

## Request for Quotations

Title: Translation and Interpretation Services

Date Solicitation is Issued: November 29, 2023

Solicitation Number: 001.08.14.2023.TIS

Closing Date: January 5, 2024

Closing Time: 11:59 pm EST, UTC -05:00

Entitles That May Apply: Firms and Individual Consultants

Contractual Mechanism: Cost Reimbursable Contract

### **I. BACKGROUND**

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

### **II. PROJECT OVERVIEW**

PADF intends to hire either an individual consultant or a firm to provide translation and interpretation services. Interested parties can apply to provide only one or the other of these services, in which case two vendors will be selected at the end of the RFQ process.

The languages applicants need to have fluency in include English, Spanish, French, and Portuguese. Translation services will include translating templates, email messages, and internal guidance documents. Then, live interpretation services are needed during events and meetings held online, and, occasionally, in person.

### **III. DELIVERY / LOCATION**

Any translation work can be completed remotely, and PADF staff members will primarily communicate with the winning vendor over email.

As for interpretation services, the majority of instances where interpreters are needed will take place online through either zoom or teams. For special events and meetings, in person interpretation may be required. Events taking place at PADF's HQ will occur at the following address: Organization of American States Building, 1889 F Street NW, Washington, DC 20006.

### **IV. SPECIFICATIONS**

All applicants for translation services need to have the capacity to translate documents within a reasonable time frame. Then, all contenders for interpretation services will need to be available to interpret during PADF’s office hours between 8:00am and 7:00pm.

The winning vendor(s) will receive a three-year contract, and the rates agreed upon before the agreements signing will not change before the contract expires. Please see Annex 2 to review and complete two tables summarizing the services’ cost breakdowns.

Bidders can submit a proposal for Interpretation Services, Translation Services, or both.

Payment Terms – The translator will be paid upon receipt of the translated documents and interpreters will be paid after the meeting or event.

**V. QUOTATION DOCUMENTS TO INCLUDE**

- a. Company or consultant profile – describing the nature of business, field of expertise, licenses, certifications, accreditations etc.
- b. Two client reference letters that state bidder recently provided similar goods/equipment/services to.
- c. Signed Vendor Information (see Annex 1)
- d. Signed Quotation (see Annex 2) with contact information on vendor’s letterhead that addresses all elements in this solicitation.

**VI. EVALUATION CRITERIA**

In evaluating Quotations, PADF will seek the best value for money considering the merits of the technical and costs factors. Quotations will be evaluated using the following criteria.

Quotations will be evaluated ONLY against the Evaluation Criteria in the RFQ (no other evaluation criteria may be considered for selection).

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
<b>Quotation fully complies with requirements of the RFQ: Meets specifications and has all documents listed in Quotation Documents to Include Section</b>	<b>40</b>
<b>Client references: Two Client Reference Letters</b>	<b>10</b>
<b>Provided Samples (One Sample Required for Interpretation, and Two Samples are Required for Translation)</b>	<b>30</b>
<b>Best Value</b>	<b>20</b>

**VII. SUBMISSION DETAILS**

- a. **Deadline.** Quotations must be received no later than 11:59 pm EST, UTC -05:00, January 5, 2024. Late submissions will not be accepted. Quotations must be submitted via email to [procurement@padf.org](mailto:procurement@padf.org). All Quotations are to be submitted following the guidelines listed in this RFQ
- b. **Validity of bid;** Quotations, including cost/price, shall remain valid for 120 days, from the submission deadline.
- c. **Amendments.** At any time prior to the deadline for submission of Quotations, PADF may, for any reason, modify the RFQ documents by amendment which will be posted to the PADF website and/or communicated via email.
- d. **Timeline of Events**

Request for Quotation Issued	November 29, 2023
Complete Quotation Due	January 05, 2024, 11:59 pm EST, UTC -05:00
Approximate Selection(s) Made	January 19, 2024

## VIII. TERMS AND CONDITIONS

### Resulting Award

This RFQ does not obligate PADF to execute a contract and or purchase order, nor does it commit PADF to pay any costs incurred in the preparation or submission of the Quotation. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning Quotation and is not obligated to share individual evaluation results.

### Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF’s evaluation results are confidential and applicant scoring will not be shared among bidders.

### Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor’s internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General’s Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).



## Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

## Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Quotations.

## Clean Air Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. The winning bid will comply with the aforementioned regulation, and with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA), as well as PADF.

## Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – The winning bid certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

**ANNEX I, VENDOR INFORMATION**

Please Annex the following information in your submitted Quotation:

<b>VENDOR INFORMATION FORM</b>		
1.	<b>Vendor Type</b> <small>(Please indicate if a Firm or Individual Consultant)</small>	
2.	<b>Registration Status</b> <small>(Please indicate Employer Identification Number, Social Security Number, or other registration number)</small>	
3.	<b>Vendor's Legal Name</b>	
4.	<b>Company Contact full name</b>	
5.	<b>Email Address</b>	
6.	<b>Full Business Address</b> <small>(Including city, country, and postal code, if applicable)</small>	
7.	<b>Category</b> <small>(Not-For-Profit, For-Profit, Other)</small>	
8.	<b>Based in U.S.?</b> <small>(Yes or No)</small>	
9.	<b>Phone Number</b>	
10.	<b>Government Owned Business?</b> <small>(Yes or No)</small>	
11.	<b>Signed and Printed Name</b>	
12.	<b>Date</b>	

**ANNEX II, QUOTATION FORM**

**All applicable Taxes, Fees, and other costs should be included in the price Quotation**  
**Please complete the tables that apply below and submit them with your proposal.**

<b>Interpretation Services</b>	
<b>Language</b>	<b>Hourly Rate Per Interpreter USD\$</b>
English < > Spanish	
English < > French	
English < > Portuguese	
Spanish < > French	
Spanish < > Portuguese	

- **2 Interpreters are needed for engagements over one hour.**
- **PADF does not pay for recording fees for material that will be distributed externally.**
- **Please include your cancellation policy.**

<b>Translation Services</b>	
<b>Translation to Language</b>	<b>Rate per Word Translated USD\$</b>
English < > Spanish	
English < > French	
English < > Portuguese	

<b>Other Fees for Either Interpretation Services or Translation Services (If Applicable) Please Insert Fee and Amount</b>	
Coordination/Moderator Fee (if applicable)	
Other Fees (Please Specify)	

<b>Confirmation that the Costs Listed Above are Accurate</b>	
<b>Company Name:</b>	
<b>Name of Representative:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Tender #:</b>	001.08.14.2023.TIS

### **ANNEX III, PADF CODE OF CONDUCT**

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

**Honesty:** We work and express ourselves in an open, transparent, and clear manner.

**Excellence:** We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

**Accountability:** We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

**Respect:** We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

**Teamwork:** We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents should be reported to PADF via its Ethics Hotline at [www.safecall.co.uk/report](http://www.safecall.co.uk/report)