Request for Quotes (RFQ)

To: Offerors
From: Institute of International Education, Inc. (IIE)
Subject: IIE Preferred vendors for branded promotional items

RFQ Issue Date: May 5, 2020
RFQ Closing Date: May 20, 2020
RFQ Closing Time: 5:00pm EST
Performance Period: One year with option years up to five years

The Institute of International Education (IIE) is seeking preferred vendors for branded promotional items. IIE may use the preferred vendor(s) for orders of branded promotional items for IIE’s sponsored programs and for IIE’s corporate needs. IIE invites qualified firms and organizations (“Offerors”) to submit quotes a best-value Quote for the requested goods. The Contract resulting from this award will be a Master Service Agreement serving all IIE.

Offerors are encouraged to read this RFQ in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included herein. Issuance of this solicitation does not, in any way, obligate IIE to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a quote. The agreement resulting from this RFQ will be provided to the most responsive Offeror(s) whose Offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this RFQ.

The required goods are listed in the Attachment A “Product List.” IIE encourages your organization to indicate its interest in this RFQ by submitting a quote according to the instructions in “Quote Preparation Instructions”. Quotes will be evaluated based on the “Evaluation Criteria”.

All quotes are due by the dates and times stated above. Any quote received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotes will not be evaluated.

Questions: Any questions are to be submitted in writing via email to the email address listed below no later than May 12, 2020 at 5pm EST. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to this RFQ will be published on 12:00pm EST, May 15, 2020 on IIE’s website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

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Email: afulay@iie.org

Version 2- February 2, 2018

Institute of International Education • iie.org
809 United Nations Plaza • New York, NY 10017 USA • 212.984.5425
Quote Submission: Quotes, including any attachments (limited to 6MB), should be sent electronically in PDF format to: afulay@iie.org. Be sure to include in the subject line: IIE Preferred Vendors for Branded Promotional Items
IIE will not accept quotes received by fax.

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SECTION 1: BACKGROUND AND PURPOSE
Background: Institute of International Education
The Institute of International Education (“IIE” or the “Institute”) is a New York not-for-profit corporation that is among the world’s largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development.

For more than 100 years, IIE has promoted educational exchange around the world. The Institute currently implements more than 200 programs benefiting 40,000 participants from 183 countries. Foremost among these programs is the world-renowned Fulbright Program, which IIE has had the honor to administer on behalf of the U.S. Department of State since the program’s inception in 1946. In addition to the U.S. Department of State, program sponsors include: the U.S. Agency for International Development (USAID); World Bank; major philanthropic foundations; private and public corporations; foreign governments; and individuals.

With IIE’s global headquarters in New York City, IIE has offices around the world, including offices in the United States (Washington D.C., Chicago, Denver, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Purpose of Request for Quote
The purpose of this Request for Quotations (“RFQ”) is to invite qualified organizations to submit quotes for the goods listed in Attachment A. IIE may use the selected vendor(s) for all orders of promotional items, including, but not limited to, items for IIE’s sponsored programs and items for IIE.

SECTION 2: RFQ CONDITIONS
IIE reserves the right to:
- Reject any or all offers and discontinue this RFQ process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFQ is, or should be relied on by Offeror as a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this RFQ or have any liability for any representations (express or implied) contained in, or omissions from, this RFQ. This RFQ and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Quote. Each Offeror shall keep the RFQ and its contents confidential and shall return the RFQ (without keeping copies) to IIE if the Offeror elects not to submit a Quote, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFQ and/or as a Quote (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting a Quote, you must agree that your offer shall remain firm for a period of no less than 120 days from the RFQ closing date.

Failure to follow the specifications and requirements provided in this RFQ may result in disqualification.
SECTION 3: QUOTE PREPARATION INSTRUCTIONS

Quotes are expected to be comprehensive and include the information set forth below. Offerors are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. In order to be qualified for this RFQ, all Offerors are requested to provide the following information, and format their Quote as follows:

- **Basic information, one page**
  - Legal name, registered address, and “Remit to” mailing address, if different from registered address
  - Name of authorized representative for this RFQ, with telephone number(s), and e-mail address
  - General information about your organization and the services it offers

- **Professional References**
  - Include three (3) references of current customers.

- **Quote/price list**
  - Please complete and submit the table in Attachment A Product List
  - Offerors may also include additional proposed discounts, shipping terms or service metrics.

SECTION 4: TERMS OF PAYMENT

Payment terms for the award shall be approximately net thirty (30) days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education (“IIE”) via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFQ. No advance payments will be provided.

SECTION 5: EVALUATION OF QUOTES

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirement</th>
<th>Points Available</th>
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</thead>
<tbody>
<tr>
<td>1. Cost</td>
<td>a) Prices and proposed discounts for the good listed in Product List. Overall costs, including any proposed volume discounts</td>
<td>50 points</td>
</tr>
<tr>
<td></td>
<td>b) Quality of products and production items</td>
<td></td>
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<tr>
<td>2. Delivery and other service levels</td>
<td>Shipping and delivery terms.</td>
<td>25 points</td>
</tr>
<tr>
<td>3. References</td>
<td>Three professional references</td>
<td>25 points</td>
</tr>
</tbody>
</table>

Total 100 points
SECTION 6: ANNUAL RENEWAL:

Annual Renewal: Selection(s) may be renewed annually, at IIE’s sole discretion, for up to five years before re-competition. IIE reserves the right to exercise any one of the following options:

- Accept the updated Quote if changes are reasonable and within the scope of the original selection;
- Negotiate any updates/changes; or,
- Decide not to renew.
## ATTACHMENT A PRODUCT LIST:

<table>
<thead>
<tr>
<th>Product type</th>
<th>Product description</th>
<th>Price per unit</th>
<th>Volume discounts</th>
<th>Additional costs or fees</th>
<th>Standard shipping rates and terms</th>
<th>Rush shipping rates and terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door hangers</td>
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<td>Lapel pins</td>
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<td>Magnets</td>
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<td>Moleskins</td>
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<td>Mugs</td>
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<td>Name badges</td>
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<td>Pens</td>
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<td>Post-it notes</td>
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<td>Tote bags</td>
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<tr>
<td>T-shirts</td>
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