Request for Quotation (RFQ-781)

Issuance Date: March 11, 2020
Closing Date: March 18, 2020

Jhpiego-Hemayat project is seeking for qualified firms to obtain quotation(s) for the translation services from English to Dari and Pashtu and vice versa. Jhpiego will contract with the potential vendor for a period of 6 months and will request translation services based on its programmatic needs.

Annex A: Vendor registration form must be filled otherwise the applicant will be disqualified
Annex B: General Terms and Conditions
Annex C: SOW Scope of work for translation
Annex D: Price Schedule
Annex E: Past performance
Annex F: Sample translation English to Dari & English to Pashtu

Applicant Eligibility:

1. The potential vendors must be registered with the government of Afghanistan and have a valid AISA or Business license. A Vendor’s current, valid AISA or Ministry of Commerce Business License must be attached with its quotation.
2. The potential vendors should provide an Official Bank Account with the same name as it is stated in Vendor’s AISA or business license.
3. The potential vendors should accept tax withholding based in Afghanistan Tax Law.
4. All the cost should be stated in Local currency (AFN)

Selection Criteria:

1. Technically Acceptable: Vendors are required to translate and submit the translation sample provided in Annex F. Score 50
2. Delivery Time: Vendors must mention how many working days they require to translate a document containing 20,000 words Score 20
3. Past performance: Vendors are required to submit a copy of PO/Certificate or a contract for the relevant performance they have done, at least three years (Annex E). Score 20
4. Completion of Document: Vendors are required to attach their updated business license, TIN, bank details and Annex A. Score 10

Total Score: 100

Note: The Jhpiego Procurement Committee will assess the vendor’s quotations based on criterial listed above. Jhpiego will only consider those vendors that have met the minimum total score of 80% for the selection criteria as judge by the committee.

The Price from those vendors who considered technically acceptable and meet or exceed the minimum required scores. Jhpiego will award a fixed price purchase order resulting from this solicitation to the responsible Vendor/s whose quotation conforming to this solicitation will be most advantageous to the project, price and other factors considered.

Jhpiego anticipates that this RFQ will result in a single award to a single Vendor; however, Jhpiego reserves the right to make multiple awards, if it is in the best interest of the project.

Payment: Jhpiego will only make payment to the selected vendor’s maintained Bank Account after the delivery and acceptance of the required Goods/Services by Jhpiego.

Quotation Submission in Soft Copy: Vendors are requested to send their quotation and complete documentation to the email AJ.procurement@jhpiego.org no later than March 18, 2020, (3:00 p.m. Kabul, Afghanistan local time)
Quotations received after the RFQ deadline will be considered non-responsive.

Issuance of this RFQ does not constitute an award commitment on the part of Jhpiego or any other organization/associated agency, nor is it commitment to pay for any cost(s)/liability (ies)/loss (es) incurred in the preparation or submission of response. The organization reserves the right to reject, with or without assigning any reason, any or all response(s), if such action is considered to be in the best interest of the project/organization.

No employee is authorized to negotiate or promise work on behalf of Jhpiego. Selected vendors will have an official Purchase Order with Jhpiego with authorized signatures.

Note: Tax will be withheld from all contractors for such procurement with a specified rate as per “Article- 72” of the Afghanistan Income Tax Law, 2009. Seven percent (7%) of the gross amount will be withheld if the contractor does not hold/submit a business license, and Two percent (2%) will be withheld if the contractor has/submits a business license. The withheld tax per the law will be remitted to the Tax Office in the name of company”.

Yours Sincerely,

Jhpiego Hemayat Project
Chief of Party
George

VENDOR
Company name: __________________________
Representative name: ______________________
Signature & Stamp________________________
Date: ________________________________

DocuSigned by:

11-Mar-2020 | 07:28:57 EDT
## Annex A

### Vendor Registration Form

1. **Name of Firm/Company as described in the license/work-permit**

2. **Status of Organization (Proprietorship/Pvt./Public Ltd.)**
   - [ ] Proprietorship
   - [ ] Private Limited
   - [ ] Public Limited
   - [ ] Other
   
   **If Other, Please Specify**

3. **Year Business Establishment**

4. **Name of Proprietor/Director**

5. **Address of Main Office**

6. **Contact Details (every cell must be filled)**
   - **Contact Person**
   - **Designation**
   - **Phone No**
   - **Fax No**
   - **E-Mail ID**

7. **Nature of Business**
   - [ ] Retail
   - [ ] Services
   - [ ] Other
   
   **If Other, Please Specify**

8. **Is the Firm or person registered with the Government and or professionally licensed?**
   - [ ] Yes
   - [ ] No
   
   **If Yes, Please Attach Copy of Registration**

9. **List of major products or services**
   - 1. 
   - 2. 
   - 3. 
   - 4. 

