

Request for Quotations (RFQ)

RFQ Number: AUHC-2019-018

Issuance Date: April 18, 2019

Deadline for Offers: May 4, 2019, by 11:59pm

Description: Blanket Purchase Agreement (BPA) for English/Bangla Translation Services

For: Advancing Universal Health Coverage (AUHC) Project

Funded By: United States Agency for International Development (USAID),

 Contract No. AID-388-C-17-00001

Implemented By: Chemonics International Inc.

Point of Contact: Md. Mozammel Hoque, Procurement Specialist, mmozammel@auhcproject.org

**\*\*\*\*\* 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 Chief of Party James Griffin, jgriffin@auhcproject.org, with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics’ Washington office through the contact information listed on the website found at the hyperlink above.

**Section 1: Instructions to Offerors**

1. **Introduction**: Advancing Universal Health Coverage (AUHC) is a USAID-funded project implemented by Chemonics International in Bangladesh. The aim of the AUHC project is to assist the goals of the Government of Bangladesh to significantly expand access to safe, affordable and quality health services, while increasing financial protection, particularly of the poor, in support of the Government of Bangladesh’s National Health Care Financing Strategy (2012-2032), under which Universal Health Coverage is a key priority. As part of project activities, AUHC requires the regular purchase of translation services from English to Bangla and Bangla to English.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, ad hoc purchases of the services mentioned above. As a result of this RFQ, the AUHC project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering this service. This will allow the AUHC project to issue specific purchase orders, on an as-needed basis, for the procurement of this service over the next 12 months. The Supplier shall furnish the services described in any purchase orders issued by Chemonics under this BPA. Chemonics is only obligated to pay for services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

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.

1. **Offer Deadline and Protocol**: Offers must be received no later than 11:59pm local Dhaka time on Saturday, May 4, 2019, by e-mail. E-mailed offers must be e-mailed to procurement@auhcproject.org. Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of Chemonics.
2. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00pm local Dhaka time on Wednesday, April 24, 2019, by e-mail to procurement@auhcproject.org. 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. To register interest in bidding, offerors should e-mail procurement@auhcproject.org with the name of their firm and a contact person, stating the firm’s interest in bidding on RFQ No. AUHC-2019-018.

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.

1. **Specifications**: Section 3 contains the technical specifications of the items that may be ordered under the BPA. At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the AUHC project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional services.
2. **Quotations**: The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Bangladeshi taka. Offers must remain valid for not less than 45 calendar days after the offer deadline. ***Prices quoted must remain fixed for a minimum of 12 months.*** Offerors are requested to provide quotations on official letterhead or quotation format; 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:

* 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.
1. **Delivery**: The delivery location for the items described in this RFQ is jurban@auhcproject.org. 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.
2. **Source/Nationality/Manufacture**: All goods and 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](https://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf). The cooperating country for this RFQ is Bangladesh.

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

1. **Taxes and VAT**: In accordance with the agreement under which this procurement is financed, Chemonics is exempt from payment of taxes, VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Bangladesh as a separate cost line. Chemonics will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issue upon submission of a Mushok-11.
2. **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.
3. **Evaluation and 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:
* *Technical* – 30 points

Accuracy of sample translation from French to English/Spanish and vice versa.

* *Past performance* – 20 points

References from organizations that have used this translation service. Offerors must include the name and contact information of at least three references who can attest to the offeror’s work product.

* *Timeliness* – 20 points

Timeframe in which an offeror proposes to deliver translations of:

* Less than 1,000 words
* Between 1,001 and 2,000 words
* Between 2,001 and 3,000 words
* Between 3,001 and 4,000 words
* *Price* – 30 points: The overall cost presented in the offer.

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 suppliers, if in the best interest of the AUHC 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 AUHC 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.

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

1. Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The AUHC project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the AUHC project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by the AUHC project under the BPA. The AUHC project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
3. No commodities or services 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.
4. 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.
5. 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.
6. The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, 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 specifications of offered equipment (see Section 3 for example format)

□ Copy of offeror’s registration or business license (see Section 1.5 for more details)

**Section 3: Specifications and Technical Requirements**

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit 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.

