

**Minutes of the Pre-bid Meeting for addressing clarification
request on the RFP No. MMB/27/02/2024
“REQUEST FOR PROPOSALS FOR PRINTING,
PACKAGING, DELIVERY AND DISTRIBUTION OF
SCALE-UP MATERIALS TO MALAWI”**

Introduction: The deadline for bid submission will be extended to the 29th March.

Questions received on 07/03

- 1. Question 1: It is mentioned in the RFP that for all the workbooks for the first term must be protected with a translucent plastic sleeve strong enough to be removed and reused for terms 2 and 3. Is there any kind of specific or minimum requirement of micron thickness of translucent plastic sleeve?***

There is no specific minimum requirement regarding the thickness of the plastic sleeves. The emphasis must be on the quality of welding or gluing of the plastic that must be strong enough to ensure the plastic sleeves can be removed from Term 1 workbooks and reused for Terms 2 and 3.

Bidders are not obligated to provide the plastic sleeves with Term 1 workbooks if they do not have a suitable solution. However, offers including the sleeves will be more favorably evaluated.

- 2. Question 2 : For Inco-terms DPU- warehouse delivery at 3 locations – RFQ indicates that the goods will be exempted from any kind of duty & taxes. Kindly confirm if customs clearance formalities will be carried out by buyer or seller?***

We confirm that the Incoterm is DPU, but it required to the bidders to take care of customs clearance if they are located outside of the country. Duty waivers will be obtained from the MRA through FCDO, eliminating the need for taxes, but custom clearance remains the responsibility of the selected bidder.

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3. ***Question 3: Referring to subject, can we please have a clear picture on the distribution list, as we could not match the quantity of the same with the quantity in technical specs and pricing table.***

Discrepancies have been identified, and amended RFQ and annexes will be shared with all bidders after the pre-bid meeting.

4. ***Question 4: Can you please confirm the date of pre-bid meeting. Its showing Feb 21st and bid issue date if Feb 27th.***

No further clarification needed.

5. ***Question 5: While submitting the proposal, if we are not able to compress the pdf file within 5MB, can we submit the same with more than one email?***

Yes, please number the emails sequentially to ensure all parts of the proposal are received by the evaluation team, as follow: MAIL #1 from X, MAIL#2 from X... X being the total number of sent emails.

Questions received on 08/03

6. *Question 6 :*

Point# 3.4

If the tenderer is not selected for the distribution to the schools, delivery and handover of the materials is expected to take place at Lilongwe, Blantyre, and Mzuzu, Malawi.

As per above point, does it mean, that if MM selects the handover from Mzuzu and the supplier is located in Lilongwe, than the supplier has to transport the books from Lilongwe to Mzuzu at one location? If yes, how should we add the transport cost in the pricing? Because the pricing will have the cost of distribution to the schools.

- a) Should you put the cost of transportation: YES
- b) Where are you going to indicate it: Annex 1 – Pricing table, column I and K, transportation Inland “Haulage” will be changed in Inland transportation. Bidders are required to provide separate costs for paper, printing/binding/packing, for sleeves, and for transportation to the 3 WH locations.

Suppliers located outside Malawi should provide the shipping cost (sea freight) and for all bidders the Inland transportation to deliver to the 3 WH. The distribution cost must be detailed in the last column of the table.

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- 7. Question 7: The learner book in Annex 1 is coming to 6,615,609 learner workbooks while in the National Numeracy Programme pdf it is showing 6,615,877 learner workbooks. Which one is correct?**

Refer to the response to question 3.

- 8. Question 8: Are we supposed to quote for deliver to schools or only deliver to 3 specific destinations?**

Bidders have the option to quote for delivery to all schools with distribution costs or only to the 3 destinations without distribution costs. Local printers providing distribution services need not quote for transportation to the 3 destinations. The distribution can be executed directly from their printing facility.

- 9. Question 9: Dummies: should the white dummies be sent to both Lilongwe and France or just one of them?**

Yes, dummies must be sent to both addresses. One in Malawi and one in France for technical inspection.

