

**REQUEST FOR QUOTE No. RFQ-AUWS-2020-000091
PROVISION OF TRANSLATION SERVICES UNDER BLANKET PURCHASE AGREEMENT (BPA)**

Buyer Name: AECOM/AUWS Telephone: 0707877722 Fax: NA Email: auws.quotation@auwsaf.com Address: The Baron, City: Kabul, Afghanistan	Ship to Name: Attention: Procurement Unit Address: AECOM/AUWS Office Kabul City/State: Kabul City Telephone: 0707877722	Vendor Name: Attention: Address: Telephone: Email:	Business Size:
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Issue Date:	January 19, 2020
Questions:	January 22, 2020
Quote Due Date:	January 27, 2020
Quote Valid Until:	March 26, 2020

Required Delivery Date
Based on the evaluation criteria

Commercial Item:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Terms:	Net 30
FOB:	<input type="checkbox"/> Origin <input type="checkbox"/> Destination

Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 3:00 P.M local Kabul time on January 22, 2020 by email to auws.procurement@auwsaf.com . Questions and requests for clarification—and the responses thereto—that AUWS believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Submission Requirements

The vendor should submit its quotation electronically. Please email your offers to auws.quotation@auwsaf.com by the designated deadline only. Quotations submitted to any other email will be disqualified and rejected by AUWS.

Please indicate **RFQ-AUWS-2020-000091– Provision of Translation Services** in the subject line of the email.

- All Quotations must be **signed and stamped** by an authorized representative.
- Vendor can submit their prices in their quotation format, but Minimum Terms and Conditions **must be completed** (mandatory).
- Vendors must submit quotations for brand new items with detailed description/specification, model and brand if applicable.
- Quotations must provide a complete address, telephone number and e-mail address of the company.

Items Specifications and Price:

AECOM/AUWS is looking for eligible and registered vendors (**Direct Providers**) for the Provision of Translation Services to AECOM/AUWS. Please provide your best price and your discount rates. Offered unit prices should include transportation/delivery costs.

Line Item	QTY	Unit	Description	Offeror Specification	Unit Price AFN	Extended Amount AFN
1	1	Word	Translation Service of official document from English to Dari			

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2	1	Word	Translation Service of official document from English to Pashto			
3	1	Word	Translation Service of official document from Dari to English			
4	1	Word	Translation Service of official document from Pashto to English			

The translation should include the following:

- Accurate and attention to all the details of the source documents.
- Understanding and familiarity of the legal and official terminologies on governmental laws of the country.
- Timely delivery of the translated documents

FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions and FAR 52.203-12 Limitations on Payments to Influence Certain Federal Transactions are incorporated in full in ALL offers expected to exceed \$150,000 and governed by the FAR. Therefore, by signing/submitting an offer greater than \$150,000, you (subcontractor) hereby certify, to the best of your knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

Grand Total	
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Offeror's Signature

Date

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Evaluation and Award Criteria:

Evaluation and Award: The award will be made to a high score offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a highest score offeror.

The relative importance of each individual criterion is indicated by the number of points below:

a. Cost: – 30 points: the overall cost presented in the offer, AECOM/AUWS will consider the lowest-price offer.

b. Sample of Translation – 20 Points: The offeror must translate the project translation sample as follows:

Translate the one-page text (Annex A) from English to Dari (20 points).

c. Past Performance in last three to five years: 20 points: The Offeror's must have prior experience of providing Translation services to national and international donors during last three to five years. Offeror shall provide past performance evidence: copies of at least 2 translation contracts which they had during last 3-5 years for provision of training service the copies of contract shall be attached with quotation. Each contract will have 10 points and will be scored based relevance and nature of the contract. AUWS will have the right to verify their past performance and conduct reference check from Offeror's former clients and employers.

d. Key Staff: 20 Points – The Offeror shall provide 2 CVs of the translators alongside the quotation. The following qualification will be considered while evaluating the CVs of the translators:

Education: Bachelor's Degree, preferably in English Literature (5 points)

Experience: A minimum of 5 years of experience in related field, particularly as a translator. (5 points)

Total Scoring: 10 points for each x 2 translators = total: 20

e. Technical Capacity: 10 Points – The Offeror shall provide their capacity to translate number of pages per day per following structure.

a. 5 pages per day (350 words per page), Dari, Pashto and English languages: 10 points

b. 3 pages per day (350 words per page), Dari, Pashto and English languages: 5 points

c. 1 page per day (350 words per page), Dari, Pashto and English languages: 1 point