Offered unit prices should include transportation/delivery costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and Specifications of Item** | **Unit** | **Unit Price**(BDT) | **Comments** |
| Bangla to English Translation of Documents (Standard Turnaround) | Per word |  |  |
| English to Bangla Translation of Documents (Standard Turnaround) | Per word |  |  |
| Bangla to English Translation of Documents (Rush Turnaround – 48 hours or less) | Per word |  |  |
| English to Bangla Translation of Documents (Rush Turnaround – 48 hours or less) | Per word |  |  |

The prices quoted above remain fixed for the next 12 months:

\_\_\_\_Yes \_\_\_\_No

Offerors must provide a sample translation of the below paragraph in English:

**¯^v¯’¨ ‡K‡›`ªi †mev cÖ`vbKvix‡`i R‡b¨ †ivj †cø:**

1. GKRb bvix Zvi gv\_v e¨\_v wb‡q cwievi cwiKíbv †mev †K‡›`ªi GKRb †mev cÖ`vbKvixi wbKU Av‡mb wPwKrmvi R‡b¨| mvÿvrKv‡j wZwb Rvbvb †h, wZwb wPwšÍZ KviY Zvi MZ gvwm‡Ki mgq P‡j †M‡Q, wKšÍy wZwb Avi †Kv‡bv mšÍvb wb‡Z Pvb bv| wZwb Avcbv‡K Mf©aviY-msµvšÍ cixÿv Kiv‡Z ej‡j †`Lv hvq †h, wZwb Mf©eZx| wZwb ej‡jb †h, wZwb I Zvi ¯^vgx Avi †Kv‡bv mšÍv‡bi fiY-‡cvlY Ki‡Z mÿg bb Ges Avcbvi Kv‡Q Mf©cvZ I GgAvi wel‡q Z\_¨ Rvb‡Z Pvb| G †cÖwÿ‡Z Avcwb Zv‡K Kx ej‡eb?

 *`ªóe¨:* Avcwb Zv‡K Mf©cvZ ev GgAvi m¤ú‡K© †Kv‡bv Dc‡`k w`‡Z cvi‡eb bv, wKš‘ ¯^v¯’¨m¤§Z Mf©aviY wKfv‡e Kiv hvq, †m wel‡q civgk© w`‡Z cv‡ib- †hgb aiæb Avcwb Zv‡K ej‡Z cv‡ib, cywóm¤§Z Lvevi †L‡Z Ges cÖmec~e© cwiPh©vi e¨vcv‡i hZœevb n‡Z| †mev cÖ`vbKvix G‡ÿ‡Î †mB bvix‡K ej‡Z cv‡ib bv †h, wbivc` Mf©cvZ/GgAvi †mev †Kv\_vq cvIqv hvq|

Offerors must also provide a sample translation of the below paragraph in Bangla:

**“During IUD Insertion or Removal**

* Before sounding the uterus and inserting the IUD (but after inserting the speculum and visualizing the cervix, with the speculum still in place), thoroughly apply a water-based antiseptic solution (povidone iodine or chlorhexidine) two or more times to the cervix and vagina around the cervix before beginning the procedure. Cleanse from the center of the cervical os moving outward on the cervix and into the surrounding vaginal canal.
* If povidone iodine is used, allow 1 to 2 minutes before proceeding. Iodophors such as povidone iodine require contact time to act.
* Do not use alcohol. Alcohol is painful for the woman, and also dries and damages the mucous membranes, which may support the infectious process.
* Load the IUD within its sterile package. This helps prevent the IUD from being contaminated before it is inserted.
* Insert the IUD using the “no-touch” insertion technique to reduce the risk of contaminating the uterine cavity. The “no-touch” technique means that the uterine sound and the loaded IUD are 1) not allowed to touch the vaginal walls or the blades of the speculum (or any other nonsterile surface that may contaminate them) and 2) are not passed through the cervical os more than once. This step minimizes the introduction of microorganisms into the uterine cavity.”**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: Advancing Universal Health Coverage (AUHC) Project

 H-CWN (A) 3A, 13th Floor, Road-49, Kemal Ataturk Avenue

Gulshan-2, Dhaka

Reference: RFQ No. AUHC-2019-018

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 AUHC project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal 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):

**Bank Accounts Details Information (***completed/signed/stamped by a representative authorized to sign on behalf of the offeror***):**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Information** |
| 1 | Account Name: |  |
| 2 | Account Number: |  |
| 3 | Account Type: |  |
| 4 | Name of Bank: |  |
| 5 | Name of Bank Branch: |  |
| 6 | Address of Branch: |  |
| 7 | Bank Routing Number: If possible |   |

Signature with seal:

Name :

Designation :

Date :