- 10. Questions 10: For the statement on binding for learner books – “Online web-offset pre-gluing of inner pages and Gluing the cover on the inner block pages before saddle stitched (3 staples stitching)” – can we do saddle stitch only with 3 staples?**

Yes, you can proceed with saddle stitching. However, it has come to our attention that there is a weakness in the durability of the workbook binding with saddle stitching, leading to rapid damage. Therefore, to enhance the strength of the binding, it is recommended to consider an alternative binding process such as online gluing.

We acknowledge that online gluing technology may not be everywhere available, and we do not wish to penalize bidders unable to provide this technical specification. Hence, while proposals with saddle stitching are accepted, additional points will be awarded by the evaluation committee to bidders offering the online gluing technology.

- 11. As per the distribution list, are we supposed to distribute to all the 6000 schools 3 times, each term once. Right? Please elaborate.**

Yes, distribution should be planned for each term.

- 12. What is the GSM and specification of paper used in the inside paper of learner’s workbooks? 80GSM, 60GSM, 70GSM??**

We are not specifying a particular paper grammage. Instead, we require paper with a minimum thickness and bulk. Bidders should aim to procure paper that meets a certain thickness criterion rather than focusing solely on grammage.

13. In Annex 1 - what is expected to be filled in the column of –

1. Proposed Binding Process?

Please specify the type of binding process you intend to use, whether it be saddle stitching with 3 staples or online gluing.

2. Bulk?

The bidder must include a technical data sheet of the paper they intend to use in the technical proposal. This data sheet should specify the paper bulk, which must be indicated in Annex 1 of the proposal.

3. Paper denomination?

Paper name, determine by the paper producer.

4. Covering the Workbook with translucent plastic sleeves?

The buyer seeks to understand the price breakdown and requires information on each cost component. Specifically, we need to know the cost for providing the plastic sleeves, if the bidder is able to provide them.

5. TOTAL Offer - 3 WH in Malawi?

No, the total offer includes distribution. However, the evaluation committee will have the option to assess the components of the financial offer separately. Once all columns are completed, the committee will be able to evaluate the competitiveness of each bidder.

6. Delivery (inland haulage)? and distribution to schools? which column is asking for delivery cost and to what destination?

Delivery (inland haulage, replaced by inland transportation) refers to road transportation from the port of arrival to the three warehouses in Lilongwe, Blantyre, and Mzuzu for international bidders. For local bidders, it pertains to transportation costs from the printing plant to the three warehouses.

Questions received on 12/03

14. Question 14: You are also kindly requested to share the GSM for the Learner's Books as it is missing in the RFP documents.

Refer to the response to the question 12

Questions received on 14/03

15. Question 15: Is it white kraft or yellow kraft paper?

Kraft paper is brown, similar to that used for corrugated cartons or banners.

16. Question 16: Are the inner pages of these books the same or different?

All workbooks have 48 pages inside

17. Question 17: The Learner Workbook requires to do 3 staples stitching - we usually do 2 stitches for saddle stitching books. Would you please confirm whether it is necessary to do 3 staples?

Yes, as previously mentioned, using only 2 staples does not provide the necessary strength for the workbooks. A minimum of 3 staples is required, and online gluing is considered the optimal solution.

Question raised during the Pre-bid meeting on 15/03

18. Question 18: Proofs of evidence or certification of compliance with FCDO.

It will be required from the selected bidder.

19. Question 19:

The bid opening has been rescheduled to March 29th to allow ample time for bid preparation. We kindly request that you send the samples before March 29th; they do not need to arrive on the 29th but must be dispatched before this date.

Additionally, we require proof of parcel shipping.

Please note:

- Distribution must align with term commencements. One distribution per term.
- Weather conditions: The files are prepared and awaiting approval from the MoEST. They will be delivered in advance to ensure that the printer can commence printing immediately upon receipt of the files. This proactive approach will help prevent any delays in the distribution process.