

Request for Quotation for Translation & Interpretation Services

03-06-2022

Month, Day, Year

Dexis Consulting Group
Moldova
dexisonline.com

Revision: 2

Effective Date: 4/26/2021

Dexis Proprietary Information

Uncontrolled when printed



Subject: Request for Quotations for Translation Services

Dexis invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following translation services. Dexis reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not oblige Dexis to enter a contract nor does it oblige Dexis to pay any costs incurred in the preparation of the submission of any Response.

Dexis anticipates that this Request for Quotation (RFQ) will result in a BPA (Blank Purchase Agreement).

Background

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world’s greatest challenges. The current programming engagement in Moldova was initiated under the USAID Office of Transition Initiatives (OTI) SWIFT 5-Programs IDIQ “EXploratory Pilot and Learning Options for Regional Efficiency” (EXPLORE) Task Order for the Europe region and having the main focus in working with the Moldovan government, independent media, and/or civil society partners.

Description of Goods/Services

Background:

For the selection of Companies / Individual Consultants to provide translation services on a Blank Purchase Agreement framework to Dexis Consulting Group based on the following request:

|  |  |  |  |
| --- | --- | --- | --- |
| **Oral translation** | **Consecutive interpretation** | **Simultaneous interpretation** | **Simultaneous translation on field/other night** |
|  | Day, USD | Half day | Hour, USD | Day, USD | Half day | Hour, USD | Daily including meals and lodging  |
|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Written translation** | **Time frame** | **Fee per page (USD)** |
| 1-8 pages | 2 days | 1 day | **Ordinary** | **Urgent** |
| 9-24 pages | 5 days | 3 days |  |  |
| 25-50 pages | 10 days | 6 days |  |  |

*One conventional page contains 1800 characters (without spaces) in the source document, including textboxes, footnotes and endnotes of source text.*

*For PowerPoint presentations, 1 page = 300 words*

**Engaging Services**

The contractual modality used by Dexis shall be a BPA (Blank Purchase Agreement) will cover the provision of written and oral translation (both consecutive and simultaneous) services from English into Romanian and vice versa, from English into Russian and vice versa and from Romanian to Russian and vice versa. The completion of service will be considered issuance of the Invoice approved by the requester, which shall constitute the triggering event for the provision of services. The Contractors shall be engaged based on availability and expertise/experience in the required field of activity (e.g. written translation for a text with legal terminology, or simultaneous interpretation at high level events).

Requirements

 *This solicitation is governed by the USAID Geographic Code 935. Please see* [ADS Chapter 310](https://www.usaid.gov/sites/default/files/documents/1876/310.pdf) *for additional information.*

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for an award:

1. A contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
2. General information about the contractor’s history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
4. A brief outline of the company, including:
5. Full legal name and address of the company or individual;
6. Corporate and tax registration documents/For IC, personal ID
7. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
8. Name of any individuals or entities that own 50% of more of the company;
9. Year business was started or established; for IC, years of experience;
10. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under the award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration. (If permitted by the solicitation). / No subcontracting is allowed under this solicitation.
11. Dexis requests quotations for the above-listed services on an hourly and daily basis.
12. Contain detailed cost in USD, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
13. Description of past experiences providing similar services including name of clients.
14. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
15. Prospective contractors must be legally registered under the laws of Moldova and possess all licenses, permits and government approvals necessary for performance of the work.

Evaluation

Dexis will evaluate bids based on the following criteria:

* + - 1. CAPACITY; 20%
			2. EXPERIENCE/PAST PERFORMANCE; 25%
			3. QUALITY; 30%
			4. PRICE 25%

Schedule of Events

Release of RFQ 03.06.2022

Questions Due 10.06.2022

Answers from Dexis 14.06.2022

RFQ Closes – Responses Due 17.06.2022

Estimated Date of Award 23.06.2022

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be for the attention of MRI Procurement: mriprocurement@dexisonline.com

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of:

|  |
| --- |
| MRI Procurement: mriprocurement@dexisonline.com |

 Only written answers from Dexis 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 Dexis, will not be considered official responses regarding this RFQ.

Submission Instructions

Bids must be received via email by **17.06.2022**. Offerors should send their bids (Completed Annex 1) by email to the individuals identified above (10 MB limit per email).

Offers must be on company letterhead with the company’s contact name and address and or IC details. The subject line of the offer transmission email must identify the RFQ reference number (22-RFQ-01) and the Offeror’s name.

General Terms and Conditions

1. Dexis will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid till 31 March 2023.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
6. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
7. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
8. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
9. The RFQ does not oblige Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.

**Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**

Annex 1: Offeror Price Quotation

|  |  |  |  |
| --- | --- | --- | --- |
| **Oral translation** | **Consecutive interpretation** | **Simultaneous interpretation** | **Simultaneous translation on field/over night** |
|  | Day, USD | Half day | Hour, USD | Day, USD | Half day | Hour, USD | Daily including meals and lodging  |
| English-Romanian-English |  |  |  |  |  |  |  |
| English-Russian-English |  |  |  |  |  |  |  |
| Romanian-Russian-Romanian |  |  |  |  |  |  |  |

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| English-Romanian-English |  |  |  |  |  |
| English-Russian-English |  |  |  |  |  |
| Romanian-Russian-Romanian |  |  |  |  |  |