10. **Tax Identification Number (TIN): Please attach your TIN No.**
    - **TIN:**

11. **Official Business Bank Account Information in the name of Company (every cell must be filled) and please attach a copy of your bank details.**

<table>
<thead>
<tr>
<th>Beneficiary Name</th>
<th>Bank Name</th>
<th>Account No</th>
<th>Branch</th>
<th>SWIFT Code</th>
</tr>
</thead>
</table>

**Note:** All the applicant vendors are must to fill the required information above; incomplete info will lead to bid disqualification from the proceedings. Please also attach a copy of business license, official bank account detail and a copy of TIN letter.

**Vendor Signature:**
Annex B

General Terms and Conditions

Vendors are expected to fully review all instructions and specifications contained in this RFQ and associated annexes. Vendors are responsible for ensuring that their quotations are prepared and submitted in accordance with the instructions stated herein. Failure to adhere to the instructions described herein may lead to disqualification of a quotation from consideration.

Validity Period: Quotations must remain valid for at least 60 calendar days after the RFQ deadline.

Source, Origin, and Nationality: The Vendor may not supply any goods or services manufactured or shipped from countries designated by the U.S. State Department as restricted. Restricted countries currently include but are not necessarily limited to Cuba, Iran, North Korea, and Syria.

Penalty Charges: Jhpiego will deduct a sum up to 3% of the Purchase Order total value for each day of delay beyond the agreed delivery time until the actual goods/service received.

Negotiations: Best and final price quotations are requested from all Vendors. It is anticipated that awards will be made solely on the basis of these original quotations. However, Jhpiego reserves the right to conduct negotiations and/or request clarifications prior to awarding a purchase order with one or multiple vendors which among other things may require a Vendor(s) to revise its quotation (technical and/or price).

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

If any changes may occur to the quantity or technical requirement, Jhpiego reserve the right to issue an amendment and vendor/s will be paid based on actual service received.

Drug Trafficking - Jhpiego and/or the US Government reserve the right to terminate any Purchase Order as the result of this RFQ, to demand a refund or take other appropriate measures if the vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 14
Annex C

Scope of Work for translation

1. Scope - This Statement of Work (SOW) defines the requirements to provide document translation services for the Jhpiego HEMAYAT project, Kabul Afghanistan. The Vendor shall provide all quality control, and supervision to perform these services.

2. Requirements

The Vendor shall ensure a high level of accuracy with medical translations reflecting an accurate portrayal of the meaning found in the source document. The translation must be grammatically correct, must be expressed in comprehensible, idiomatic from American English or the designated language, and must use the proper terms for the subject matter. The text must be free of typographical errors and text and graphics must be neat and professional. Documents will be translated from the source language shown below to the respective target language on an as needed basis.

1) English to Dari and Dari to English
2) English to Pashtu and Pashtu to English

3. Ordering Procedures

Jhpiego will issue blank purchase order and for each translation will issue individual task order for there each translation services, Task orders and associated documents for translation will be e-mailed to the Vendor to determine the number of words of each document, Jhpiego will use the source word counting method in which the automated word count feature of software such as MS Word will be used to determine the word count from the source document.

4. Delivery Procedures

Jhpiego and the Vendor will come to a mutual agreement on the delivery timeframe for each order based on the length and complexity of the document(s) prior to issuing the call order. Jhpiego will inform the Vendor of the required delivery format of the task order when issuing the call order, e.g. Microsoft Word file, Adobe Portable Document Format (PDF), etc. Jhpiego will provide feedback on the quality of translations. The Vendor must agree to corrections within one business day, as needed. Jhpiego reserves the right to reject translated work if the quality is unacceptable.

