

**Request for Quotations (RFQ)**

RFQ Number: Kyrgyz Agro Trade-009

Issuance Date: 3-March-2021

Deadline for Offers: 17-March -2021

Description: Professional Translation and Interpretation Services

For: Kyrgyz Republic Agro Trade Activity

Funded By: United States Agency for International Development (USAID),

 Contract No. 7200AA18D00018 / 72011520F00004

Implemented By: Chemonics International Inc.

Point of Contact: Saida Usmanova Susmanova@kyrgyzagrotrade.com

 procurement@KyrgyzAgroTrade.com

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at https://www.chemonics.com/our-approach/standards-business-conduct/

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

* Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
* Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* Certify that all information in the proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to Chemonics’ prohibitions against fraud, bribery and kickbacks.

Please contact businessconduct@chemonics.com or Chief of Party David Dyer ddyer@KyrgyzAgroTrade.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics’ Washington office through the contact information listed on the website found at the hyperlink above.

**Section 1: Instructions to Offerors**

1. **Introduction**: The Kyrgyz Republic Agro Trade Activity is a USAID program implemented by Chemonics International in the Kyrgyz Republic. The goal of the Activity is to support job creation, strengthen value chains , and improve the business enabling environment through interventions that boost productivity, upgrade processing, build international business-to-business linkages, facilitate access to finance, and support private sector–informed policy reform. As part of project overall operation, the Activity requires professional translation and interpretation services to facilitate overall project activity implementation. The purpose of this RFQ is to solicit quotations for above described services.

Offerors are responsible for ensuring that their offers are received by Chemonics 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.

1. **Offer Deadline and Protocol**: Offers must be received no later than **17:00 local time on March 17, 2021** by email. Any emailed offers must be emailed to procurement@KyrgyzAgroTrade.com copy to SUsmanova@KyrgyzAgroTrade.com

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 local time on March 15, 2021 by email to SUsmanova@KyrgyzAgroTrade.com, Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics 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 Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Quotations**: 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 KGS. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFQ are requested to submit a copy of their identification card.
1. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.ecfr.gov/cgi-bin/text-idx?SID=08ebdb764a062414feccba5748b6de5d&mc=true&node=pt22.1.228&rgn=div5). The cooperating country for this RFQ is the Kyrgyz Republic.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

1. **Covered telecommunication equipment or services**: All goods and services offered in response to the RFQ must not use equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities), as defined in Pub. L. 115-232, Section 889.
2. **Taxes and VAT**:

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country.  Therefore, offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Cooperating Country.

1. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
2. **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. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
3. **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. The relative importance of each individual criterion is indicated by the number of points below:
* ***Technical*** – 30 points: Evaluation Committee will assess weather company has enough technical, professional staff to complete the assignment.
* ***Speed of service completion*** – 10 points: The speed of service completion (details are on page 6 below the table).
* ***Company background and experience***– 30 points: Whether the company has enough experience relevant to the project activity
* ***Price***– 30 points: The overall cost presented in the offer.

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. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

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

* Chemonics 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, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the Kyrgyz Republic Agro Trade Activity.
* Chemonics may cancel this RFQ at any time.

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 the Kyrgyz Republic Agro Trade Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Kyrgyz Republic Agro Trade Activity, 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 Chemonics’ 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:

1. Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
3. 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: Cuba, Iran, North Korea, Syria.
4. 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.
5. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

**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 equipment (see Section 3 for example format)

□ Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

□ Copy of offeror’s registration or business license (see Section 1.5 for more details)

□ Profile of the company or organization, describing its background, the types of services (topics and nature of translated documents) and number of translators and interpreters. Sectors in which company has more experience etc.

□ Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email. Letters of recommendation from at least 3 international/ donor organizations on similar procurements completed

□ The list of technical personnel (please provide CVs or Certificates of translators and interpreters), assigned to render the translation services.

□ List of all equipment that will be used for the translation including details on backup system and extra devices if required.

