

**Request for Quotations (RFQ)
for Translation Services**

RFQ Number: RFQ-Global-GCC-19-001
Issuance Date: July 25, 2019
Deadline for Offers: August 10, 2019
Questions deadline: August 6, 2019
Responses to questions: August 7, 2019
Description: RFQ for Blanket Purchase Agreement for Translation Service
For: COUNTERPART INTERNATIONAL

Section 1: Instructions to Offerors

1. Introduction: Since its founding in 1965, Counterpart International, Inc. has embraced the fundamental premise that creating local ownership and building problem-solving capabilities at the local level is the only way to create positive and lasting impact. Counterpart takes a building block approach with its local partners to support stronger and more resilient communities by developing leaders, strengthening organizations, and fostering multi-sector community partnerships. For more information, visit www.counterpart.org.

The purpose of this RFQ is to solicit quotations from eligible Service providers for as-needed, ad hoc purchases of Translation Service for documents and other written materials. As a result of this RFQ, COUNTERPART INTERNATIONAL anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow COUNTERPART INTERNATIONAL to issue specific ordering documents, on an as-needed basis, for the procurement of these services over the next 24 months. The Contracted service provider shall furnish the services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for services ordered through ordering documents issued under this BPA and delivered by the Service Provider in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. Offer Deadline and Protocol: Offers must be received no later than 5:00 PM local Arlington, Virginia time on August 10, 2019 by email to:

procurements.hq@counterpart.org

Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and deliver to:

Counterpart International

Attn: Procurement Specialist, GC&C

2345 Crystal Drive Suite 301

Arlington, VA 22202|| required documents should be Microsoft Word Documents (PDF acceptable for signature pages) and written in Times New Roman 12-point font.

Please reference the RFQ number and the firm or individual's name in the subject line of any response to this RFQ (ex. Subject: RFQ-Global-GCC-19-001). Offers received after the deadline will be considered late and will be considered only at the discretion of Counterpart.

3. Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 pm local Arlington, Virginia time on August 6, 2019 by email to procurements.hq@counterpart.org Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. Language of the Quotations and other Documents: The proposal prepared by the Offeror, and all correspondence and documents relating to the proposal exchanged by the bidder and COUNTERPART INTERNATIONAL shall be written in the English language.

5. Cost of Quotations: The bidder shall bear all costs associated with the preparation and submission of the quotations up to the final award of the contract. COUNTERPART INTERNATIONAL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

6. Joint Proposal: Consortium is not envisaged under this RFQ.

7. Specifications: Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of Counterpart International; Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

8. Quotations: The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in United States Dollar (USD). Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. In addition, offerors responding to this RFQ are requested to submit the following information:

- Sample translated documents that is no less than full 3 pages for the following 4 (four languages: a) Spanish b) French c) Arabic d) Portuguese

- Summary description of offeror’s organization.
- Total number of years in Business
- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Summary profile of the lead translators for each language.
- Offeror must provide reference check information, including contact names, addresses, email addresses and phone numbers of organizations that used the offeror translation service

9. Delivery: The delivery location for the items described in this RFQ is procurements.hq@counterpart.org or Counterpart International, 2345 Crystal Drive Suite 301, Arlington, Virginia, 22202. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

10. Source/Nationality/Manufacture: All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic code -935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#).

11. Taxes and VAT: Counterpart is a tax-exempted organization. Exemption documentation will be provided to the winning bidder on request. As such, all prices must be presented exclusive of any taxes, duties, and VAT.

12. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

13. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria.

#	Criteria	Points
1.	Knowledge and Experience	20
2.	Quality of samples	20
3.	Proposed fees (price)	40
4.	Delivery time and other Capabilities	20
	Total	100

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various service providers, if in the best interest of COUNTERPART INTERNATIONAL.
- Counterpart may cancel this RFQ at any time. Counterpart may reject any and all offers, if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to COUNTERPART INTERNATIONAL for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

14. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, COUNTERPART INTERNATIONAL, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

(a) Counterpart' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.

(b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). COUNTERPART INTERNATIONAL anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, COUNTERPART INTERNATIONAL will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 24 months. The service provider shall furnish the supplies/services described in any ordering documents issued by COUNTERPART INTERNATIONAL under the BPA.

COUNTERPART INTERNATIONAL is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.

(c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

(d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.

(e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The service provider under any award resulting from this RFQ must ensure compliance with these laws.

(f) The title to any services provided under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the service by Counterpart. Risk of loss, injury, or destruction of the services shall be borne by the offeror until title passes to Counterpart.

Section 2: Offer Checklist:

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered services (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- Sample translated documents that is no less than full 3 pages for the following 4 (four three) languages:
a) Spanish b) French c) Arabic d) Portuguese
- Sample document to be translated in 4 languages is attached as attachment A. It should be word document, well formatted as original document and the hyperlinks should work properly.