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Minimum Terms and Conditions

No	Description/Question	Response
1	Valid Business License and Nature of Business Offerors who are in the Legal and Translation Services and consultancy companies are eligible to apply. Any Offeror, who is not in the business, will not be considered for next round of consideration process. Expired license will not be accepted and offers will be disqualified.	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
2	Tax Identification Number (TIN) Did you provide Tax Identification Number (TIN) with the quotation?	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
3	Validity of Bid Price: Bid must be valid for minimum of two months (60 days)	<input type="checkbox"/> Two months <input type="checkbox"/> 90 days
4	The cost for quotation shall be in AFN currency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Validity of Bid Price: Bid must be valid for minimum of two months (60 days)	<input type="checkbox"/> Two months <input type="checkbox"/> 90 days <input type="checkbox"/> Other ()
6	Quality: All translations provided shall be of accurate and high quality. Do you understand that any wrong or translations with given no sense will be rejected and will not be paid by the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	CVs of the Translators: Did you provide CVs of translators?	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
8	Payment Term: Payment will be paid to the vendor within 30 days after the delivery of goods/ Services and submission of signed invoice. Payment will be processed once the original invoice is received and accepted by project. No advance payment is authorized under this procurement. Do you accept these terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Instructions to Offerors:

Complete and send offers to the Buyer not later than 5:00 p.m. Local of the due date specified. **Offeror must itemize taxes and freight charges or identify if taxes and freight are included. Delivery Time must be included in proposal.** This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that AECOM reserves the right to reject any or all Quotes/Proposals for whatever reason AECOM determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that AECOM may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

- Material Safety Data Sheets (MSDS) are required with quote.
- No substitutes or Form Fit and Function alternative part numbers will be accepted.
- Product or Service is in support of a Government Contract.
- Shipping – Package items for shipment in accordance with the International Air Transport Association (IATA) regulations.
- Freight MUST be priced Separately
 - ⁽¹⁾ Please provide the applicable U.S. Department of State International Traffic in Arms Regulations (ITAR) United States Munition List (USML) classification category or the U.S. Dept. of Commerce Export Administration Regulations (EAR).
 - ⁽²⁾ Export Controls Classification (ECCN) for your product.
 - ⁽³⁾ Additionally, please provide the National Stock Number (NSN) of the products requested, if applicable.

The following apply to this Request for Quote:

- DPAS Rated Order:
- Buy American Act
- Buy American—Free Trade Agreements—Israeli Trade Act
- Trade Agreements Act
- Preference for Certain Domestic Commodities—Berry Amendment
- Restriction on Acquisition of Hand or Measuring Tools—Berry Amendment
- Prime Contract Flow Downs as provided in Mandatory Flow Downs (F09-PR-067)
- Tax Exempt as provided

Terms and Conditions:

- Terms and Conditions (F09-PR-006)
- Terms and Conditions—Commercial (F09-PR-012)

Representations and Certifications:

- Vendor Business Registration/Representations and Certifications—Non-Commercial (F09-PR-046)
- Vendor Business Registration/Representations and Certifications—Commercial (F09-PR-013)
- Indirect and Non-Government Vendor Business Registration (F09-PR-024)
- Supplemental Certifications (F09-PR-028)

Wage Determination:

- Service Contract Act as provided
- Davis Bacon Act as provided

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Annex A: Sample of Translation

1. Please translate the below paragraph from English to Dari and Pashto

Although they have made progress, South Asian countries have struggled to make the most of the opportunity urbanization provides them to transform their economies to join the ranks of richer nations in both prosperity and livability.

Difficulty in dealing with the pressures that urban populations put on infrastructure, basic services, land, housing and the environment lie at the heart of the relative lack of livability of the region's cities. That fosters what the report calls "messy and hidden" urbanization that constrains the concentration of economic activity that could bring about faster improvements in prosperity.

Here are key findings for Afghanistan made in the report:

- Afghanistan's urban population grew by almost 4.5 percent a year between 2000 and 2010. Within the region, only Bhutan and Maldives experienced faster growth rates of urban population.
- Much of Afghanistan's urban population growth has been attributable to natural growth rather than rural-urban migration. As a consequence, the share of the population living in officially classified urban settlements has been growing at a much slower pace of just over 1.2 percent a year between 2000 and 2010.
- As of mid-2014, there were, according to UN High Commission for Refugees (UNHCR) estimates, 683,000 people internally displaced by conflict in Afghanistan, more than half of which were living in urban areas.

2. Please translate the below paragraph from Dari to English:

پروژه آب و فاضلاب شهری افغانستان از عملکردهای راهبردی ذیل در جهت تطبیق این پروژه و بدست آوردن اهداف متوقع آن استفاده می کند:

- دیدگاه شرکت آبرسانی و کانالیزاسیون شهری افغانستان – پروژه آب و فاضلاب شهری افغانستان، دیدگاه AUWSSC را در جهت بهبود اجراءات و فعالیت های آن اداره به عنوان یک تشبث دولتی حمایت می کند.
- هماهنگی منسجم – پروژه¹ با AUWSSC و برنامه های که توسط کشور های کمک کننده تمویل میشوند در هماهنگی لازم پیش خواهد رفت تا اقدامات بر حسب فعالیت های جاری در حرکت بوده و زمینه پی را ایجاد نماید تا بر اساس آن، چنین تلاش ها در ساحات استراتژیک تجارتي بتوانند نهادینه و انطباق پذیری داشته باشند. پروژه راهحل های مناسب و مورد هدف را شناسایی می کند تا بر اساس آن AUWSSC بتواند با مدیریت بهتر آنرا اجراء نماید و همچنان در آینده نیز ضمن اینکه عواید را افزایش می دهد مصارف عملیاتی را نیز کاهش بدهد.
- بکارگیری راهحل های مورد نیاز – پروژه برنامه های ارتقاء ظرفیت و فعالیت های حمایتی که مورد نیاز ساحات استراتژیک تجارتي (SBUs) باشند را فراهم می سازد تا اجراء این برنامه ها جوابگوی نیامندی مردم محل باشد. این راهحل ها بر اساس حدود اجراءات و ظرفیت انسانی موجود در هر ساحه استراتژیک تجارتي (SBUs) تشخیص و اجراء می گردد.
- استفاده از تجارب موفق قبلی – دستاوردها و فعالیت های موفق که تا اکنون توسط ساحات استراتژیک تجارتي (SBUs) بدست آمده، مشخص می گردند و به عنوان نمونه های موفق از آن برای بکار گیری در سایر ساحات استفاده می شوند.
- انعطاف و جوابگویی – پروژه می کوشد تا عرضه خدمات به مشتریان بهبود حاصل کند و همچنان کارایی مدیریتی در شرکت آبرسانی و کانالیزاسیون شهری افغانستان افزایش یابد.

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3. Please translate the below paragraph from Pashto to English:

- د څښاک پاکي اوبه د افغانستان ميشته خلکو د پاره يوه ارزښتناکه سرچينه ده. په داسې حال کې چې په هيواد کې د پاکو اوبو د رسولو په لاره کې يو څه پرمختګ شوی دی، د روغتيا نړيوال سازمان رپپوټ ورکوي چې د افغانستان د ښاري اوسيدونکو يوازي ۳۱ سلنه او د کليوالي سيمو د خلکو شاوخوا ۵ سلنه د څښاک منظمې اوبو رسونې ته لاسرسی لري. ګڼ شمير افغانان لا تراوسه د چينو، کوچنيو رودونو د ويالو، د باران د اوبو د تولولو د دوديزه سيستمونو، کورنيو څاګانو يا برمه شويو سوريو څخه د بمبو په واسطه خپلې اوبه په لاس راوړي.
- اوبه رسونه غيرمنظمه ده او د اوبو د لاسته راوړلو لګښتونه، د مثال په توګه د اوبو د ټانکونو څخه چې د خصوصي کسانو له خوا راوړل کيږي، ډير لوړ دي. په کليوالي سيمو کې پاکو او ارزانه اوبو ته لاسرسی ډير محدود دی. ډيري زياتې اوبه د څاګانو او کورونو ترمنځ د پايپونو په شبکو کې د سوريو د شتون، د حد نه زياتې کارونې او نورو تخنيکي ستونزو له امله ضايع کيږي. همدارنګه د نامناسبې کارونې يا د مخنيونکو اقدامونو د نشتوالي په پايله کې نور فشار هم د اوبو په سرچينو باندې زياتيږي چې په يو شمير سيمو کې د اوبو کچه کميږي، او د اوبو په وپشلو باندې د شخړو لامل ګرځي.