



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: 002
Issuance Date: 4 February 2022
Deadline for Quotes: 18 February 2022
Description: Provision Translation Services – Arabic and English
For: Famine Early Warning Systems Network (FEWS NET) 7 Pillar 1
Funded By: United States Agency for International Development (USAID),
Prime Contract No. AID-7200AA19D00001, Pillar 1 Task Order No.
7200AA19F00018
Implemented By: Chemonics International Inc.
Point of Contact: Emelia Zaeske (ezaeske@chemonics.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 with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The Famine Early Warning Systems Network (FEWS NET) Project is a worldwide USAID program implemented by Chemonics International Inc. The goal of FEWS NET is to provide objective, evidence-based food security information and analysis. As part of project activities, FEWS NET requires the purchase of regular translation services to translate its reports from English to Arabic used in countries where the project operates. The purpose of this RFQ is to solicit quotations for these 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.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00PM local Washington, DC time on 18 February, 2022 by email to Emelia Zaeske, ezaeske@chemonics.com, with fewsnet.PMU.ROW@chemonics.com in copy. Offers by mail will not be considered.

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.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM local Washington, DC time on 11 February, 2022 by email to Emelia Zaeske, ezaeske@chemonics.com, with fewsnet.PMU.ROW@chemonics.com in copy. 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.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in USD. Prices must be inclusive of all costs (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than thirty (30) 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:

- Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients
- 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.

6. **Delivery:** 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 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Jordan.

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

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

8. **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.
9. **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 the 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.
10. **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.
11. **Evaluation and Basis for 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:
 - *Quality of translation from English to Arabic*— 40 points: The quality of translation of the sample passages included in Annex A.
 - *Understanding of technical language*—40 points: The use of correct technical terms in the translation of the sample passages included in Annex A, showing the offeror understands commonly used terms in the industry.

- *Translation from Arabic to English* –15 points: The ability to offer translation from Arabic to English, or other languages used in countries where FEWS NET operates, as listed in the table in Section 3.
- *Past performance and references* – 5 points: The quality of references given by at least two current or former clients/customers.

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 Vendors, if in the best interest of the FEWS NET Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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 FEWS NET Project 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.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the FEWS NET Project, 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:

- (a) 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.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a Blanket Purchase Agreement.
- (c) No services or commodities 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.
- (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.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, 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 proof of technical qualifications, (see Section 3 for example format);
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Sample Translations from Annex A
- References from at least two current or former clients/customers
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000.

Section 3: Specifications and Technical Qualifications

The table below contains the technical requirements of the services that may be ordered under the BPA mechanism. 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. If selected, offerors can expect to receive 2-4 requests for translation per month. The length of each request may vary but are typically between 1-3 pages long.

Translation from English into Arabic, Spanish, French, and Portuguese are the most common requests the selected offeror(s) should expect to receive from FEWS NET. FEWS NET is a global project that operates in a number of regions, but other language translation requests are rare. For a complete list of the regions and countries where FEWS NET operates, please reference the [FEWS NET website](#).

Offerors are asked to fill out the specifications and technical requirements in Section 3. Offerors should provide unit prices per word in USD for regular delivery time, and unit prices per word in USD for rush delivery time. Offerors should add additional rows to include unit prices per word for translation from English into each additional language (French, Spanish, and Portuguese) and vice versa. Offerors may also add extra rows to accommodate languages outside of Arabic, Spanish, French, and Portuguese that they wish to quote a price for **OR** may attach a separate price list. Please include unit price in USD for regular delivery time and rush delivery time.

We kindly ask that offerors do not modify the table to include other content/specifications. However, we encourage that any additional information such as project minimums, relevant terms, etc. be included as part of the response package. Please see the example below:

Line Item	Description and Scope	Qty	Items and Specifications Offered	Unit Price USD	Total Price USD
1	Translation services	Per word	Translation from English to Arabic		
2	Translation services	Per word	Translation from Arabic to English		
3	Translation services	Per word	Translation from English to [INSERT LANGUAGE] <i>(Offerors may add extra rows to the table to accommodate languages outside of Arabic that they wish to quote a price for)</i>		
4	Translation services	Per word	Translation from English to [INSERT LANGUAGE] <i>(Offerors may add extra rows to the table to accommodate languages outside of Arabic, such as Spanish, French, or Portuguese, that they wish to quote a price for)</i>		
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL USD:					

Electronic deliveries shall be made by the Vendor to (insert contact information)

Delivery time (after receipt of order): _____ calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next one (1) month:

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: Famine Early Warning Systems Network (FEWS NET)
Emelia Zaeske, ezaeske@chemonics.com

Reference: RFQ No. FNT 7-P1-ROW-002

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 FEWS NET project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes 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 quote 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, Chemonics, International Inc. certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes No

- b) 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

- c) 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

- d) Does your business or organization maintain an active registration in the System for Award Management (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: _____

Annex A: Sample Translation Passages and Directions

Offerors should translate the passages below into **Arabic** and include the sample in their response to this Request for Quotation:

Sample 1 (Yemen Current Situation)

- Fuel has generally remained available at official stations in areas controlled by the Sana'a-Based Authorities (SBA) during early December. The availability is likely due to slightly increased levels of fuel imports through the Red Sea ports in September and October 2021. However, official stations have reportedly closed at the end of December and, given very low import volumes in November, fuel shortages are periodically expected at official stations during the outlook period, forcing households to pay higher prices at commercial stations instead. Meanwhile, in IRG-controlled areas, official petrol prices fell in December alongside the currency's appreciation and declining global oil prices. Despite this, prices remained 50 percent higher than in January 2021.
- In rural areas, many households are likely experiencing a temporary increase in food availability from their own crop production given the recently concluded or ongoing main harvest of cereals. Meanwhile, market-dependent households in areas under IRG control are likely experiencing some improved food access due to declining prices following the recent currency appreciation. However, prices remain significantly above average and, nationwide, the lack of income-earning opportunities and high food prices will likely continue to drive below-average purchasing power during the projection period. Widespread [Crisis \(IPC Phase 3\)](#) outcomes are likely to continue at the governorate level through May 2022, even in the presence of large-scale food assistance, with worst-affected households likely to face Emergency (IPC Phase 4) or Catastrophe (IPC Phase 5) outcomes.

Sample 2 (Afghanistan Current Situation)

- Overall, conflict and below-average wheat production are currently limiting access to typical sources of food and income, with worst-affected rural areas expected to deteriorate to Crisis (IPC Phase 3) food security outcomes in the coming months. Meanwhile, above-average food prices and below-average purchasing power due to limited labor opportunities and below-average remittances are constraining food access for poor households in both urban and rural areas of the country. Due to escalated conflict since May, an increased number of households are being displaced, with most expected to be experiencing Stressed! (IPC Phase 2!) outcomes where assistance is available or Crisis (IPC Phase 3) or worse outcomes in the absence of assistance.
- Below-average precipitation has deteriorated pasture conditions and fodder availability—particularly in the west and parts of the north—resulting in declining livestock prices in worst-affected areas as households engage in atypical sales. Prior to Eid-ul-Adha in July 2021, livestock prices increased slightly for a short period due to higher demand. As of June 2021, the average price of a one-year-old female sheep (alive) was 15 percent above the four-year average at the national level though below average in many affected provinces according to data from MAIL. Overall, households' income from livestock sales this season has been lower than last year and below average in affected areas due to lower livestock prices, which are expected to decline further throughout the projection period due to dry conditions and worsening insecurity.
- Levels of conflict and insecurity continue to increase across the country. According to OCHA, 329,546 individuals have fled their homes due to insecurity from January 1 to July 13, with more than half of the displacement occurring since May. Displacement totals this year are 55 percent higher than the same time period of last year, with northeastern, northern, and

southern parts of the country worst affected. In southern areas, intensity of conflict is impeding access to orchards and, despite favorable orchard crop production, income from crop sales and harvesting labor opportunities will likely be significantly below average. Conflict has also been increasingly impacting border areas and, given likely further escalation of conflict in the coming months, some disruptions to trade flows are expected to continue putting upward pressure on prices of impacted commodities (such as fuel).

Sample 3 (Sudan Staple Food Prices)

- Sudan will continue facing above-average emergency humanitarian assistance needs through the harvest period due to tribal clashes in Darfur and Kordofan displacing over 187,000 people in November and December, below-average household purchasing power due to the persistent macroeconomic crisis and significantly above average food prices, along with the continued influx of Ethiopian refugees. Crisis (IPC Phase 3) outcomes are likely among newly displaced households, newly arrived refugees, protracted IDPs in parts of Darfur and South Kordofan, and poor households affected by the persistent macroeconomic crisis.
- The ongoing 2021/22 main season harvest has been highly disrupted by the increased frequency of intercommunal clashes in parts of Darfur and Kordofan states and in semi-mechanized and irrigated sectors of Sudan where the high cost of labor is resulting in a labor shortage. The harvest of sesame and groundnut has been completed in most traditional and semi-mechanized rain-fed sectors, while the sorghum, millet, and cash crops harvests are ongoing and likely to continue through January 2022. Crop yields are reportedly impacted by dry spells during critical growth stages and damage from birds and animals raiding the farms, particularly in Darfur, North Kordofan, and northern Gadaref states. Nationally, a near-average harvest is expected.
- Between October and December, intercommunal violence has significantly increased in Darfur and Kordofan states compared to last year. The main harvest season coincides with the seasonal movements of nomadic groups into southern grazing areas, increasing the level of confrontations between pastoralists and farmers. Intercommunal violence in Darfur and Kordofan is likely to increase in December and January as more nomadic groups travel to the southern grazing areas.