



## CALL FOR QUOTATION

**TITLE:** DESIGN AND PRINTING OF TRAINING MATERIALS FOR THE CERTIFICATE PROGRAM IN CUSTOMS AND FREIGHT LOGISTICS IN EAST AFRICA

**ISSUE DATE:** Tuesday, 23<sup>rd</sup> November 2021

**DUE DATE:** Friday, 3<sup>rd</sup> December 2021

### 1. Background

The Federation of East African Freight Forwarders Associations (FEAFFA) is a regional private sector apex body of the Customs agents and Freight Forwarding (CFA) industry in East Africa. The Federation aims at promoting a professional freight logistics industry for trade facilitation and regional economic growth.

TradeMark East Africa (TMEA) is an aid-for-trade organisation that was established with the aim of growing prosperity in East Africa through increased trade. TMEA operates on a not-for-profit basis and works closely with East African Community (EAC) institutions, national governments, the private sector and civil society organisations.

Over the years, FEAFFA in partnership with TMEA and other industry stakeholders have successfully conducted training for over 7000 clearing and forwarding agents through its premier program dubbed the East Africa Customs and Freight Forwarding Practicing Certificate (EACFFPC) program. EACFFPC is a six-month joint regional training program of the East African Revenue Authorities, National associations of the Freight Forwarding industry, the EAC Directorate of Customs and FEAFFA. It aims at equipping practicing or prospective custom agents and freight forwarders with requisite skills and competencies in customs and freight forwarding. Its implementation started in 2006 and over 7000 have graduated since.

TMEA supported implementation of the programme between 2011 and 2014 to accelerate attainment of a critical mass of approximately 4500 trained clearing and forwarding agents or at least two trained persons per licenced customs agent and freight forwarding firm in East Africa. Under the current phase, TMEA has supported FEAFFA to among other things update the curriculum to make it more responsive to unprecedented dynamics of the industry. Having updated the curriculum, new training materials and their corresponding training guides have been developed.

The next step is to design and print updated materials before rolling out.

With support from TradeMark East Africa (TMEA), FEAFFA is therefore seeking quotations from qualified individuals/firms to design and print the updated training materials for training of Freight Forwarders and Warehouse operators in East Africa.

FEAFFA cannot answer any query relating to this tender **three (3) days** or less prior to the submission deadline.

## **2. Specifications**

### **a. The Training Manuals and Estimated number of pages**

- Basic Management Module – 320 pages
- Customs Module – 170 pages
- Freight Forwarding Module – 160 pages
- Warehousing & Transport Module - 100 pages

### **b. Layout design**

- Paper Size – A4

### **c. Printing**

- Full Colour Printing – For the cover page, Front end sheets and Pages with Images
- Two Colour Printing – For all other pages that do not have images
- Cover paper - 300 gsm Matt Lamination – UV varnished (Hard cover)
- Inside papers – 100 gsm.
- Paper Size – A4
- Binding – Thread sewing and Perfect binding
- Number of copies - 500 for each Manual
- All training materials will have additional pages for: Book title, Forward and Acknowledgments.
- Images form 10% of the contents in the manuals

## **3. Procedure**

This call for Quotations is being issued in accordance with the FEAFFA procurement regulations.

## **4. Request for clarifications**

Bidders are urged to promptly notify FEAFFA of any ambiguity in or discrepancy between any of the documents of this call for Quotation which may be discovered upon examination of the documents.

Bidders may submit any written requests for clarification concerning this call for quotations to [procurement@feaffa.com](mailto:procurement@feaffa.com) until three days to the submission deadline. Any requests after this date will not be accepted.

## **5. Submission of Quotations**

All quotations must be submitted by email to [procurement@feaffa.com](mailto:procurement@feaffa.com) **not later than Friday, 3<sup>rd</sup> December 2021 at 1800 Hours, East African Standard Time (EAT).**

Late quotations will be rejected and will not be considered for evaluation. No liability will be accepted for rejection of late quotations.

In submitting quotations, bidders will submit their best and final offer. Bidders are deemed to have taken account of all that is required for the submission, including its correctness and completeness and that they have included all charges in their rates and prices.

Quotations must comply with the requirements as stated in this Call for Quotations.

**\*\*** All prospective vendors should consider this Call for Quotation as urgent.

**\*\*** The quotation **MUST** contain the company address with contacts. Where possible, stamping of documents is highly encouraged.

## **6. Validity of Quotations**

Price quoted shall remain valid for a period of three months from the closing date for the submission of the quotation stipulated in section three.

## **7. Cancellation of the call for quotation**

FEAFFA shall reserve the right to cancel any published call for quotation prior to its closing date.

Cancellations will be notified through the FEAFFA website [www.feaffa.com](http://www.feaffa.com). It is the bidder's responsibility to keep abreast with information published on the FEAFFA website prior to submitting their quotations.

## **8. Evaluation process**

The entire evaluation process is confidential.

Bids are ranked based on the lowest cost however the lowest priced quotation shall not be the only indicator of the best value for money and may therefore be rejected.

The bidder may be requested at FEAFFA to provide clarifications. FEAFFA reserves the right to conduct an interview with the bidder to assess the bidders experience and approach toward delivery of the requirements.

FEAFFA is not bound to accept any of the submitted quotations and has the right to refuse in part or in full of any or all submissions even the most advantageous without giving reason to do so.

## **9. Award**

Notifications of the award shall be directly notified to the winning bidder.

Upon the award the winning bidder will be expected to abide by the signed bidders declaration.

## **10. General Instructions**

FEAFFA shall NOT be liable in respect of any costs incurred by the bidder in the preparation of the quotation or any associated work effort.

The FEAFFA shall NOT be bound to accept the lowest or any quotation and reserves the power to accept any part of any quotation, unless the bidder expressly stipulates to the contrary at the time of tendering.

The process is very competitive. Bids shall be evaluated according to price, lead-time, and reputation of Vendor etc. It is therefore critical for vendors to make an indication of the timelines within which they will deliver.

All prices quoted shall be inclusive of all costs including the relevant taxes.

Payment shall be via direct bank transfer effected not more than 60 (sixty) days upon delivery and acceptance of the items/outputs. A visit to the bidder's premises may be required in order to clarify any questions or queries regarding the quote.

In the event of the products not being in accordance with the specifications agreed upon by both parties, FEAFFA shall reserve the right to cancel the contract at any stage.

Both email and hard copy submissions will be accepted.

All vendors MUST share with FEAFFA, a copy of native files in .PDF Format and the format used in designing the training materials e.g., InDesign files.

### **11. Financial proposal**

The quotations clearly outline the **production cost for each manual** and the **Total cost** of the entire assignment.