Section 3: Specifications and Requirements:

1. Translation Languages

Counterpart International anticipates establishing one or more Blanket Purchase Agreements (BPA) for the provision of translation services (for content) for the following languages:

- a) From English (US) to French
- b) From French (West Africa) to English (US)
- c) From English (US) to Spanish (Central/Latin America)
- d) From Spanish (Central/Latin America) to English (US)
- e) From English (US) to Arabic (Standard)
- f) From Arabic (Standard) to English (US)
- g) From English (US) to Portuguese
- h) Portuguese to English (US)

The Offeror can list additional languages that can provide.

The translation from and to the above-mentioned languages will be for types of documents such as:

- ²⁵⁰⁰) Counterpart International policies, procedures and associated templates, forms and documents
- b) internal manuals, policies and templates
- c) surveys
- d) training materials and power point presentations
- e) media materials including press releases
- f) any other documents as required

The majority of the documents will be in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF (read and create) formats

The majority of the subject areas are: Democracy, Human Rights and Governance, Civic Education, Health, Peace and Security, Food Security and Climate Resilience and program operations (finance, human resource, grants, compliance, procurement and IT)

2. Technical Specifications:

- a) All completed formatted documents and forms MUST EXACTLY MATCH the original version unless otherwise agreed to in writing.

b) Offeror must provide services in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF (read and create) or their equivalent

3. Characteristics of Qualifications and Functional requirements:

- a) Lead translators shall be with relevant academic qualifications and professional experience
- b) Minimum 2 years of professional translation services
- c) Perfect mastery of the mother tongue (Spanish, French, Arabic, Portuguese and English)
- d) Proficiency in methods and techniques specific to translations (graduate, post-graduate qualification in translation, applied linguistics or related field)
- e) Knowledge and experience translating US Government regulations, and international development program documents are preferred
- f) Experience in translating Non-governmental organizations document is preferred
- g) Good IT skills, experience in computer-assisted translation is preferred
- h) Excellent knowledge of Word, Excel and Power Point applications
- i) Able to provide a dedicated project manager to Counterpart.
- j) ISO certified translators (ISO 17100) and translation process is a plus.
- k) Other applicable certifications for translation
- l) Process for quality control and assurance a plus
- m) Understanding of the subject areas of Democracy, Human Rights and Governance, Civic Education, Health, Peace and Security, Food Security and Climate Resilience and program operations preferred

4. Pricing Schedule and Delivery Time: The table below contains the list of languages that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format for 24 months. Please label the tables Year 1 and Year 2. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Counterpart.

Languages	250 words		500 words		1000 words		2500 words		5,000 words		10,000 words		20,000 words	
	Price USD	Delivery time	Price USD	Delivery time	Price USD	Delivery time	Price USD	Delivery time	Price USD	Delivery time	Price USD	Delivery time	Price USD	Delivery time
English (us) to French														
French (West Africa) to English (us)														
English (us) to Spanish														

(Central/Latin America)														
Spanish (Central/Latin America) to English (us)														
English (us) to Arabic (Standard)														
Arabic (Standard) to English (us)														
English (us) to Portuguese														
Portuguese to English (us)														

5. Fees for Additional Services:

Describe any additional services and pricing for the Initial Term, including a table of other languages that may not be listed within your proposal, as well as any different costs for graphics, tables, etc.

6. Urgent translation services:

Describe your ability for responding to urgent translation service for example “in 24 hours or 48 hours based on the size of the document” and include all associated costs with an urgent request.

7. Service level agreements:

Describe your ability to at minimum adhere to the following standards

- <2% Translation error
- 99% on time delivery
- 99% right first-time quality

8. Technical (Subject Matter) translations:

List the technical areas for which you will be able to provide translations and for which languages.

Section 4: Offer Cover Letter:

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: COUNTERPART INTERNATIONAL
2345 Crystal Drive Suite 301
Arlington, Virginia, 22202

Reference: RFQ no. RFQ-Counterpart Project Code-Unit-1 7-001 RFQ-Global-GCC-19-001

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Attachment 1

Document to be translated:

Federal procurement rules and regulations are documented in the Uniform Guidance issued by the Office of Management and Budget (OMB) together with Federal Agencies and can be found in Subpart D of 2 CFR 200 (*Procurement Standards*, [2 CFR 200.317 through 326](#)).

USAID PRIOR APPROVAL:

Prior-approval requirements outlined in [2 CFR 200.308](#) *Revision of budget and program plans*, [2 CFR 200.407](#) *Prior written approval (prior approval)* and [2 CFR 200.439](#) *Equipment and other capital expenditures*.

Prior approval is required for the following:

- ✓ Purchase of equipment
- ✓ Purchasing restricted commodities (see restricted commodities below)
- ✓ Construction activities
- ✓ Contracting out work when it is not described in the application and funded in the approved Federal awards

In addition to the Federal procurement standards applicable to all USG-funded awards, each agency may also have its procurement requirements that are applicable to the recipient. In addition, the following are restrictions made by USAID that must be complied with at all times:

INELIGIBLE COMMODITIES AND SERVICES:

Below is a list of goods and services that cannot be procured. Counterpart does not allow the procurement of ineligible goods and services under any circumstances. Please refer to [M8 USAID Eligibility Rules for Goods and Services](#) (June 2012).

