



**U.S. EMBASSY SANTO DOMINGO**

**GSO/Procurement Unit**

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Dominican Republic

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December 28, 2015

Subject: **Request for Quotations (RFQ)**  
**Order Number: SDR86016M0148**  
Daily Newspaper Summary translation services

Dear Prospective Offeror/Quoter:

The American Embassy Santo Domingo, Dominican Republic, invites your company to submit quotations under full and open competition procedures for the Daily Newspaper Summary translation services, as detailed below:

1. SCOPE OF WORK

The service provider shall review every day's local print/online and radio Spanish-language news, and summarize the weekend's news on Monday in English in order to generate an electronic draft containing a summary of the most salient news items for review by the Public Affairs Officer or the Information Officer at 8:00 AM (latest), Monday through Friday when the Embassy is open.

1.1 GENERAL INSTRUCTIONS

The news summary is comprised of three parts: headline news, news related to the U.S. Embassy in Santo Domingo and other headline news. The service provider shall review every day's local print/online, television and radio Spanish-language news, and summarize top elements, including but not limited to: political environment, trade, immigration issues, military cooperation, crime, agriculture, culture related to the U.S., education and health, other news involving Embassy or Department of State officials. This might include editorials, op-ed and the occasional political cartoon, when applicable. The news summary is submitted in electronic format on Times New Roman font for review by the Public Affairs Officer or the Information Officer at 8:00 AM daily, Monday through Friday when the Embassy is open.

The service provider would need to be available to discuss news items and answer questions by phone or online with either of these officers – or the Cultural Affairs Officer in the case of a scheduling conflict – between 8:30 and 9:00 AM. The summary will contain the topline news-making stories, coverage of the U.S. Mission in the news and other news that is making

headlines and/or would be of interest to the Mission given Mission objectives and priorities and any sector-specific VIP visits at Post at the time. Issues of importance would include corruption, law enforcement, higher education, improvement in basic education, energy issues, U.S. companies in the DR that make local news, statelessness and internal DR immigration issues, human rights, police reform, progress in development, U.S. extradition issues, narcotrafficking, and U.S. citizens who are victims of crime in the DR, among others. PAS would provide regular feedback on issues of interest as they arise.

## 1.2 DUTIES AND RESPONSIBILITIES

1.2.1 Review every day's local print/online and radio Spanish-language news, and summarize the weekend's news on Monday in English

1.2.2 Generate an electronic draft containing a summary of the most salient news items for review by the Public Affairs Officer or the Information Officer at 8:00 AM (latest), Monday through Friday when the Embassy is open. The summary should be impartial and considered a faithful transcription of the original news article or commentary, reflecting the tone of the news article or media outlet and not the service provider's opinion or interpretation.

1.2.3 Need to be available to discuss news items and answer questions by phone with either of these officers – or the Cultural Affairs Officer in the case of a scheduling conflict – between 8:30 and 9:00 AM. An average of two or three inquiries during the above mentioned timeframe.

1.2.4 Translations of speeches or occasional op-ed varying in length upon request. Deadline for submission will be established based on need by either IO or PAO and considered as part of general duties.

## 2. SPECIFIC PRODUCTS/ DELIVERABLES

The service provider could reference any media outlet or news service, but must review all seven major newspapers: Listin Diario, Hoy, Diario Libre, El Nuevo Diario, La Informacion, El Nacional and El Caribe. Also include main online dailies: Acento and 7 Dias. This list is subject to change. Stories should come with links to online versions of the articles when available. The daily product would be 2-3 pages long in Times New Roman format, between 800-1200 words in length. The summary should include situational information in case of news referring to a geographical location and full titles of government offices or ministries and not just acronyms.

## 3. MANAGEMENT AND SUPERVISION

The service provider will report to the Information Officer and Public Affairs Counselor. Each day the service provider will submit an electronic draft containing a summary of the most salient news items, to be reviewed by the Public Affairs Officer or the Information Officer at 8:00 AM (latest), Monday through Friday when the Embassy is open. Should any unforeseen event occur which will delay the product or impede its submission it should be notified immediately to the IO or PAO by email or phone.

#### 4. QUALIFICATIONS OF SERVICE PROVIDER

The service provider hired by the U.S. Embassy should meet the following criteria:

- 3.1 Dominican nationality or foreigner with permanent residence in the country.
- 3.2 Bachelor's in journalism, liberal arts, languages, literature or related field.
- 3.3 Three to four years' experience in translations, analyzing news content from several sources, compiling data or similar products.
- 3.4 Preferred knowledge of U.S. Embassy programs, initiatives in country as well as U.S. political environment.
- 3.5 Proficient in Microsoft office suite.

The quotations **must** be submitted in English, via email to [santodomingoprocurement@state.gov](mailto:santodomingoprocurement@state.gov), marked **RFQ# SDR86016M0148**, **no later than 1600hrs local time, on Wednesday, January 20th, 2016.**

The U.S. Government is conducting this acquisition using simplified acquisition procedures as outlined in the Federal Acquisition Regulation (FAR), Part 13.

The U.S. Government intends to award a Purchase Order, to the responsible offeror submitting the lowest quotation which is technically acceptable. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it at any time. The Contracting Officer reserves the right to reject any and all quotations and to waive any information, or minor irregularities in quotations received.

Please direct any questions regarding this Request for Quotations to: [santodomingoprocurement@state.gov](mailto:santodomingoprocurement@state.gov)