

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Water and Sanitation Project, invites qualified vendors to submit quotations for translation services for the project, as follows:

1. RFQ No.	RFQ-CAP-20-0005
2. Issue Date	March 5, 2020
3. Title	Translation Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	USAID Water and Sanitation Project GN Plaza, 2 ^e Etage Suites 201-204 #48 Rue Metellus, Pétion-ville SafeWaterandSanitationforHaiti_info@dai.com
5. Deadline for Receipt of Quotes.	March 19, 2020 4:00 PM. Please submit to swsh_procurement@dai.com
6. Point of Contact	swsh_info@dai.com
7. Anticipated Award Type	Blanket Purchase Agreement (BPA). A blanket Purchase Agreement (BPA) fixes the unit price of the translation service to include all material and labor costs to provide the services outlined in the scope of work found in Attachment C. The PRICE of a UNIT of translation services shall remain FIXED for a period of 12 months. The BPA will not guarantee a quantity of translation services to be purchased, only an estimated need. BPA Release Orders will be issued to “order” specific documents to be translated. Only upon evidence of translation services provided will the vendor be paid for the quantity based on the fixed price. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote. DAI reserves the right to award multiple BPAs to multiple vendors, if appropriate to ensure continuity of service.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Quotes are due by March 19, 2020, 4:00 PM. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically to Swsh_procurement@dai.com <p>Please use the submit line "Quote for RFQ-CAP-20-0005" and include the following information: Bidder understands that their quote must be valid for a period of 30 days, and that prices will remain fixed for a period of 12 months after award"</p> <ul style="list-style-type: none"> • Bidders shall sign and date their quotation. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. <p>Note that these services are eligible for VAT exemption under the DAI prime contract.</p>
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email : SafeWaterandSanitationforHaiti_info@dai.com or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p> <p>The deadline for questions is fixed on March 12, 2020.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>See complete details in Attachment C – Detailed technical specifications and Attachment C for USAID Water and Sanitation</p> <p>In addition to meeting the scope of work listed above, vendors are required to meet or exceed the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> 1. References from at least three other clients receiving similar services currently or within the last 2 years.
<p>12. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copy of Patente Up-to-Date 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. Ability to comply with required or proposed delivery or performance schedules.
<p>13. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

	<ul style="list-style-type: none"> • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>14. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>15. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>16. Procurement Ethics</p>	<p>By submitting an Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

1.1 Attachment A: Price Schedule

Item Number	Item Name	Specifications	Unit of Measure	Unit Price	Total Price
1a	<i>Annual Translation Services</i>	Translation from English to French or creole and/or French or creole to English for administrative and technical documents (Including but not limited to CVs, job descriptions, memos, reports, Scope of works ect.)	Per Word based on word count in ORIGINAL document.		
2	VAT				
GRAND TOTAL IN Click here to enter text.					

Unit Prices shall be fixed for a period of 12 months from the date of award. Per Word Prices quoted cannot be amended during the period of performance.

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address:
 Telephone:
 Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws...
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Technical Specifications

1. **Services:** DAI seeks the following translation services from English to French or French to English or English to Creole or Creole to English languages:
 - a. Translation of both administrative and technical documents, such as CVs, Job Descriptions, Memos, Reports, Public Announcements, Forms, Scope of Work or training materials (MS WORD MS EXCEL)
2. **Formatting**
 - a. File formats: Final deliverable documents shall be formatted the same as the original language documents provided for the translation; and
 - b. Seals and symbols shall be indicated as such in the translated document within brackets, and text shall be translated and placed directly below the seal or symbol inside a bracket.
 - c. Text in the header and footers shall also be translated.
3. **The firm shall propose personnel with the following qualifications:**
 - a. Native French Speaker for documents translated to French.
 - b. Native English Speaker for documents translated to English
 - c. Native Creole Speaker for documents translated to Creole
 - d. Translators shall have a minimum of three years professional experience in providing technical document translation services. References shall be provided.
 - e. Competence and familiarity with Microsoft Word and Excel.
4. **Terms and Specifications**
 - a. **Level of detail:** These services shall be of an independent translation from the Translation Contractor. The translation shall not depend on machine translations. Using "Google Translate" or another machine translation software package as a primary means of accomplishing the work may be grounds for suspension or termination;
 - b. **Literalness:** Producing clarity of meaning and elegance of phrasing are more important than a text that literally matches the word order or the phrasing of the original language. The translated texts shall be able to stand alone, working with any exhibits in the documents to effectively communicate ideas and meanings in the target language.
 - c. **Brevity:** Translations must maintain both brevity and focus. Sentences normally average around 120 words or less. Exhibit and drawing captions are usually only a sentence or two at the most. It is essential that translators look for ways to edit out any elements or phrasings that are not critical to conveying the key meaning of the text and to keep the text concise; and
 - d. **Efficiency:** The assigned translators shall be capable of effectively translating a minimum of 2000 words per 8-hr work day.

- e. **Competency:** The candidate company shall submit a translation of THIS ATTACHMENT C (Attachment C: Detailed Technical Specifications) excerpt (to French) as part of the submittal requirements for this RFQ.