

RFQ - Request For Quotation

Grant #: _____

PR #: ACR-10104-2020

THIS IS NOT A CONTRACT. THIS IS FOR INFORMATION PURPOSES ONLY.

ISSUE DATE: 23-Sep-20 **DUE DATE:** 28-Sep-20 04:30pm

PLEASE LIST ONLY THE NAME OF THE COMPANY THAT WILL RECEIVE PAYMENT, IF SELECTED FOR THIS WORK. PAYMENT WILL NOT BE ISSUED TO ANY THIRD PARTIES

COMPANY Name:	
Company Representative's Name:	
Supplier Address & Telephone Number	
Company / Owner Nationality	
DELIVERY LOCATIONS	Kabul, Afghanistan.

Item No.	ITEM DESCRIPTION	UNIT (pc, kg, set, box, doz,	QTY	UNIT PRICE (AFN)	TOTAL PRICE (AFN)
1	Translation from English to Dari (in words)	Word	571,000		
2	Translation from English to Pashto (in words)	Word	571,000		

<p style="text-align: center;">ANTI CORRUPTION NOTICE</p> <p>Under no circumstances, commission or undisclosed rebates payment to Creative staff are to be made or authorized. No gift, gratuity or remuneration of any kind shall be made to any Creative staff as a result of this request.</p>	SUB TOTAL	
	TRANSPORT COSTS	
	TOTAL AMOUNT	

Quotation Validity Period		Product Availability	YES NO
Warranty & Maintenance Period			
Delivery Terms			
Vendor Registration ID# - Attach copy of Registration Certificate (required)			
Product Origin (country of manufacture)			
Creative Payment Terms:	Within ten days of delivery and presentation of completed, signed invoice (The payment will be made based on the actual number of words translated which might increase or decrease).		

Requested by Creative Procurement	Provided by Supplier
DATE:	DATE:
Name	Name
Postion:	Postion:
Signature	Signature
DATE:	DATE:

REFERENCE: USAID (USAID AID-OAA-I-14-00072)

Enclosed is a Request for Quotations (RFQ). Creative invites qualified firms and organizations to submit a quotation for the work funded under USAID (USAID AID-OAA-I-14-00072). The issuance of a subcontract is subject to availability of funds and the successful negotiation of the subcontract budget and terms, and receiving USAID's Contracting Officer consent, if required. The Contract resulting from this award will be a single firm fixed price purchase order.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a quotation according to the instructions in Attachment II "Instructions to Offerors". Quotations will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete quotation no later than the closing date and time indicated above. Offerors should ensure that the quotation is well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted in writing and delivered to Creative's offices no later than four days after the issue date of this RFQ. No questions will be entertained if they are received by means other than the specified address below. The RFQ number should be stated in the subject line. Answers will be compiled and distributed within three days from the closing date of questions.

Quotations can be submitted by email, labeled with the above-stated subject, subproject number and title, and delivered to:

Creative Associates International
Creative Associates International, Afghan Children Read (ACR)
House 632,
Saleh Mohammad Khan Street,
Shash Darak, District 9, Kabul, Afghanistan

Sincerely,
Creative Associates International

**ATTACHMENT I: STATEMENT OF WORK
FOR ACTIVITY XXXXX**

In support of Creative Grant Number XXX, translation services with edition is required in **Creative Associates International, Afghan Children Read (ACR), House 632, Saleh Mohammad Khan Street, Shash Darak, District 9, Kabul, Afghanistan**. The translation's required specifications for each item are provided below:

ITEM DESCRIPTION	UNIT (pc, kg, set,	QTY
Translation from English to Dari (in words)	Word	571,000
Translation from English to Pashto (in words)	Word	571,000

Scope of Work:

The translation firm will be responsible for:

- Providing quality translation services to Afghan Children Read Program including translation of technical documents related to Early Grade Reading (EGR)
- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.
- Ensure consistency of phrases/words across all documents and make sure they are in line with communication, branding and marking strategies.
- Using specialist dictionaries, thesauruses, glossary and reference books to find the closest equivalents for terminologies and words used; researching legal, technical and scientific phraseology to find the correct translation.
- Ensure the final translated document is finalized including format and layout as per source language.
- Consult with ACR colleagues and relevant departments when required - Complete the work within the agreed timeline and submit the final translation in soft-copy.
- work within the required deadlines and be available to work under pressure.
- Be able to accurately plan and prioritize translation and come up with revisions when requested by the relevant departments.

Creative estimates the aforementioned translation with edition will be delivered over a period of 4 days after PO award. The Local Service Provider (LSP) should have the capacity to provide the translation services needed by Creative. The number of words provided is an estimate and Creative reserves the right to consume above or below this range, or to order partial commodities, and the LSP shall deliver accordingly. The LSP must provide additionally deliver the translation with edition according to the provided timeline.

Milestone #	Amount	Date Due
Milestone 1	100% translation delivery along with edition has to be done.	15-Oct-20

*Exact dates may vary, and will be agreed upon at the signing of the purchase order

REQUEST FOR QUOTATIONS: TERMS AND CONDITIONS

1. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirement (lowest-priced, technically-acceptable approach): meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. Creative may request to see samples of any or all of these materials before purchase.

2. Significant Deficiencies: 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. Creative reserves the right to waive immaterial deficiencies at its discretion.

3. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Creative to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. Additional terms and conditions are outlined below:

(a) Creative’s 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; payments will not be issued to a third party.

(b) Any award resulting from this RFQ will be a firm fixed-price purchase order.

(c) No commodities or services may be provided that are manufactured, assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, 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 supplier under any award resulting from this RFQ must ensure compliance with these laws.

(f) Vendors are required to submit past performance information, including copies of any past or current contracts with U.S. government funded organizations, copies of completion certificates and/or the contact information of three references. This should include the name, company, relationship to the vendor, email address and or phone number for each reference.