**Section 3: Specifications and Technical Requirements**

The table below contains the list of services under RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description of the service**  | **Qty** | **Item** | **Unit Price**(KGS) | **Total Price**(KGS) |
| **Written Translation Services**  |
| 1 | Written translation Service.Languages: from English into Russian language and vise-versa (documents in MS Word, Excel, Power Point, PDF) | 1000  | words |  |  |
| 2 | Written translation Service.Languages: from English into Kyrgyz language and vise-versa (documents in MS Word, Excel, Power Point, PDF) | 1000  | words |  |  |
| 3 | Written translation Service.Languages: from English to Uzbek language and vise-versa (documents in MS Word, Excel, Power Point, PDF) | 1000  | words |  |  |
| 4 | Proof reading, editing of text (word, excel, pdf) of any complexity from Uzbek, Russian into English and vice-versa | 1000  | words |  |  |
|  | Interpretation services  |
| 4 | Simultaneous Interpretation service (Russian-English-Kyrgyz-Uzbek languages) during offline / online events, meetings, round tables, and ceremonies.  | 1 | Half Day ( 1-4 hours, 1 translator) |  |  |
| 5 | Simultaneous Interpretation service (Russian-English-Kyrgyz-Uzbek languages) during offline / online events, meetings, round tables, and ceremonies | 1 | Full Day ( 4-8 hours, 1 translator) |  |  |
| 6 | Consecutive Interpretation service (Russian-English-Kyrgyz-Uzbek languages) during offline / online events, meetings, roundtables and ceremonies  | 1 | Half Day ( 1-4 hours, 1 translator) |  |  |
| 7 | Consecutive Interpretation service (Russian-English-Kyrgyz-Uzbek languages) during offline / online events, meetings, and ceremonies | 1 | Full Day ( 4-8 hours, 1 translator)) |  |  |
| 8 | Whisper translation service (Russian-English-Kyrgyz-Uzbek languages) during offline events, meetings, and ceremonies | 1 | Half Day ( 1-4 hours, 1 translator) |  |  |
| 9 | Whisper translation service (Russian-English-Kyrgyz-Uzbek languages) during roundtables, events, meetings, and ceremonies. | 1 | Full Day ( 4-8 hours, 1 translator)) |  |  |
| 10  | Rent of equipment for simultaneous translation (30 - 60 participants) in case of offline events  | 1 | Half Day ( 1-4 hours, 1 translator) |  |  |
| 11 | Rent of equipment for simultaneous translation ( up to 30 - 60 participants) in case of offline events | 1 | Full Day ( 4-8 hours, 1 translator) |  |  |
| **Subtotal:** |  |
| **Other Costs (Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_):** |  |
| **GRAND TOTAL** KGS**:** |  |

**Please indicate the service delivery time (after receipt of order, in how many days/hours for example a document consisting of 1000 Words can be translated): days/hours, etc.**

**Please note:** the price indicated in the offer will be fixed-price, all-inclusive basis, and should include all other costs and in the event of a contract award this price will remain unchanged despite of all other terms and conditions, arising during the award period. Pricing must be presented in KGS.

The prices quoted above remain fixed for the next 12 months: \_\_Yes \_\_\_\_No

**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: Kyrgyz Republic Agro Trade Activity

 House No 1, Griboedova street, Osh city, Kyrgyzstan

Reference: RFQ No. Kyrgyz Agro Trade-009

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 Chemonics or the Kyrgyz Republic Agro Trade Activity 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.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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:

Company DUNS Number:

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

Official name associated with bank account (for payment):

**Section 5: Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire**

If the offeror is selected for an award valued at $30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization’s five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company Name certifies as follows:

1. In the previous tax year, was your company’s gross income from all sources above $300,000?

[ ]  Yes [ ]  No

1. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

[ ]  Yes [ ]  No

1. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

[ ]  Yes [ ]  No

1. Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

[ ]  Yes [ ]  No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature:

Name and Title of Signatory:

Date: