

# Request for Quotations

## RFQ-UESP-2021-003

**Activity Title: “Translation services”**

**Issuance Date: February 05, 2021**

**Deadline for Receipt of Questions: February 12, 2021**

**Closing Date and Time: February 19, 2021**

*Issuance of this RFP does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the offerors. All preparation and submission costs are at the offeror’s expense.*

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## 1. INTRODUCTION

The purpose of this RFQ is to solicit quotations for “**Translation services**” specified in the Attachment A – Technical Specification within the Energy Security Project (ESP). This project is funded by USAID and is implemented by Tetra Tech ES, Inc.

## 2. BIDDER’S QUALIFICATIONS

Bidder must provide the following information and references in order to be qualified for the procurement process.

1. Company’s information, including official registered title, type of business, address, and contact person information;
2. A short description of the company and of past similar experience in providing the items described in the Attached A – Technical Specification;
3. Detailed description of the services offered by bidders to fulfill the specifications defined in Attachment A – Technical Specifications.
4. Certification that company is not owned or controlled in total or in part by any entity of any government;
5. Certification by any subcontractor engaged by the company for this project that the subcontractor is not owned or controlled in total or in part by any entity of any other government;
6. The Bidder shall complete and sign the Representation and Certifications found in Attachments B to this document and include them with the Bidder’s proposal. Proposals that do not include these certifications will not be considered.
7. Bidders listed in the Excluded Parties List System will not be considered. The Excluded Parties List can be found at <https://www.sam.gov/SAM/pages/public/searchRecords/searchResults.jsf>

## 3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the Energy Security Project is 935. Code 935: Consists of any area or country including the cooperating country, but excluding the “prohibited sources”

Reference: USAID ADS Chapter 310, and all its sub-sections. These documents are available on the Internet.

## 4. SUBMISSION OF QUOTATIONS

All quotations are due on **February 19, 2021** by no later than **14:00** local time in Ukraine. Quotations must be submitted via e-mail at the address [UESPprocurement@tetratech.com](mailto:UESPprocurement@tetratech.com) in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All quotations must fully respond to the Technical Specifications enclosed as Attachment A and must include quotes in the format provided in the table of the Attachment A. Quotations received after

the above-stated due date and time will not be considered for this procurement.

## 5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFQ must be prepared in writing in English and submitted to the email address **UESPprocurement@tetrattech.com** by **February 20, 2020** no later than **14:00** local time in Kyiv. Questions and requests for clarification, and the responses thereto, will be circulated to all RFQ recipients.

Only written answers from Tetra Tech will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech, or any other party, will not be considered official responses regarding this RFQ.

## 6. QUOTATIONS PREPARATION INSTRUCTIONS

All Bidders must follow the instructions set forth herein in order to be qualified for the procurement process. If a Bidder does not follow the instructions set forth herein, the Bidder's proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

All bids should be submitted in English.

### A. Organization's Information

1. Organization's information, including official registered title, type of business, list of offices if applicable, address, telephone, fax and website;
2. Organization's DUNS number, if proposed price is more than USD \$30,000;
3. Authorized point of Contact with phone number(s) and email address;
4. 5 C's of offered translators with relevant experience (without contact info)

### Company Technical Capability

Service	Bidder's comment
Indicate availability to work during weekends, (yes or no).	
Use of the specialized translation software (Trados or other), use of translation memory for a series of translations within one project (yes or no, which specifically)	
Quality assurance procedure (please describe)	
Procedure for involving editors (please describe)	
Capacity: average number of pages per day, including first priority request (urgent); ability to	

split the work to meet the deadline and your procedure to ensure consistency of the completed translation.	
Technical capability of translating technical drawings and preparation of its layout in required formats	
Technical capability of translating technical drawings and preparation of its layout in required formats including first priority request (urgent)	

### B. Company Past Performance

Bidders should provide a summary of the projects/tasks relevant to the technical specification including the name/title, client, phone number and email address, date and a brief description. The qualifications section is limited to 5 of the most relevant projects/tasks performed in the last 5 years, presented in the following table format. If the client is confidential, simply list “confidential”. Please specify if any experience in technical translation in the energy sector (electricity, gas, heating, renewables).

Project (task) name (title)	Description of the project (task) and services provided/	Client name, phone number and email address	Dates of execution

### C. Detailed Budget

Bidders shall complete **the table of the Attachment A** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection.

Tetra Tech reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Bidder’s proposed price.

Bidder shall provide unit pricing in **US dollars (USD)**. Prices quoted in this document shall be valid for a 30-day time period, include all taxes and other costs and exclude the VAT tax originated in Ukraine.

### D. Representations and Certifications

These documents can be found in Attachments B of this RFQ and must be submitted as part of the Quotations.

**E. Non-government owned certification**

Certification that company is not owned or controlled in total or in part by any entity of any government.

## 7. EVALUATION CRITERIA

Award will be made to the bidder representing the best value in consideration of past performance, qualifications, and price factors. Technical criteria are more important than cost, although prices must be reasonable and will be considered in the evaluation. Bidders are encouraged to provide a discount to their standard commercial rates

Tetra Tech reserves the right to conduct discussions with selected bidder (s) in order to identify the best value bid. Award of any resulting Purchase Order shall be made by Tetra Tech on a best value basis. Tetra Tech reserves the right to request a test assessment from bidders to assess their qualifications.

The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria (70 points) and cost proposal (30 points).

Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below

### TECHNICAL PROPOSAL (70 POINTS)

Evaluation Criteria for Technical Proposal		Points
I.	Company Technical Capability	45
II.	Company Past Performance	25
<b>TOTAL</b>		<b>70</b>

### FINANCIAL PROPOSAL (30 POINTS)

The lowest qualified bid will receive the maximum score of 30 points.

The other bids will be scored inversely proportional to their price and computed as follows:

$$S_f = 30 * F_m / F$$

where

S<sub>f</sub> = financial Score of the bid evaluated

F<sub>m</sub> = price of the lowest priced bid among those qualified

F = price of the bid under consideration

## 8. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net fifteen (15) days after delivery and acceptance and of the items. Payment shall be made by Tetra Tech ES, Inc. via bank wire transfer in Ukrainian Hryvnas per National Bank of Ukraine exchange rate on the effective date of the subcontract via bank wire transfer or in US dollars.

#### **9. DUNS NUMBER AND SAM.GOV REGISTRATION**

If the proposed price is above \$30,000, the successful bidder will be required to furnish a DUNS number and proof of SAM.gov registration within 48 hours of notice of award. Information regarding obtaining a DUNS number may be found here: <https://fedgov.dnb.com/webform>

#### **10. NEGOTIATIONS**

Best offer quotations are requested. It is anticipated that a subcontract will be awarded solely based on the original offers received. However, Tetra Tech reserves the right to conduct discussions, negotiations and request clarifications prior to awarding a subcontract.

#### **11. MULTIPLE AWARD/NO AWARD**

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.



ATTACHMENT A – TECHNICAL SPECIFICATION

#	Description	Unit of measurement	Price, UAH	Number of days for translation from receiving a request
1	Professional written translation of documents: Translation from English into Ukrainian.	1,800 characters with spaces		
2	Professional written translation of documents: Translation from Ukrainian into English.	1,800 characters with spaces		
3	Professional editing of translation of documents provided by ESP	1,800 characters with spaces		
4	First priority request (urgent): Professional written translation of documents: Translation from English into Ukrainian.	1,800 characters with spaces		
5	First priority request (urgent): Professional written translation of documents: Translation from Ukrainian into English.	1,800 characters with spaces		
6	First priority request (urgent): Professional editing of translation of documents	1,800 characters with spaces		
7	Editing of English text by English native speaker	1,800 characters with spaces		
8	Certification of translation by the stamp of translation company	Document		
9	Translation of documents and their preparation in the required format or with the use of design services	Visual page		
10	Preparation of an unformatted file (identification of pdfs, photos, image, scan format etc) for translation and translation	Visual page		
11	Compilation of glossary for a separate stand-alone project	50 terms		
12	Machine translation with full post-	1,800 characters		

	editing	with spaces		
13	Translating pptx presentations	1,800 characters with spaces		
14	Translating comments/amendments to the previously translated text	1,800 characters with spaces		

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.

Prices quoted must be valid for 30 days, and account for ALL remuneration, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but excluding the VAT tax that may be originated in Ukraine. On this basis Tetra Tech will issue a **Blanket Purchase Agreement**, and payment shall be based upon acceptance of services described in the Attachment A.

**ATTACHMENT B - REPRESENTATIONS AND CERTIFICATIONS**

**Bidder Representations and Certifications**

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**1. Organizational Conflict of Interest Representation**

The bidder represents, to the best of its knowledge and belief, that this award:

does [ ] or does not [ ] involve an organizational conflict of interest.

*Please see FAR 52.209-8 for further explanation.*

**2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD \$30,000)**

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*(please use one box per number or dash)*

**3. Source and Nationality of Goods and Commodities**

(i) This is to certify that the Bidder is:

- a. an individual who is a citizen or legal resident of \_\_\_\_\_.
- b. a corporation of partnership organized under the laws of \_\_\_\_\_.
- c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
- d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

(ii) This is to certify that the **Source** (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

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*name of country or countries*

**4. 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at [52.204-26](#), Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at [52.212-3](#), Offeror Representations and Certifications-Commercial Items.

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the

meanings provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Offeror represents that—

(1) It  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

By signing below, the Offeror certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of and title of authorized signature: \_\_\_\_\_  
\_\_\_\_\_