

Request for Quotations (RFQ)

RFQ Number: RFQ-Global-GCC-2020-01

Issuance Date: 2.05.2020

Deadline for Offers: 2.15.2020 6 Pm Eastern

Description: RFQ for Consultants for technical writing and editing services

For: Counterpart International

Number of anticipated awards: Multiple

Section 1: Instructions to Offerors

1. Introduction:

Counterpart International's mission is to *partner with local organizations – formal and informal – to build inclusive, sustainable communities in which people thrive*. Counterpart works in more than 20 countries around the world, working alongside local partners to address challenges and opportunities. Counterpart's headquarters team supports this work through providing solution-driven support to program teams.

The purpose of this RFQ is to solicit quotations from eligible individual consultants for as-needed, ad hoc purchases of editing services. As a result of this RFQ, Counterpart 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 to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next 12 months. The Consultant shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the Consultant 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 5pm local Washington DC time on February 15, 2020 by email. The offers must be emailed to procurements.hq@counterpart.org

Please reference the RFQ number in any response to this RFQ. Offers received after this time and date 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 5pm local EST on February 10, 2020 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. 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 services.

- 5. 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 US Dollars. Offers must remain valid for not less than thirty (90) calendar days after the offer deadline.

Individuals responding to this RFQ are requested to submit:

- A cover letter, following the template below.
- A completed capabilities matrix with 1-2 paragraphs highlighting qualifications for applicable labor categories (note: it is not expected that individuals will apply to all labor categories).
- A CV (two-page maximum)
- Writing Sample of 1-3 pages
- Candidate Salary and Education Data Sheet (Section 6) DO NOT submit USAID 1420 for rate verification

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6. Delivery: The delivery location for the items described in this RFQ is primarily remote/offsite work. 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.

7. 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](#).

8. Taxes and VAT:

All prices must be presented exclusive of any taxes, duties, and VAT

9. Eligibility:

This RFQ is open to individuals or independent consultants only; consulting firms, companies, and organizations are not eligible to apply. By submitting an offer in response to this RFQ, the offeror certifies that it is not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any entity that is debarred, suspended, or considered to be ineligible by the U.S. Government.

10. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged via a trade-off analysis to be the best value based on application of the following evaluation criteria.

Evaluation Criteria	Score
Technical Specifications and capabilities matrix	25
Technical writing qualifications	25
Editing qualifications	30
Writing Sample	20
Rate card	Pass/Fail

Cost will be evaluated on Pass/Fail basis with consideration on reasonableness and within market rates.

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(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may interview shortlisted candidates.
- 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 Vendors, if in the best interest of Counterpart.
- 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 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.

11. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart 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 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 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 12 months. The Vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under the BPA. Counterpart 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 Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods 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 applicant (See Section 4 for template)
- Completed Rate Card (Section 5)
- CV
- A completed capabilities matrix
- Writing sample

Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors and individuals for as-needed, ad hoc procurement of technical writing, and editing services.

The qualifications required across all labor categories are:

- Bachelor's degree in a related field and five (5) years of experience performing related work. There is a preference for work performed in support of U.S. government International Development projects. No or lesser degree may be substituted for an additional four (4) years of experience;
- Experience writing academic papers on various subjects
- Demonstrated ability to work independently as well as part of diverse teams;
- Excellent writing and editing skills
- An eye for detail and be very accurate in their work
- Good IT skills, including knowledge of word processing and design programs
- Ability to work under pressure and provide deliverables on a tight schedule; and
- Fluent in the English language
- Spanish, Russian, Arabic and/or French language skills desired.

Counterpart is considering the purchase of services under the following labor categories. For each labor category, the general scope of work is outlined below. Please note these are illustrative scopes of work, as the specific tasks will be outlined in each call issued under an awarded BPA. The description of labor categories is followed by the quotation form, which must be submitted with each offer, filled out with the fully burdened daily rates proposed for each applicable labor category.

1. Technical writing

Draft documents such as project/activity reports, sections of proposals, assessment reports, etc.

2. Editing

Correct the mechanics, grammar, spelling, stylistic editing, including clarifying meaning, and punctuation errors of the reports with some accompanying graphics and captions. Additional editing includes success stories.

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: [enter project name]
[enter address of field office]

Reference: RFQ no. [enter RFQ #]

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 or [enter project name] project 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): _____

Section 5: Rate Card

Individual's Name:

Email Address:

Authorized Signature:

Labor Categories and Proposed Rates

Labor category	Proposed daily rate*
Technical writing	
Editing	

*Note: The daily rates requested will strictly reflect 8-hour workdays.

Provide three (3) professional references. For each reference please provide the following contact information: name, email and phone number.

Section 6:

A completed capabilities matrix

Question	Answer
Briefly describe how you meet or exceed the qualifications for the opportunity. Please organize your response according to the topic areas of interest indicated above.	
List and describe some of the major documents you have written and/or edited during the last 3 years.	
Indicate your availability during the period of March-December 2020	