5. Security and Confidentiality

Nothing provided by Jhpiego or produced under this Agreement is to be sold, offered for sale, given, exchanged, or otherwise released by the Vendor to any source other than Jhpiego. Documents provided for translations, translated documents, and the contents there of must be kept confidential by the Vendor.
**Annex D**

**Price Schedule**

Vendors must fill in Annex D to provide the unit and total pricing of per word. Vendors must also provide the total price words. All prices shall be quoted in AFN. Quoted prices shall be all-inclusive meaning that the quoted pricing will include all ancillary and associated costs (e.g., delivery, taxes, etc. if applicable).

<table>
<thead>
<tr>
<th>No.</th>
<th>Technical Specifications</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price per words (AFN)</th>
<th>Total Price words (AFN)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Translation from English language to Dari language</td>
<td>Words</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Translation from English language to Pashtu language</td>
<td>Words</td>
<td>25,000</td>
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<tr>
<td>3</td>
<td>Translation from English language to Dari language</td>
<td>Words</td>
<td>25,000</td>
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<td>4</td>
<td>Translation from English language to Dari language</td>
<td>Words</td>
<td>25,000</td>
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**Grand Total Price (AFN):**

How many working days do you need to translate a 20,000 words document? (_____ calendar days)

Note: This is not a bulk order, translation will be ordered as need bases in the duration of 6 months, and this is an estimated quantity.

Vendor’s Name: ___________________________ Date: ___________________________

Vendor is Phone No.: ___________________________

Signature and Stamp: ___________________________

**Note:** Please stamp all the RFQ’s pages. Vendor’s can submit their quotations on their own template.
Annex E

Past Performance and Specific Experience

Document and summarize your proven track record of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the **past 3 years**, a brief description of how each is relevant to this RFQ and the contact details for each previous client or donor. You are required to include copy POs, Contracts, recommendation/appreciation letters and certificates as attachments.

Offerors with past performance with similar projects and/or of similar scale to the activity described in this RFQ will be considered more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with Jhpiego, they cannot be positively be evaluated on this experience unless it is provided in the Offeror’s proposal.

<table>
<thead>
<tr>
<th>No.</th>
<th>(a) Activity Title</th>
<th>(b) Location(s) of activity</th>
<th>(c) Synopsis of the activity and its relevance to this RFQ</th>
<th>(d) Performance period (date, duration and if completed on schedule)</th>
<th>(e) Prime or Subcontractor?</th>
<th>(f) Amount for the activity</th>
<th>(g) Name &amp; Contact Info (E-mail and phone) of client</th>
<th>(h) Work completion certificate for the contract</th>
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Note: add rows and columns as required.
Annex F: Sample translation English to Dari and English to Pashtu (Please translate this page and send it with your quotation)

Scenario 1

A 21-year-old woman went into labour and delivered a healthy baby at home normally. One hour later, she was bleeding heavily. She was rushed to the health facility but died two hours upon arrival.

Scenario 2

A 30-year-old pregnant woman at 7 months of her pregnancy was on her way to the clinic when the vehicle they are travelling in overturned. She was severely injured and taken to the hospital but died a few hours later.

Scenario 3

A 19-year-old woman was rushed to the outpatient department of a small hospital with severe headache. Her husband said she was pregnant at 8 months but was on regular antenatal care (ANC) at her local primary health care centre. It was her first pregnancy. She had severe seizures just prior to arrival at the hospital. She was admitted and died immediately.

Scenario 4

A pregnant woman at 4 months was having fever at night, with sweats and cough. She had not been to any ANC visits. She was HIV positive. She was rushed to the hospital with shortness of breath and difficulty in breathing. She was found to have pneumonia and started on treatment but died a few hours later.

Scenario 5

A 21-year-old woman missed her periods and went for a test. When she found out she was pregnant, she went to a local clinic and bought some medicine to try to end the pregnancy. She started bleeding heavily and died a few hours after arriving at the hospital.

Scenario 6

A 35-year-old woman arrived at the health facility exhausted and pale. The husband said she was in labour for the last 12 hours at home, since all her previous deliveries were at home and without problems, they kept her at home. On examination the midwife found that the head was still high, but the cervix was fully dilated. They immediately prepared her for an emergency caesarean section, however, the woman died before the C-section could be performed.