

February 21, 2014

Dear Prospective Quoter:

SUBJECT: Solicitation Number SCM800-14-Q-0296

Enclosed is a Request for Quotation (RFQ) for Interpretation services. If you would like to submit a quotation, follow the instructions contained in the statement of work and submit via e-mail as indicated.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by March 04, 2014 at 10:00 am prompt.

Please direct any questions regarding this solicitation to the embassy's procurement section by e-mail at yaounde_procurement@state.gov or by telephone at 22201500 during regular business hours.

Sincerely,

Karen Doig
Contracting Officer

Statement of Work

INFORMATION TO CONTRACTORS

The U.S. Government requires interpreter support for Central Accord training in Cameroon (in Douala and other concerned cities). The contractor will provide interpreters capable of providing consecutive interpretation between English/French and French/English. Interpreters are expected to be fluent in reading, writing and speaking both French and English. The contractor shall provide interpreter service for approximately eight to ten hours daily.

Introduction

This requirement is for the provision of fifteen English/French - French/English interpreters with at least two knowledgeable in medical technical vocabulary for the period of March 9 through March 21, 2014.

Period of Performance

March 9 through March 21, 2014

Travel and Accommodations

The government will provide travel to all sites from the city of Douala but contractors will be responsible for their own accommodation.

Evaluations

This acquisition will utilize the Lowest Priced Technically Acceptable (LPTA) procedure to make a best value award. A decision on the technical acceptability of each offeror's quotations will be made. For those offerors which are determined to be technically acceptable, award will be made to that vendor with the lowest price quote. The Government intends to make an award based on the initial quotations. If further questions are required, the contracting officer may contact the offeror or offerors. Award will be made to the responsible offeror(s) whose quotations conforms to all solicitation requirements, such as terms and conditions, representations and certifications, technical requirements, and also provides the best value to the Government based on the results of the evaluation described in paragraph (b) below.

The LPTA evaluation process will be accomplished as follows:

Technical Acceptability: Each offeror's technical quotations will be evaluated to determine if the offeror provides a sound, compliant approach that meets the requirements describe above and demonstrates a thorough knowledge and understanding of those requirements.

An evaluation rating of Technically Acceptable / Non-Acceptable will be assigned upon completion of the technical quotations evaluation. If an Offeror receives a technical rating of "Non-Acceptable" they will not be considered for the award.

The Government may make a final determination as to whether the Offeror's quotation is acceptable or unacceptable solely on the basis of the initial quotations as submitted. Offerors are advised to submit quotations that are fully and clearly acceptable without requests for additional information.

An evaluation rating of Technically Acceptable / Non-Acceptable will be assigned upon completion of the technical quotations evaluation. If an Offeror receives a technical rating of "Non-Acceptable they will not be considered for contract award.

MULTIPLE PROPOSALS/ALTERNATIVE SOLUTIONS

Contractors shall not submit, nor will the Government accept or evaluate, multiple quotes offering alternative solutions. Contractors shall not submit, nor will the Government accept or evaluate, multiple solutions within one quote.

QUOTE DELIVERY

Contractors shall submit one electronic copy of Volume I (Technical Quote) and Volume II (Cost/Price Quote). This includes Microsoft Word, Excel, and PowerPoint (as applicable and appropriate).

All offers shall be submitted to the designated Government Representative via e-mail not later than 10:00 A.M. on the following date: 04 March 2014 via email.

Name: Karen Doig
Phone: 22201500
E-mail: yaounde_procurement@state.gov

PERIOD OF ACCEPTANCE OF OFFERS

Contractors shall agree, if the quote is accepted within ninety (90) calendar days (unless a greater period is inserted by the contractor) from the date specified in the solicitation for receipt of quotes, to furnish any or all of the requirements upon which prices are proposed at the price set opposite each item, performed and/or delivered at the designated point(s) within the time specified.

GENERAL STANDARDS OF CONDUCT.

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity. Each Contractor employee is expected to adhere to a standard of conduct that reflects credit on themselves, their employer, and the US Government. The US Government reserves the right to direct the Contractor to remove an employee for the work area and, within 24 hours, such an employee shall be replaced at no additional cost to the Government.

DISORDERLY CONDUCT. Use of abusive or offensive language, quarreling, intimidation by words, action, or fighting shall not be tolerated. Also included is participation in disruptive activities that interfere with normal and efficient US Government operations.

PERMITS. Without additional cost to the US Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this Contract. The Contractor shall

obtain these permits, licenses, and appointments in compliance with applicable host country laws. Application, justification, fees, and certifications for any licenses required by the host government are entirely the responsibility of the Contractor.

10. THE CONTRACTING OFFICER IS THE ONLY PERSON AUTHORIZED TO APPROVE CHANGES IN ANY OF THE REQUIREMENTS OF THIS CONTRACT. IN THE EVENT THE CONTRACTOR EFFECTS ANY CHANGE AT THE DIRECTION OF ANY PERSON OTHER THAN THE CONTRACTING OFFICER, THE CHANGE WILL BE CONSIDERED TO HAVE BEEN MADE WITHOUT AUTHORITY AND NO ADJUSTMENT WILL BE MADE IN THE SCHEDULE PRICE TO COVER ANY CHANGE INCURRED AS A RESULT THEREOF.

CANCELLATION PROVISIONS. When the Contracting Officer has determined interpreter service is no longer required, a 24 hour written notice will relieve the US Government from incurring any costs and the service is automatically canceled, without penalty.

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION.

NON US VENDORS. Vendors should make every attempt possible to register in SAM, prior to award. The COR or Contracting Officer may assist the contractor in registration if practicable. Vendors can see <https://www.sam.gov> for registration. See FAR Clause 52.2047, CCR Registration, for additional details.

US VENDORS. Vendors must register in SAM prior to bidding. The COR or Contracting Officer may assist the contractor in registration if practicable. Vendors can see <https://www.sam.gov> for registration. See FAR Clause 52.204-7, CCR Registration, for additional details.

TYPE OF CONTRACT

The Government contemplates a single or multiple award of a Firm Fix Price.

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

1. That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
2. That it has obtained all necessary licenses and permits required to perform this contract; and,
3. That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(a) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.