



**REQUEST FOR PROPOSAL (RFP)**

<p><b>A. RFP no. and Date:</b></p> <p><b>B. Subject:</b></p> <p><b>C. Issuing Office/Section:</b></p>	<p><b>005/2020 – June 5, 2020</b></p> <p><b>Translation Service – PRO/DOC, USAID/RDMA</b></p> <p><b>USAID RDMA, Executive Office</b> <b>25<sup>th</sup> Fl, Athenee Tower</b> <b>63 Wireless Road,</b> <b>Bangkok 10330, Thailand</b></p>
<p><b>D. Closing date for receipt of proposal:</b></p>	<p><b>June 17, 2020 – (5pm, Bangkok Time)</b></p>
<p><b>E. Type of Award:</b></p>	<p><b>Fixed Price – Purchase Order</b></p>
<p><b>F. Basis for Award:</b></p>	<p><b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b></p>

**Description of Requirements**

The United States government, represented by the U.S. Agency for International Development (USAID), Regional Development Mission Asia (RDMA) invites qualified companies/individuals to submit quotation of the services/items specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to [BANGKOKUSAIDPROC@usaid.gov](mailto:BANGKOKUSAIDPROC@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government’s System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

## **Translation/Interpretation Services Scope of Work**

### **Development Outreach and Communications (DOC) team**

#### **Background**

- Due to an increase in public materials needed to amplify USAID's COVID-19 response to the people of Thailand, USAID is seeking a seasoned translator to provide accurate and quick translations from English to Thai and vice versa of a variety of high-profile documents.
- It is anticipated that during this period of performance, USAID/RDMA may also require on occasion simultaneous interpretation of English to Thai and vice versa for either in-person or virtual events.

#### **Statement of Work**

The Contractor is required to provide translation services (English to Thai and vice versa) for the USAID/RDMA DOC team, in particular, translating reports, press releases, fact sheets, social media, and other relevant materials as required.

The Contractor must ensure efficient timeliness and qualitative translation, the usage of proper terminology (English and Thai) based on the nature of documents, accuracy in language and structure, and confidentiality of translated materials.

The translator is expected to perform terminology research to ensure the accuracy and appropriateness of all translations. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to the DOC team.

As USAID/RDMA may also require on occasion simultaneous interpretation of English to Thai and vice versa for either in-person or virtual events, a Contractor who can also successfully provide this service as well is recommended.

#### **Timeline**

Services are requested for the period from **July 1, 2020, to June 30, 2021**. The expectation is that there will be documents for translation needed approximately each week. While USAID/RDMA will strive to provide as much time as possible in its requests, given the fast-turnaround required on timely, sensitive, and newsworthy developments (especially related to COVID-19 response), translators should expect some documents may require a turnaround time of 4 hours or less.

#### **Location of Work**

Bangkok, Thailand is preferred, but open to high-quality translators easily accessible and available elsewhere by phone and email during standard Thailand office working hours (8 AM to 6 PM, Bangkok time)

## Deliverables

Deliverable	No. of Unit	Timeframe (tentative)
-Press Release	<b>12 (250 words each)</b>	USAID/RDMA requests turnaround for the majority of its tasks within 1 business day. However, given the timeliness needed for more news-oriented documents, some documents may require a turnaround in 4 hours or less.
-Fact Sheet	<b>10 (500 words each)</b>	
-Social Media Post	<b>100 (50 words each)</b>	
-Infographic	<b>10 (250 words each)</b>	
-Brochure	<b>2 (250 words each)</b>	
-Report	<b>2 (2,500 words each)</b>	
-Other documents	<b>2 (250 words each)</b>	
-Simultaneous interpretation	<b>1 day</b>	

\*In case of page-count rate, the number of pages is usually defined based on the standard page format as follows:

- Font type: Angsana New
- Font size: 16

## Engagement with USAID

Under the guidance and supervision of the USAID Mission, the Contractor will provide document translation service and submit all deliverables to the Activity Manager which is the Senior Development Outreach and Communications Advisor, USAID/RDMA, or his/her designee. The Contractor will not speak on behalf of the United States Government or formally represent USAID/RDMA. Upon agreement made with USAID, Contractor understands and agrees to Federal Government Non-Disclosure Statement for Contractor.

## Qualifications

1. Minimum 5 years of experience in translation services, specifically document translation
2. Experience in providing translation services for U.S. government agencies, multinational organizations, inter-government organizations, business companies, NGOs, or United Nations agencies or similar is an advantage

## Contract Type and Payment

This is a firm fixed-price purchase order. Payment to the Contactor will be made within 30 days of submission of a signed valid invoice to USAID/RDMA and acceptance of service by the Activity Manager which is the Senior Development Outreach and Communications Advisor, USAID/RDMA, or his/her designee.

## Quotation Instructions

### A. Technical Proposal

The offeror shall include in the technical portion of the quotation:

- Evidence of language proficiency in English & Thai
- Demonstrated past performance delivering similar services
- Resume of proposed personnel

**B. Price Proposal**

- Fixed price quotation for the required service (per page and/or per word) for each type of document

**Selection Criteria**

A) Price quote (40%)

The evaluation of the offeror's price proposal shall deal with whether the price is fair and reasonable in relation with the Independent Government Cost Estimate.

B) Technical qualification & past performance (60%)

The evaluation of the offeror's technical proposal shall deal with the extent to which the offeror is able to demonstrate the proposed consultant's expertise as evidenced by past performance.

The USAID Contracting Officer will select the successful contractor using a Best Value Approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offerors to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.