedule below. Invoices will be processed and paid within 30 days upon receipt. Invoices will be submitted upon completion and approval of the milestones as specified in the payment schedule highlighting the milestones completed.

Supplier(s) will be paid in GBP.

Milestone No.	Activity	Payment Percentage
Milestone No. 1	Upon acceptance of the detailed work plan that confirms all production schedules, transport dates, and final delivery dates and submission of proof of paper procurement. An Advance Payment Guarantee for payment of this will be required	30%
Milestone No. 2	Upon completion of printing, and submission of evidence that the goods have been shipped or are ready for dispatch. Upon validation of the pre-shipment quality inspection	40%

Milestone No. 3	After delivery DPU Abuja and verification and confirmation of receipt of quality and quantity of receipt of all the pupil's book and teacher guides	30%
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General Instructions and Instructions to Bidder

These instructions to service providers will not form part of the offer or of the contract. They are intended solely to aid service providers in preparing their proposals. Read and follow these instructions carefully.

Contract to Company

DAI anticipates issuing a contract to a local or international company or organization, provided it is registered or recognized under the country's law; it is operational and in compliance with all applicable civil, fiscal, and all applicable regulations. In the case of a joint venture, one of the companies must be a registered printing company/printer. For this proposal, joint ventures are accepted but not preferred. The successful supplier must comply with the overarching principles of the FCDO Supply Partner Code of Conduct, referred to as "the Code," which serves as the guiding principle for all partners.

Overarching Principles for Supply Partners

- ✓ **Act responsibly and with integrity**
- ✓ **Be transparent and accountable**
- ✓ **Seek to improve value for money**
- ✓ **Demonstrate commitment to poverty reduction and FCDO priorities¹**
- ✓ **Demonstrate commitment to wider HMG priorities²**

Competition

Bids are sought on a competitive basis, and all prices are subjected to detailed scrutiny and may be subject to BAFO.

¹ <https://www.gov.uk/government/organisations/department-for-international-development/about#priorities>

² <https://www.gov.uk/government/organisations/hm-treasury/about#priorities>

Explicit response

Bidders must be explicit and comprehensive in their responses to this ITB as this will be the single source of information on which answers will be evaluated, save for any further information or advice sought by DAI in accordance with the Clarification of bids paragraph above. Bidders are advised not to make any assumptions about their past or current supplier relationships with DAI nor to assume that such prior business relationships will be considered in the evaluation procedure.

Costs incurred

Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their bid and all other stages of the selection and evaluation process. Under no circumstances will DAI, or any of their advisers, be liable for any costs or expenses borne by bidders, sub-contractors, suppliers, or advisers in this competitive bidding exercise.

Bid validity

The validity of the bid should be clearly indicated in the proposal.

Bids are valid for acceptance for 60 days from the closing date of the Invitation to Bid. Bidders are advised that an offer valid for a shorter period will be rejected. DAI may request the Bidders' consent to extend the validity period in exceptional circumstances. The request and the responses shall be made in writing.

Bidders who agree to extend the validity of their bids will not be permitted to modify their bids.

Late offers

Service providers are wholly responsible for ensuring that their offers are received following the instructions. A late Offer will be rejected.

Modification/withdrawal of offers

A Bidder may modify or withdraw its bid after the bid's submission, provided that (1) written notice of the modification, including substitution or withdrawal of the bids, is received by DAI before the required deadline for submission of bids and (2) the modified bid is received by DAI in compliance with the bid submission requirements detailed in the Cover Letter before the deadline for submission of bids.

No bid may be modified after the deadline for submission of proposals.

No bid may be withdrawn between the deadline for submission of bids and the expiration of the bid validity period specified by the Bidder on the Form of Bid. Withdrawal of a bid during this interval may result in the Bid's rejection.

Pre-Bid meeting

To ensure a clear understanding of the procurement requirements and address potential misinterpretations, a virtual pre-bid meeting has been scheduled for March 27th. This meeting will allow potential bidders to ask questions and receive timely answers from the procurement officials responsible for managing the process.

