To:    To potential bidders:
From:    Institute of International Education (IIE)
Subject:    International Fellowship Program Alumni Tracking Study Publication
RFQ Issue Date:   November 7, 2023
RFQ Closing Date:  November 21, 2023
RFQ Closing Time:  17:00 ET.

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting quotation for services referenced below. All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

QUESTIONS:

Any questions are to be submitted in writing via email to the email address listed below no later than midnight ET on November 15, 2023. 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 November 17, 2023 by 17:00 ET on IIE’s website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

Ash Holanda
Research and Web Content Officer
Institute of International Education
One World Trade Center 36 Floor – New York, NY 10007
Email: aholanda@iie.org

QUOTATION SUBMISSION:

Quotations, including any attachments (limited to 6MB), should be sent electronically in PDF format to aholanda@iie.org. Be sure to include in the subject line: Publication Printer. IIE will not accept quotations received by fax.

BACKGROUND:

The Institute of International Education (“IIE”) 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 over 100 years, IIE has promoted educational exchange around the world. Today, IIE touches the lives of more than 29,000 people in 180 countries each year through programs it administers. 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); major philanthropic foundations; private and public corporations; foreign governments; and individuals.

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

PURPOSE OF REQUEST FOR QUOTATION

The purpose of this Request for Quotation (“RFQ”) is to invites the qualified bidders to submit their quotations for the specifications and requirements referenced below.

Quotations are expected to be comprehensive and include the information set forth below. Bidders 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.

A. SPECIFICATION AND REQUIREMENT

IIE is looking for an experienced printer to produce our International Fellowship Program Alumni Tracking Study Publication to the following specifications. Vendors should provide samples of similar work and include in production timeline a minimum of one rounds of proofing. Vendors should also provide paper samples based on the specifications below. Vendors are also invited to provide a secondary option that would result in a similar high-quality print publication at a lower cost.

QUANTITY OPTIONS: Please provide options for 2,500 copies of 170 pages
TRIM SIZE: 8.5” x 11”
TEXT COPY: PDF Files
TEXT PRINTS: Four-color process with bleeds, 4/4
TEXT STOCK: 80# matte text
COVER COPY: File
COVER PRINTS: Four-color process, 4/4/4/4, gloss lamination
COVER STOCK: 100# gloss cover
PROOFS: 2 hardcopy proofs and 1 digital proof
BINDING: Case bind (PUR)
Packing: 2,500 copies mail
Mailing: Conduct 2 bulk shipments, one to the IIE NY Office (One World Trade Center, 36th Floor • New York, NY 10007 USA) and one to the IIE New Delhi Office (J-19, First Floor, Kaushalya Park, Hauz Khas Enclave, New Delhi, Delhi 110016, India). Postage will be an additional cost determined with vendor.

B. PRICING AND EVALUATION
Bidders must provide all-inclusive quotes for the requirements outlined above, IIE will select the lowest bidder as long as they meet the technical requirements.
C. TERMS AND CONDITIONS
The successful Bidder will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at: https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services. The terms and conditions may be changed, added to, deleted, or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Bidder, at IIE’s discretion.

Sincerely,

Ash Holanda
Research and Web Content Officer
Institute of International Education
One World Trade Center, 36th Floor • New York, NY 10007 USA
Email: aholanda@iie.org