



## Request for Quotation

### [Translation of Family Forum Manuals]

Issue Date	June 1, 2020
Close Date	June 7, 2020
RFQ Number	Goldozi-11-2020
Submission Email:	<a href="mailto:FHI360AfghanistanProposals@fhi360.org">FHI360AfghanistanProposals@fhi360.org</a>
Title	Request for Translation Services

To: Vendors

#### I. Scope of Work

S#	Description of Items/Services	Unit	Quantity	Unit price per word in AFN	Total Cost
1	Translation of Family Forum Curriculum from English to Dari	Words	8830		
2	Translation of Family Forum Curriculum from English to Pashto	Words	8830		
<b>Total Cost in AFN</b>					

Indicate Delivery time: \_\_\_\_\_

#### II. Minimum Eligibility Requirements for Vendors

To be eligible for consideration, vendors must provide the following documents:

- a. Hold a valid business license and have valid business bank account
- b. Accept all FHI 360 terms and conditions included in **Annex 1**
- c. Submit one-page sample translation of the document in **Annex 2** is highlighted in yellow (in Page 5) from English to Dari and English to Pashto languages. Both translation samples should be included with the offer. Each translation should be signed and stamped.
- d. Have the ability to deliver the final translation within **10 business days** of the issuance of the Purchase Order.

#### III. Evaluation Criteria

Only those vendors that meet the minimum eligibility criteria set in Section II, will be evaluated and selected based on the quality of translation and cost. Those translation that pass the quality review, will be selected based on the lowest cost.

#### **IV. Submission Requirements**

- Quotations must be signed by an authorized representative.
- Quotations must provide a complete address, telephone number and e-mail address (if applicable) of the company. Vendors that do not supply this info will be disqualified.
- Quotations must be submitted be in local currency

Quotation must be submitted through email [FHI360AfghanistanProposals@fhi360.org](mailto:FHI360AfghanistanProposals@fhi360.org) by the deadline indicated on the first page for the RFQ. The vendors should indicate the RFQ No. **Goldozi-11-2020** in the subject of the email.

#### **V. Tax**

##### **Withholding Tax on Subcontractor:**

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, USWDP/FHI360 is required withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, USWDP/FHI360 shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, USWDP/FHI360 shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

##### **Disclaimers and Protection Clauses**

- may cancel solicitation and not award
- may reject any or all responses received
- Insurance of solicitation does not constitute award commitment by
- reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- will not compensate offerors for responses to solicitation
- reserves the right to issue award based on initial evaluation of offers without further discussion
- may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- will be contacting offerors to confirm contact person, address and that bid was submitted from solicitation

##### **Certification of Independent Price Determination**

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) Above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Annex 1 – Vendor Offer and Business Detail Information:**

**1. Vendor Information:**

<b>Vendor name per Business</b>	
<b>Vendor exact Address of the Shop</b>	
<b>Vendor Contact person and Phone</b>	
<b>Vendor email addresses</b>	

**2. Checklist on Terms and Conditions**

Please select Yes or No.

No	Description / Question	Response
1	<b>Valid Business License and bank account details attached?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>Annex 1 fully completed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<b>Delivery Period</b> Did you confirm the delivery in the offer and confirm delivery within 10 business days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<b>Validity of Bid Price:</b> Is offer valid for 90 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<b>Payment Term</b> Do you accept payment terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6	<b>Sample Translation from English to Dari and Pashtu</b> Did you submit the Dari and Pashtu samples along with your offer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Business Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Name (print)

\_\_\_\_\_  
Authorized Representative Title (print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

## Annex 2

### Attachment A: Sample Translation

**Instructions to Vendors: Please translated from English to Dari and Pashtu and submit for review.**

#### **Facilitator instructions:**

1. SAY: Now that we've had a chance to get to know each other, let's establish some rules for our group so that we are all in agreement on what to expect.
2. Take out the flipchart paper with the following suggested rules on it:
  - a. Keep an open mind
  - b. Personal information shared in this group is confidential
  - c. Phones are on silent and put away during group meetings
  - d. Active participation by all group members is expected
  - e. We will start on time and finish on time
  - f. Other rules?
3. Once any new rules have been added and all members agree on the rules, ask each participant to sign his name somewhere on the flip chart paper

#### **Exercise 3: Introduction to the Family Forums and the USAID Goldozi Project**

**Objective of the exercise:** To inform the male family members of the purpose of the Family Forums activity and the USAID Goldozi project. The facilitator will present information and allow time for participants to ask questions.

**Time:** 1 hour 10 minutes

**Materials:** Visual aids either printed out on paper or shown on smart phone/tablet/laptop for in-home sessions. Facilitators can use a projector for in-office sessions. The purpose of the visual aids is to highlight some of the interesting work that the project is doing (photos of the embroidery products, screen shot of the inventory app, etc.).

#### **Facilitator instructions:**

##### Family Forums

1. SAY: This group that you are participating in is called the Family Forums activity. The Family Forums activity is a learning and discussion group for male family members of female Lead Entrepreneurs (LEs) from the USAID Goldozi project. The purpose of Family Forums is to inform male family members about what their female family members are doing as part of the Goldozi Certificate Program (GCP) and to help men to create a supportive environment in their homes and communities in which the LEs can succeed. When LEs succeed, their families also succeed. We need everyone to work together so that our families and communities can be prosperous.
2. SAY: We will meet each week for 6 weeks in this same group to discuss topics that relate to creating a supportive environment for LEs and their families.
3. SAY: Any questions so far before we go into detail about the USAID Goldozi project?

##### USAID Goldozi Project

SAY: Here is an introduction to the project:

- The USAID Goldozi project is a four-year project funded by the United States Agency for International Development (USAID)
- The project objectives are to (1) generate revenue and sustainable jobs in the embroidered product value chain and (2) support trade promotion and facilitate increased exports of embroidered products.