To attend the virtual pre-bid meeting, please email tenders@planenigeria.com with the email reference PLANE/22008, providing the name(s) and corresponding email address of attendee(s). Invitations to the pre-bid meeting will be sent via email to all bidders who have expressed interest in participating in the procurement process. **We strongly encourage all interested bidders to attend the meeting, as it will help them to prepare a more accurate and comprehensive bid proposal.**

Clarification of Bidding Documents

Any request for clarification of this ITB must be submitted to tenders@planenigeria.com in writing no later than the 29th of March, 2023. Failure to do so will mean that DAI cannot respond to the clarification request. DAI will provide written responses to the clarification requests received before the deadline.

Any clarification requests raised by bidders will be handled as follows:

- If a Bidder considers any response to its questions or requests for clarification would reveal information of a confidential or commercially sensitive nature relating to its business, or in the case of a consortium, the business of any of the consortium members, it should state this clearly and provide reasons.
- Suppose a question or request for clarification is identified as confidential or commercially sensitive by a Bidder, but DAI disagrees. In that case, it will offer the Bidder the opportunity to withdraw the question or request for clarification. If the question or request is not withdrawn, it will be answered accordingly, and details will be provided to all Bidders.

Requests for clarification may be sent by e-mail to tenders@planenigeria.com and will be deemed to have been received at the time DAI receives it. The burden of proving receipt of an e-mail will be on the Bidder and will not be met solely by a read receipt or sent items report generated by the Bidder's computer.

Amendment of Bidding Documents

At any time before the deadline for submission of bids, DAI, for any reason, whether at its initiative or in response to a clarification requested by a prospective Bidder, may (at its absolute discretion) modify the bidding documents in any way, this includes the procedure of awarding the contract, the rejection of any of all bids, the stopping of the competitive bidding exercise and not awarding the contract (in whole or in part).

All Bidders will be notified of the amendment in writing, which will be binding on them.

To allow Bidders reasonable time to consider the amendment in preparing their bids, DAI (at its discretion) may extend the deadline for submitting proposals.

DAI and the Principal are not liable for any costs resulting from the cancellation of this competitive bidding exercise or any costs incurred by bidders participating in it.

Rejection of bids

DAI reserves the right to reject bids that are not submitted in accordance with the instructions given, including but not limited to where a bidder:

- submits its bid after the deadline for bid submission;
- provides an incomplete proposal, fails to provide any of the required information (including but not limited to any financial information requested in any of the appendices of this RFQ), or is not in the specified format;
- makes or assumes any amendments or qualifications to this ITB and/or any of its supporting documents (including but not limited to amending or qualifying fails to comply fully with the requirements of the award process set out in this ITB); or
- is guilty of a severe misrepresentation in supplying any information required in this ITB.

Award

DAI reserves the right to make an award without discussion.

To best meet program needs, DAI reserves the right, at their sole discretion, to split this award amongst more than one Bidder.

DAI reserves the absolute right, at its sole discretion, to accept or reject any bid and shall be under no obligation to accept the lowest or any offer.

Bidders will be informed of the outcome of their tender submission in writing.

Language

The bid and all correspondence and documents relating to the bid between the bidder and DAI shall be in English. Supporting documents and printed literature provided by the bidder may be in another language but must be accompanied by a certified translation of the relevant passages in the English language, in which case, for interpretation of the bid, the translation shall govern.

Submission

The Technical Proposal and Financial Proposal must be submitted as separate documents. Technical Proposals must not refer to cost or pricing information at any point to allow the technical evaluation to be made strictly on technical capability and merit. The two proposals and relevant documents should be submitted as pdf copies to the email address tenders@planenigeria.com

Currency

Bids must be presented in GBP British Pounds only. Bids made in any other currency other than the specified currencies shall be rejected. Please ensure that the currency is clearly stated.

Taxes

All quoted prices should include all the relevant taxes (according to the delivery Incoterm).

Quality inspections

The Supplier will provide DAI with written notification before each print run. A representative from DAI will inspect all goods at the supplier's facility before, during, and after each production run to determine whether they conform to the specifications (or not). DAI may reject any or all of the deliverables or any part thereof that fail to pass any test and inspection or do not conform to the specifications and standards following the examination or inspection that a DAI representative shall carry out.

A pre-shipment inspection will be carried out by a DAI representative before loading of the book into the containers. The Pre-shipment inspection form is provided in Annex 2 – Quality inspection form.

Milestones/Delivery Period

Time of delivery is of the essence and will be a critical factor in evaluating the quotation. Therefore, Bidders must submit a delivery schedule that complies as closely as possible with

the timeline requirement indicated in the section MILESTONES SCHEDULE while maintaining a realistic plan.

Shall a bidder be qualified to submit a proposal in response to this RFQ but not be able to complete the delivery within the required timeline, he may submit his offer with an alternative and realistic schedule.

Submission of Proposal

DAI will not be accepting any physical bids. ALL bid submissions must be made electronically via email.

Instruction for electronic submission of proposals:

- a) The technical and price proposal must be submitted in two separate e-mails with attachments compatible with Adobe PDF and limited to 20 MB.
 - 1. E-mail 1 – Technical Proposal
 - 2. E-mail 2 – Financial proposal
- b) Each e-mail should be clearly labelled with the ITB number and project title.
- c) Proposals must be delivered no later than the specified date/time to the email address tenders@planenigeria.com
- d) Service providers who do not submit their technical and financial proposals separately will be automatically disqualified. Both technical and financial proposals must be received for the offer to be considered complete. Only complete and responsive offers will be considered for award.

Deadline for submission

All bids, submitted electronically, must be received by April 10th, 2023, 11:59 pm CET time. Any bid not sent to the correct address and/or received late will be rejected.

The emailed bid will be deemed received when DAI receives it. The burden of proving receipt of the e-mail will be on the bidder and will not be met solely by a read receipt or sent items report generated by the bidder's computer.

Any email containing a virus will not reach the destination mailbox meaning that DAI has not received the bid.

Bidders are advised that the destination mailbox is automated to send bidders a dated and timed acknowledgment of receipt and delivery of their message to the electronic tender box. Should a Bidder not receive such a dated and timed acknowledgment, they should assume that their bid has not been safely received, and it is the Bidder's responsibility to send the bid by alternative means.

Content of Proposal

Documents

The proposal should include the following documents to be considered complete.

- a. The Cover Letter (Annex 3) should be on the Service provider's letterhead and contain the requested information.
- b. Annex 1 Technical Specifications and Pricing Table completely filled in.
- c. Certificate of registration.
- d. Copy of the service provider's valid business licence.
- e. Tax payment certificate from the relevant tax authority, issued in the last 3 months.
- f. List of significant supply contracts conducted within the last four years that the bidder has successfully completed involving the supply of similar goods. Details should be provided for at least three contracts with value, start and end dates, goods supplied, and the client's name and contact details. DAI reserves the right to contact and/or visit one or more customers submitted by the bidder as part of the evaluation stage of this ITB.
- g. Bank certificate – a letter from the bank indicating that the service provider enjoys both funded and non-funded facilities with the bank and is solvent up to £300,000, and the conduct of the account has been satisfactory to date.
- h. Audited accounts (Balance sheet and Profit and Loss statements) of the last 3 years.
- i. The signed declaration of litigations and investigations Annex 5
- j. Letter of compliance with ITB requirements, technical specifications, and amendments to the ITB, if any. Annex 4 – Statement of compliance
- k. The tenderer should provide a technical data sheet(s) for each paper they intend to use for the book production. The technical data sheet should include the technical specification of the inner and cover papers.
- l. The tenderer should provide a technical data sheet(s) for the spine and the side glue they intend to use to bind the books. The technical data sheet should include the technical specification clearly mentioning that the glue is polyolefin (PO) or Polyurethane (PUR).
- m. Provide evidence of FSC/PEFC certification for the paper they intend to use for the book production.
- n. The tenderer will need to submit a work plan that includes a quality checklist.
- o. All available ISO certifications or equivalent
- p. One copy of a dummy /printed sample of one Pupil's book and one Teacher Guide. The dummy should be delivered to Stephanie Zeter, 10 rue Jacob, 67200 Strasbourg, France. (The printed samples can be books of similar sizes from

past projects or a printed sample/dummy of the actual books if the files are ready)