- | | |
|---|---|
| (i) Military equipment | (iv) Abortion equipment and services |
| (ii) Surveillance equipment | (v) Luxury goods and gambling equipment |
| (iii) Commodities or services for support of police or other law enforcement activities | (vi) Weather modification equipment |

When preparing to issue a vendor contract or other services agreement, please note that prior approval for contracting out of work may be required. In accordance with OMB requirements (2 CFR 200.308(c)(6)), donor approvals must be obtained for contracting out of any work under a Federal award unless it has been described in the application and funded in the approved Federal award. To determine whether a procurement of services is considered contracting out work, please refer to Counterpart's decision tree for "contracting out of work".

INELIGIBLE SUPPLIERS: Any firms or individuals that do not comply with the requirements in Standard Provision M.9, "Debarment, Suspension and Other Responsibility Matters", and Standard Provision M.12, "Preventing Terrorist Financing", must not be used to provide any goods or services.

RESTRICTED COMMODITIES: The recipient must obtain prior written approval from the Agreement Officer (AO) or comply with required procedures under an applicable waiver, as provided by the AO, when procuring any of the following:

- (i) Agricultural commodities
- (ii) Motor vehicles
- (iii) Pharmaceuticals
- (iv) Pesticides
- (v) Used equipment
- (vi) U.S. Government-owned excess property

10.2 FIELD OFFICE PROCUREMENT THRESHOLDS

The table below summarizes field office procurement thresholds, procurement methods, evaluation methods, and required documents for each threshold. The below thresholds are for goods, services and ICAs.

Procurement Method →		Micro Purchase	Informal Competition	Adequate Competition	Full & Open Competition
Evaluation Method →		Single Quote	Bid Analysis	Selection Memo	Selection Memo by SELCOM
#	Document	\$0 to \$999	\$1,000 - \$2,999	\$3,000 - \$29,999	\$30,000 or more
1	Purchase Request or email approval ¹				
2	Donor approval ²				
3	RFQ / RFP / CD				
4	Advertisement ³				
5	Offers/quotes/proposals/CVs ⁴				
6	Non-Competitive Procurement Memo ⁵				
7	Confidentiality & Disclosure of COI ⁶				
8	Visual compliance (Insert VC Screening ID here)				
9	Bid Analysis Summary				
10	Selection Memo				
11	BPA				
12	ICA				
13	Vendor Contract				
14	Standalone Purchase order (<\$3,000) ⁷				

Notes

* Highlighted cells are not required.

¹ Purchase Request is not required for consultancy and Micro Purchase for goods and services, Email approval will suffice.

² Please refer to the Procurement Manual's prior approval section.

³ Either attach the advertisement or include the link in the Selection Memo

⁴ For Micro Purchase threshold only one quote is required.

⁵ Please refer to the Procurement Manual's Non-Competitive Procurement section

⁶ Col is required for full and open only, otherwise the annual HR COI will suffice.

⁷ Standalone Purchase order is not required for micro purchase but can be used if needed.



1. INTRODUCTION

The purpose of this manual is to establish procurement procedures that guide Counterpart International Field and Headquarters staff in the purchase of goods and services in accordance with Counterpart's Procurement Policy ([Appendix PROC1](#)). This manual also aims to ensure that acquisition of goods and services is conducted efficiently and effectively, obtaining the best value available to Counterpart and promoting competition whenever possible and/or applicable. All procurement regulations, processes and procedures in this document supersede all previous procurement manuals and processes.

Use this Manual to better understand:

- (1) Procurement ethics and integrity;
- (2) Counterpart's procurement requirements and procedures;
- (3) Donor procurement rules and regulations; and
- (4) How to execute a well-planned and effective procurement action, void of lapses in integrity or compliance.

Please note that the procurement manual frequently asked questions (FAQ) document available in our procurement page acts as supplement to this procurement manual and provide a list of questions and answers that is either not mentioned in the manual or adding more details to what is in the manual

The Manual presents instructions and guidance for both field office and headquarters-based procurements. After reviewing the contents of this Manual, you'll be ready to conduct effective planning ([section 6](#)), develop specifications and solicitations ([sections 14](#)), understand Counterpart's cost thresholds for procurement of goods and services and consultants ([section 10](#)), conduct fair and transparent competition, carry out evaluation and selection processes, identify appropriate contract types, and maintain comprehensive procurement records and documentation ([sections 13](#)).

2. RELATED PROCUREMENT POLICIES

All Counterpart employees involved in procurements of goods and services shall comply with the procurement policy and procedures in this manual, as well as all applicable Counterpart policies, U.S. laws, donor rules and regulations, listed below:

1. [Procurement Policy](#)
2. [Privacy Policy](#)
3. [Global Code of Conduct](#)
4. [Visual Compliance Policy](#)
5. [Foreign Corrupt Practices Act](#)
6. [Delegation of Authority Policy](#)
7. [Documents Retention Policy](#)

3. PROCUREMENT ETHICS

Counterpart staff involved with any part of the procurement or decision-making process are held to rigorous standards of procurement ethics. As such, Counterpart must not conduct business with any goods or service providers, individuals, or firms known or determined to be: