

Request for Quotations (RFQ) for Translation Services

RFQ Number:	RFQ-Global-GCC-20-003
Issuance Date:	August 18, 2020
Deadline for Offers:	September 4, 2020
Questions deadline:	August 26, 2020
Responses to questions:	August 31, 2020
Description:	RFQ for Blanket Purchase Agreement for Translation Service
For:	COUNTERPART INTERNATIONAL

Number of anticipated awards: Multiple

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 12 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 September 4, 2020 by email to:

procurements.hq@counterpart.org

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-20-003). 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 26, 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. 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

Business type (large or small business with socioeconomic status)

- Summary profile of the lead translators for each language.
- Any certifications or quality standards for translations followed.

- Statement on whether the Offeror uses any covered telecommunications equipment or telecommunications or video surveillance equipment or services by the following companies (and associated subsidiaries or affiliates): Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries
- 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 including compliance with Section 889

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. In accordance with FAR 52.204-25 and 2 CFR200.216, no telecommunications or video surveillance equipment or services can be used by the following companies (and associated subsidiaries or affiliates):Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries.

(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.
- Statement on whether the Offeror uses any covered telecommunications equipment or telecommunications or video surveillance equipment or services by the following companies (and associated subsidiaries or affiliates):Huawei Technologies Company; or ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; or Dahua Technology Company or their subsidiaries (FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020) and 2 CFR 200.216)

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



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.

9. Summary profile of the lead translators for each language.

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-Global-GCC-20-003

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): _____

Business type (large or small business with socioeconomic status):

Section 5 Section 889 Covered Communications Equipment and Services

Background: Section 889 of the 2019 NDAA generally prohibits federal agencies, federal contractors, and grant or loan recipients from procuring or potentially using—without a waiver or exemption—certain “covered telecommunications equipment or services,” specifically those produced by Huawei Technologies Company and ZTE Corporation and, with respect to certain public safety or surveillance applications, Hytera Communications Corporation, Dahua Technology Company, and Hangzhou Hikvision Digital Technology Company—as a “substantial or essential component of any system, or as critical technology as part of any system.” Counterpart is a recipient of federal grants and contracts and is required to comply with FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020) and 2 CFR 200.216.

Does the Offeror use any applicable equipment or components of equipment or services that would fall under “covered telecommunications equipment or services” prohibition? Yes or No

If yes, please explain and include and mitigation factors if applicable:

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Attachment 1

Document to be translated:

1. COST REASONABLENESS

In procurement we consider the cost reasonable if, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

When determining reasonableness of a cost, consideration must be given to the following:

- (a) Whether the cost is necessary for the operation
- (b) Restraints or requirements
- (c) Market prices for comparable goods or services for the geographic area.
- (e) Consistency with the established CPI policies and practices

2. PROCUREMENT THRESHOLDS AND COMPETITION

Counterpart's policy is to conduct and promote competition in its procurement to the furthest extent possible. Competition provides an effective method by which Counterpart can examine whether they have the best providers available for each particular need.

The anticipated dollar value of goods and services being procured determines the type of competition required. Counterpart has established four different thresholds: micro-purchase, informal competition, adequate competition, and full and open competition. For field procurement, a competitive procurement process is required for transactions above \$999. For HQ procurements, competition is required for transactions above \$3,000 USD, as reflected in separate tables. If competition is not feasible, please refer to [section 11](#).

Competition also stimulates innovation in the methods of provision of goods and services. In addition, competition:

- Helps Counterpart understand the available options in the market
- Provides the best possible value-for-money outcome from the procurement activity
- Creates a competitive marketplace with companies offering their best to meet the needs of Counterpart

Procurement thresholds fall into four categories. The definitions and related processes for each are defined below. The dollar value defining each threshold is separated for field and HQ offices. For all Counterpart International global projects based in the United States of America, they should follow HQ procurement processes.

10.1 PROCUREMENT METHODS AND THRESHOLD DEFINITIONS

This subsection explains and describes the requirements for procurement competition.

10.1.1 Micro Purchase: The Micro Purchase threshold is for minor transactions and acquisition of goods and services using a simplified procurement process. To qualify as a Micro Purchase, the aggregate amount must be **below \$1,000 USD for all field offices** and **below \$3,000 USD for HQ**. Competition is not required for this threshold and a single quotation is sufficient for the purchase. The purchaser must verify that the

price is reasonable by conducting simple market research, such as consulting advertisements, internet prices, or comparing price lists. Procurement under this threshold should be distributed equitably among goods and service providers. It is preferred that goods and services in this threshold are obtained from a prequalified provider (see [section 16](#) for the prequalification process).

10.1.2 Informal Competition: This threshold is for field offices only. Informal competition refers to the use of a limited competition process in which the purchaser must obtain three quotations, but not necessarily use a formal RFQ/RFP process. Providers' catalogue prices, published prices and valid price advertisements are sufficient. This threshold applies to procurement of goods and services with an aggregate value **between \$1,000 and \$2,999 USD**. Informal competition is most suitable for procurement of goods and services that are simple to describe and have clear specifications. It is important to ensure all potential providers receive the exact same requirements and specifications. Acceptable solicitation methods for this threshold are: email, phone, or verbal communication. If phone or verbal communication methods are used, the solicitation method still must be documented in writing. It is acceptable, however, if the purchaser decides to utilize an RFQ for this threshold, even though this is not a requirement for informal competition. The project or HQ must distribute micro-purchases equitably among qualified suppliers. It is preferred that frequently purchased goods and services in this threshold are obtained from a prequalified supplier.

Note: even if an RFQ is not used, and no matter which solicitation method is relied upon, field teams are responsible for articulating the specific CPI requirements for a purchase to vendors, and accurately documenting this information.

10.1.3 Adequate Competition: Adequate competition refers to the process of obtaining three or more offers from an adequate number of qualified sources through targeted solicitation, using a formal RFP or RFQ process ([Appendix PROC4](#) and [PROC5](#)). The price analysis must clearly demonstrate that the proposed price is reasonable. The evaluation and provider selection for this threshold may be done by an individual, however best practice is always to use a procurement committee. The aggregate amount of the procurement must be **below \$30,000 USD for field offices** and **below \$100,000 USD for HQ**.

10.1.4 Full and open competition: Full and open competition means all responsible suppliers are permitted to compete. Advertisement of a solicitation (RFP/RFQ) in a publicly accessible source or forum, such as a website, community board, or newspaper is required for this threshold. Adequate time of no less than 5 (Five) working days from the publishing date of the solicitation must be allotted for the receipt of quotes or proposals from bidders. In order to meet full and open competition, at least 2 or more proposals/offers must be received. If only one offer is received, it will be considered as insufficient competition, please refer to section 16 in this manual.

Counterpart programs are expected to work closely with GC&C from the outset of the process to ensure compliance with full and open competition

The evaluation and provider selection for this threshold must be done by a procurement committee and not by an individual

procurement requirements. The aggregate amount requiring full and open competition is **\$30,000 USD or more for field offices** and **\$100,000 USD or more for HQ**. At times, cases may arise when full and open competition is not feasible. In such cases, the adequate competition or informal competition thresholds and requirements may be used but must be approved by staff with the appropriate DoA. In cases where no competition is feasible, refer to [section 16](#) of this manual.

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 COI 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.

10.3 CHANGES TO FIELD OFFICE PROCUREMENT THRESHOLD:

Counterpart field offices must follow the field office procurement thresholds defined above in [section 10.2](#). Field offices must not increase or decrease thresholds without obtaining approval from GC&C through the process below:

1. Conduct market research documenting the purchasing power of the United States Dollar in the country where the field office is based.
2. If possible, obtain procurement thresholds from similar organizations in the country.
3. Prepare a memorandum of justification that includes information about which threshold needs to be changed and propose a new threshold, clearly outlining the reasons for the changes.

4. Submit the market analysis, prices comparison, and the justification memo to GC&C for review and approval.