Requirements for the Technical Proposal

- a) Be divided into clearly marked sections following the same order as the Evaluation Criteria.
- b) Clearly outline theoretical aspects that the tenderer has considered and will employ to carry out the statement of work (Methodology).
- c) Demonstrate that the tenderer has the technical capacity to implement the activities as highlighted in the scope of works and should address the key issues described in the Evaluation Criteria.
- d) Demonstrate that the tenderer achieved success by executing projects for educational material in a similar SOW and volume in the last four years: copy of contracts, Purchase order, or recommendation letter should be included in the proposal.
- e) Demonstrate that the tenderer/ printer is FSC or PEFC certified and will be using FSC or PEFC-certified paper in line with environment protection.
- f) Demonstrate that the tenderer/ printer is quality management certified ISO 9001, 14001... or improve measures to reduce his impact on the environment.
- g) The tenderer should include any attempts and actions to empower and encourage women's employment.
- h) The tenderer should highlight any attempts to employ people with disabilities.
- i) The tenderer should highlight efforts made to protect children from child labour.

The Financial Proposal

The financial proposal will primarily indicate the cost of performing the work specified in this ITB. Prices of the tenders must include delivery of the pupils' books and teacher guides to the Nigeria/Abuja city limits in Nigeria, all applicable shipping, goods in transit insurance, and handling costs.

The tenderer must provide the prices as follows;

- costs by category
- total and unit cost for printing and delivering each of the specified books
- prices per cover and inside page of each of the books.

Prices should be quoted DPU Abuja Warehouse and DDP for bidders registered in Nigeria, as per Incoterm 2020. Annex 1 is a template for the detailed quotation; **failure to utilize or fill all the cells in annex 1 could surmount to disqualify the proposal.**

A tenderer can request the quotation template in excel by emailing: tenders@planenigeria.com

All tenderers must specify their prices in GBP.

The tendered prices must be firm, fixed, and valid for 60 days after the closing date to submit the RFP responses.

Alternative technical proposals

Alongside the requirements stated in this ITB, DAI would be open to considering other or alternative options that Suppliers might propose to fulfill our requirements.

If the tenderer opts to send an alternative offer with a different set of technical qualifications, they should clearly state the other technical specifications indicated and the reasons for such. Even for alternative proposals, the pricing should be submitted using the template provided in Annex 1. **All cells must be filled in.**

Evaluation Criteria

Basis of Award: The award will be made to the tenderer whose offer presents the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the financial proposals of those offers that surpass the minimum qualifying score of 40 points in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive, and their Cost/Business proposals will not be considered.

Technical approach (40 points)

Provide a clear, precise technical proposal that covers both the conceptual and practical approaches to achieving the objectives of this project. Specifically, please address the following, in the order specified below:

Category	Brief Explanation	Scoring
1. Methodology	Considering the Statement of Work, please describe in detail the following: The steps, in chronological order, that you will take to implement the work. A description of similar projects you implemented in the past and lessons you learned that will be incorporated into the activity described in this RFQ.	10 points
2. The capacity of the print facility and sustainability	DAI seeks to contract with a tenderer who can manage a high-volume print run. The service providers shall submit a list of available equipment, including:	20 points

	<ul style="list-style-type: none"> Established sheet offset and web offset lithography printing press Offer specialization in both sheet offset and web offset lithography printing. Desktop publishing applications and devices to support: <ul style="list-style-type: none"> Computer to plate facilities, plate-making capacity Sheet-fed and web-fed offset lithography printing machine capable of printing in one and four colours. Minimum A1 size machine requirement for sheet offset. Finishing and Packing: <ul style="list-style-type: none"> Perfect Binding: Automated section gathering. Polyolefin (PO) or PUR gluing device Sewing machine Packing capacity with 5 ply cardboard boxes (International bidders only) or 3 ply for cardboard. Packaging must be moisture resistant. 	
3. Scheduling plan and quality assurance	<p>Describe clearly the practical steps you will take to ensure that all deliverables will be executed following high-quality standards</p> <ul style="list-style-type: none"> Files checking using a pre-flight tool, print profile, and calibration according to paper and printing process. Quality control in printing (inking quality, colour matching, registration) and binding (binding quality, book size control). Verification process during packing and labelling Quantity control throughout shipping and final delivery. <p>Scheduling more realistic plans, and that propose realistic timelines and mitigation plans will be evaluated more favourably than those plans that do not consider these factors.</p>	10 points
Total		40 points

Sustainability, Gender Equity and Social Inclusion (10 points)

Document the efforts made towards environment sustainability, gender equity and social inclusion.

<p>Sustainability, Gender equality, and social inclusion.</p>	<p>Environment sustainability</p> <p>The tenderer shall demonstrate its commitment to the protection of the environment, healthy and sustainable print production and provide:</p> <ul style="list-style-type: none"> • Proof of FSC or PEFC certification for the paper to be used in the production of the project's books. The certificates provided will be cross-checked against the FSC or PEFC bodies. • Proof of use of eco-friendly inks such as Blue Angel or similar standardisation. • Wastage management • Use of renewable source energy for production. • Low environmental impact packing material <p>Quality management certification (ISO 90001, ISO 14001, ISO 45001, or OHSAS 18001).</p> <p>Gender equity and social inclusion</p> <p>The tenderer shall describe the efforts they have made to ensure Gender Equality and Social Inclusion (GESI) issues are addressed. The tenderer must indicate the measures taken to ensure all members of the society including women, people with disabilities and disadvantaged communities are integrated into the work force of the company.</p>	<p>10 points</p>
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If a tenderer submits a proposal that fails to respond to the majority of the information requested in this RFQ, as explicitly outlined in the statement of work and the evaluation criteria, the Service provider's proposal will be automatically disqualified.

Past performance and Experience (10 points)

Document and summarize the previous experience in printing pupils' books /supplementary reading materials (SRM) / teacher guides of similar scope. Using the exact table format provided below, please list only the projects you have implemented within the past 4 years, a brief description of how each is relevant to this RFQ, and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.

#	(a) Activity title	(b) Location of activity	c) Summary of activities relevant to this RFQ	(d) Performance period (date, duration, and if completed on schedule)	(e) Contract type Prime or subcontractor	(f) Contract value	(g) Name and contacts of the client
1							
2							
3							

Financial Proposal (40 points)

Submit a detailed financial proposal for the proposed work as highlighted in the scope of work. DAI's review of the financial proposal shall determine if the overall costs offered are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the service provider's technical proposal. DAI will also review unit costs.

The quotation must include costs on a per-unit basis and the total cost.

Annex 1 is a template for the detailed quotation. The tenderer must follow the major categories, breaking down all lump sum items as much as reasonably possible.

List of Annexes

Annex 1 - Technical Specifications and pricing template

Annex 2 – Quality inspection form

Annex 3 – Format of the proposal cover letter

Annex 4 – Statement of compliance

Annex 5 – Litigations and investigations form

Annex 6 – Distribution Plan

Annex 1 – Technical specifications and pricing template

Technical Specifications and pricing template for DAI																		Paper		PRICE (GBP)						
Title	General requiremnts			Cover						Inside						Binding	Packing	Paper denomination	Weight		Estimated duty paid on imported raw material (Nigerian Bidders only)	Unit Price DPU	Total Price DPU	Cover Unit Price DPU	Inside Unit Price DPU	Inside Price DPU/ Page*
	Book Size (w*h)	Quantity required	# pages	Print	gsm (ISO 536) (g/m2)	paper	Min Opacity ISO (2471) (%)	Minimum Brightness D65/10° (ISO 2470-2) (%)	Cover finishing (coating)	# pages	print	gsm (ISO 536) (g/m2)	Paper	Min Opacity ISO (2471) (%)	Minimum Brightness D65/10° (ISO 2470-2) (%)				Weight/Unit net (g)	Total weight net (Kg)						
P3 Math book	207	270	170 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
P3 Literacy book	207	270	170 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
P1 Math book	207	270	65 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
P1 Literacy book	207	270	65 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
P2 Math book	207	270	45 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
P2 Literacy book	207	270	45 000	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	96	1/1	70	Uncated Woodfree or uncoated recycled minimum bulk 1.2	90%	90%	Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
Teacher Guide P3 Math	210	297	4 500	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	192	1/1	70	Uncated Woodfree	90%	90%	Section Sewn and Perfect bound with Polyolefin Glue (PO) or PUR minimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								
Teacher Guide P3 Literacy	210	297	4 500	4	4/0	250	C1S (paper grain parallel to spine)	92%	90%	UV coating	192	1/1	70	Uncated Woodfree	90%	88%	Section Sewn and Perfect bound with Polyolefin Glue (PO) or PURminimum pulltest resistance 10N/cm and minimum result at flextest must be 1000	3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.								

* price per page = inside unit price/number of inside pages

Annex 2 – Quality inspection Form



PRINTING, BINDING AND PACKING QUALITY CHECKLIST

Job N#:
Job Name:
Total # of pages:
Printer Name:

Pre-printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Prepress				
Ready to print files in PDF				
Presence of Bleed				
Presence of trimmarks				
Presence of color bar				
Page size complies with technical specification				
Number of pages complies with requirement and with the constraints of the printing process				
Font embedded in the PDF files				
Texts and images not closer than 5 mm from the trim				
Files in CMYK ready for printing				
Maximum CMYK color application			Maximum 280%	
If printing in Black only, Files in Greyscale and not in CMYK				
Black text created 100% in black overprint				
Minimum printable line			Minimum 0.25 mm	
Picture resolution			Minimum 300 dpi	
Paper				
Size			1 mm	
Paper quality & gsm			2g/m²	
Paper grain parallel to spine (cover)				
Form/formproof				
Presence of trimbox, cutting marks on the formproof				
Layout specification according to the binding type				
Presence of a color bar on the printed sheet				

Printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Color Registration			0,2mm	
Color Density measure			Check the color bar	
Black density measure			Check the color bar	
Color Matching with proof				
Missing dots				
Printing quality of text				

Post-printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Cover Protection				
Quality of UV coating - scratch test				
Quality of lamination - Check that the folie does not come off the paper				
Cutting				
Presence of Cutting marks and Folding marks				
Cut to the Bleed Box				
Folding				
Fold Quality and accuracy of the cover (for saddle stitching) - No cracking on the back				
Fold Quality and accuracy of all forms				

Binding Checkpoints - Saddle stitching	Compliant	Non-compliant	Tolerance	Comment
Saddle Stitching				
Quality of staples				
Staples properly closed				
Centering of staples				
Trimming				
Right Book Size				
Trimming Sharpness				
90° trimming of the book				
All Sections and cover alligned				

Binding Checkpoints - Perfect Binding	Compliant	Non-compliant	Tolerance	Comment
Perfect Binding				
Cover scoring				
Cover is 2 mm bigger in head and in foot than the inside block				
Presence of markers for checking the right number and sequence of signatures				
Type of glue - Hotmelt, PO or PUR according to the requirement				
Spine Glue sufficient to ensure binding strength				
Side glue properly applied and sufficient to hold the cover in place				
Pull test to check if pages do not tear out of the book				
Trimming				
Right Book Size				
Trimming Sharpness				
90° trimming of the book				
All Sections and cover alligned				

Packing & Labelling Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Packing				
Carton specifications comply with requirement				
Number of books comply with requirement and label information				
Book film wrapped (as per requirement)				
Size adapted to the book size				
Book packed flat in the carton				
Carton well sealed				
Carton shrinking or strapping (as per requirement)				
Labelling				
Labels comply with the requirement (contain all Information)				
Label correctly filled and well printed - Color and size of labels comply with the requirement				
Labels well glued on the carton				

Loading & Delivery Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Loading				
Listing of the exact number of cartons and the content of the cartons (Packing List)				
Cartons loaded flat in the container				
No risk of downfalls				
Additional Material to avoid downfalls				
Take pictures of the loading				
Delivery				
Delivery Notes for all destination				
Daily Report of the distribution status				
Recovery of all proofs of delivery/Comment				
Analyse of discrepancies if any				

Date:

Signature:

Name:

ANNEX 3 - Format for the proposal cover letter

(TO BE PRINTED ON ORGANISATIONAL LETTERHEAD)

City,

Country

Address

<date>

To: DAI Procurement Team

Dear Sir/Madam:

We, the undersigned, offer to undertake the **ITB FOR PRINTING, PACKAGING AND DELIVERY OF PUPLI BOOKS AND TEACHER GUIDES (ITB No. PLANE/22008)** for you, the Partnership for Learning for All In Nigeria, following your ITB dated March 2023 and our Technical and Cost/Business Proposal submitted herein.

