



Request for Quotes (RFQ)  
**Written Translation Services** for  
Equal Access International

**To:** Offerors

**From:** Equal Access International

**Subject:** Request for Quote (RFQ) No. RFQ-EAI-HQ03-21-0001

**RFQ No:** RFQ-EAI-HQ03-21-0001

**Performance Period:** One Year after receiving award.

**RFQ Issue Date:** October 20, 2021

**RFQ Closing Date:** October 20, 2021

**RFP Closing Time:** 5:00 PM – Eastern Daylight Time (GMT -04:00)

**WARNING:** Prospective Offerors who have received this document from a source other than the Equal Access International Procurement Department ([caprocurement@equalaccess.org](mailto:caprocurement@equalaccess.org)) should immediately contact EAI and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date.

## 1. Synopsis of the Request for Quotation

Equal Access International (EAI), is a non-profit organization with corporate headquarters in Washington, D.C. EAI engages communities directly through participatory media and technology. Our projects are designed around the priorities, experiences, opinions, and solutions of the communities with whom we partner. Every program has multiple touchpoints that integrate community solutions and feedback. We call this a generative feedback loop. Among other regions, EAI operates across Francophone West Africa, East Africa, South Asia, and Southeast Asia. As such, EAI, invites qualified vendors to submit quotations for ongoing written translation services as outlined below.

EAI is seeking to translate documents in languages ranging from English, French, Spanish, Tagalog, Arabic, Dari, Hausa, and/or Nepali. It is not required that the vendor have the capacity to complete translation for all of these languages, however, the vendor must clearly state which languages staff are able to translate between. Some material may be technical in nature. Technical topics covered may include, but are not limited to, countering violent extremism, youth engagement, gender engagement, governance, and more. Vendor must clearly state previous technical topics covered in translation requests in past performance section.

1. RFQ No.	RFQ-EAI-HQ03-21-0001
2. Issue Date	October 20, 2021
3. Title	Written Translation Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	Equal Access International <a href="mailto:equiprocurement@equalaccess.org">equiprocurement@equalaccess.org</a>
5. Deadline for Receipt of Quotes.	The deadline for receiving quotation is no later than <b>5:00 pm EDT on November 05, 2021</b>
6. Contact Person	<a href="mailto:equiprocurement@equalaccess.org">equiprocurement@equalaccess.org</a>
7. Anticipated Award Type	EAI anticipates awarding a Blanket Purchase Agreement (BPA). This is only the anticipated type of award and may be changed as a result of negotiations.  Issuance of this RFQ in no way obligates EAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
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 EAI, considering price or/and other factors included in the EAI. To be considered for award, bidders must meet the requirements identified in Section 11, "Determination of Responsibility." No

	discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.
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## 2. Request for Quotation

9. General Instructions to Bidders	<ul style="list-style-type: none"> <li>• Vendors wishing to submit quotation must do so on or before <b>November 15 at 5:00 P.M., EDT</b>, Late offers will be rejected except under extraordinary circumstances at EAI's discretion. <ul style="list-style-type: none"> <li>➤ Offerors can submit PDF proforma electronically to <a href="mailto:eprourement@equalaccess.org">eprourement@equalaccess.org</a>; in case of electronically submission must be mailed with the subject line: <b>"RFQ NO. RFQ-EAI-HQ03-21-0001- Translation services"</b></li> <li>➤ Or, Quotation shall be sealed in an envelope, and shall be clearly labeled as: <b>"RFQ-EAI-HQ03-21-0001– Translation services"</b></li> </ul> </li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one (1) year from the issuance of the contract for the price provided. (Attachment C: Cover Letter)</li> <li>• Offerors shall sign and date their quotation.</li> <li>• Offerors shall complete <b>Attachment B: Price Schedule template</b>.</li> <li>• Offerors shall submit <b>Attachment D: Past Performance details</b>.</li> <li>• Please see <b>Attachment A: Scope of Work</b> for reference as to required components of this task.</li> </ul>
10. Questions Regarding the RFQ	<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 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><b>Questions for this RFQ are due 5 P.M. EDT, November 05, 2021.</b></p>
11. Determination of Responsibility	<p>EAI 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"> <li>1. Provide copies of the <b>required valid business licenses</b> to operate in the host country.</li> <li>2. Evidence of a DUNS number (explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> <li>5. Have a satisfactory past performance record.</li> <li>6. Have a satisfactory record of integrity and business ethics.</li> <li>7. Have the necessary organization, experience, accounting and operational controls, and technical skills.</li> </ol>

	8. Be qualified and eligible to perform work under applicable laws and regulations.
12. Geographic Code	<ul style="list-style-type: none"> <li>EAI must verify the source, nationality, and origin, of goods and services and ensure (to the fullest extent possible) that EAI 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. EAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by EAI.</li> <li>By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and the exclusions for prohibited countries.</li> </ul>
13. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement.</p> <p>Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. EAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p>
14. Compliance with Terms and Conditions	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 <b>Attachment E</b> .
15. Procurement Ethics	By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to EAI 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 EAI staff may report violations to <a href="mailto:EAIGlobal@equalaccess.org">EAIGlobal@equalaccess.org</a>

## **1.1 Attachment A: Scope of Work**

### **Background**

Equal Access International (EAI) is a non-governmental organization (NGO) with U.S. regional offices in Washington, D.C. EAI partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, Pakistan, and the Philippines.

### **General Description**

With EAI's implementation projects across the world, EAI is seeking to bring onboard a long-term written translator to assist in translating documents written in English, French, Spanish, Tagalog, Arabic, Dari, Hausa, and/or Nepali.

### **Key Duties**

- Translate written materials from one language into another, such as books, web pages, personnel files, procurement files, policy and education materials, correspondences, technical material, training materials, etc.
- Review translated materials for accuracy of meaning, grammar, and syntax.
- Receive and submit assignments electronically.
- When relevant, create side-by-side translated templates of official documentation, including but not limited to employee agreements, contracts, training materials, etc.

### **Languages**

- Provide written translation between English and French, and vice versa

Prior experience with USAID, preferred

Selected vendor will be required to sign an NDA as some documents may contain confidential information.

## 1.2 Attachment B: Price Schedule

Item Number	Written Translation	Unit	Unit price	Delivery timeline	Remarks
1.	English to <i>Language</i>	Per word in English			
2.	<i>Language</i> to English	Per word in <i>Language</i>			
3.	English to <i>Language</i> Rush	Per word in English			
4.	<i>Language</i> to English Rush	Per word in <i>Language</i>			
<b>Total Amount</b>					

<b>Please mention additional services included (if any )</b>

### **1.3    *Attachment C: Cover Letter***

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_.

Our attached proposal is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of 1 year after the issuance of an agreement 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 EAI 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:



## 1.4 Attachment D: Past Performance

Include references that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date.

Services should have been undertaken within the past three years. Services undertaken within the past six years may be taken into consideration at the discretion of the evaluation committee.

[illegible]

### 1.5 *Attachment E. Certifications*

Vendor certifies by submitting a quotation for this RFQ that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department or agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as “specially designated nationals” by the Office of Foreign Assets Control of the U.S. Department of Treasury; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: [www.sam.gov](http://www.sam.gov), <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>; and <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>; and (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Agreement any item which has its source in, or is purchased from a supplier which has its nationality in, any restricted countries or prohibited sources, as designated in <http://www.usaid.gov/ads/policy/300/310mac>; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, shall be made, either directly or indirectly, as an inducement or reward for the award of this RFQ. Any such practice will be grounds for terminating or rescinding the award of this RFQ, in addition to any other remedies that may be available to EAI. Violation of any of these certifications is considered a material defect and will lead to the termination for cause of any agreement issued in relation to this RFQ.