Our organisation's details are as follows:

- a. Company's Name
- b. Company's Address
- c. Name of Company's authorised representative
- d. Telephone number and Email address
- e. Validity Period of Proposal
- f. Valid Business License

Our proposal shall be binding up to the expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organisation:

- a. has adequate financial resources, including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- b. can comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- c. has a satisfactory performance record;
- d. has a satisfactory record of integrity and business ethics;
- e. has read ITB, and the proposal complies with all the technical specifications and requirements in the ITB;
- f. has the necessary technical capacity, equipment, and facilities, or the ability to obtain them; and

- g. is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorised Signature:

Name and Title of Signatory:

Date:

Annex 4 – Statement of compliance

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
1	P3 Math book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
2	P3 Literacy book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
3	P1 Math book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
4	P1 Literacy book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
5	P2 Math book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
6	P2 Literacy book Book size (w * h): 207 * 270 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 96 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree or uncoated recycled minimum bulk 1.2 Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
7	P3 Teacher guide Math Book size (w * h): 210 * 297 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 192 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Section sewn and Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Item	Detailed specifications	Statement of compliance	Where your bid does not comply, indicate the differences clearly
8	P3 Teacher guide Literacy Book size (w * h): 210 * 297 mm		
	Cover: Number of pages: 4 Print: 4/0 Gsm: 250 Paper: C1S (paper grain parallel to spine) Minimum Opacity: 92% Minimum Brightness: 90% Cover finishing (coating): UV coating		
	Inside: Number of pages: 192 Print: 1/1 GSM: 70 Paper: Uncoated Woodfree Minimum Opacity: 90% Minimum Brightness: 90%		
	Binding: Section sewn and Perfect bound with Polyolefin Glue (PO) or PUR minimum pull test resistance 10N/cm and minimum result at flex test must be 1000		
	Packing: 3 ply carton for local printer, 5 ply Carboard boxes for international printers and kraft tape, max 18kg. & labelling school-wise.		

Annex 5 – Litigations and investigations

1. Litigation History:

Name of Organisation	
Registered address of Company	
Telephone Number	
Website of the organisation	

a) Has the company been involved in any legal disputes or lawsuits within the last five years?

☐ yes

☐ no

If yes, please provide details, including the parties involved, the nature of the dispute, the dates, and the jurisdiction(s) where the cases were filed.

Dates	Jurisdictions	Details

b) What was the ultimate outcome of each dispute or lawsuit?

Please provide details on any judgments, settlements, or other resolutions, including any monetary damages or other penalties.

2. Regulatory Investigations:

a. Has the company been investigated by a regulatory agency or governmental body within the last five years?

☐ Yes

☐ No

If yes, please provide details on the nature and scope of the investigation, including the agency involved, the dates, and the jurisdiction(s) where the investigation took place.

b. What was the outcome of the investigation?

Please provide details on any findings, penalties, fines, or other consequences.

3. Investigations:

a. Has the company been investigated by a government agency or other authority within the last five years?

☐ Yes

☐ No

If yes, please provide details on the nature and scope of the investigation, including the agency or authority involved, the dates, and the jurisdiction(s) where the investigation took place.

b. What was the outcome of the investigation?

☐ Yes

☐ No

Please provide details on any findings, penalties, fines, or other consequences.

4. Disclosure:

a. Within the past five years, has the company been involved in any contractual disputes with buyers or customers that are similar in nature or scope to the ITB?

- ☐ Yes
- ☐ No

If yes, please provide details on the nature of the dispute, the parties involved, the outcome, and any lessons learned, or corrective actions taken to prevent similar disputes from arising in the future.

b. Are there any ongoing or pending legal disputes or investigations involving the company that you have not yet disclosed to us?

- ☐ Yes
- ☐ No

If yes, please provide details on the nature and status of each matter below:

c. Will you agree to notify us in a timely manner of any new or ongoing legal disputes or investigations that arise during our partnership and provide us with regular updates on the status of these matters?

- ☐ Yes
- ☐ No