



San Salvador, El Salvador, C.A.  
American Embassy

December 8, 2015

**To: Prospective Quoters**

**Subject: Request for Quotations number SES60016Q0032**

The U.S. Government has a requirement for a contractor to provide Simultaneous Interpretation and Translation service from English to Spanish as per described in Attachment A. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

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

The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Quotations are due by December 20, 2015 by 10:00 AM. Oral and late quotations will not be accepted.

Sincerely,

  
Scott Bowers  
Contracting Officer

Enclosure:  
As Stated.

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ [ ] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 2	OF 1	PAGES 10
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1. REQUEST NO. <b>SES60016Q0032</b>	2. DATE ISSUED <b>12/08/2015</b>	3. REQUISITION PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY <b>American Embassy San Salvador, General Services Office, Procurement Office, Blvd. Santa Elena, Antiguo Cuscatlan, La Libertad</b>	6. DELIVER BY (Date) <b>December 20, 2015</b>
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY FOB DESTINATION      X OTHER (See Schedule)	
NAME <b>Maria Isabel Clason</b>	TELEPHONE NUMBER		
	AREA ODE <b>503</b>	NUMBER <b>2501-2828</b>	

8. TO:		9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE <b>ILEA</b>
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c. STREET ADDRESS	b. STREET ADDRESS <b>American Embassy San Salvador</b>
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d. CITY	e. STATE	f. ZIP CODE	c. CITY <b>Antiguo Cuscatlan, La Libertad</b>	
			d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>December 20, 2013</b>	<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>1</b>	<b>English / Spanish simultaneous interpretation/translation for 2016 courses. Translation of critiques and unforeseen translation of documents from English to Spanish / vice versa. Amount of words per course is estimated but will be paid on actual amount translated. No equipment is needed. Schedule: Monday through Friday, from 8:00 am to 5:00 pm Two interpreters for each course, translation of critiques/evaluations after the end of each course and needed to be presented a week later. Additional interpretation for 12 weeks, one day a week from 5:00 pm – 8:00 pm – TBD - Welcoming lunch the first day of each course from 12:00 - 1:00 pm</b>	<b>1</b>	<b>ea</b>		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations [ ] are [ ] are not attached.

13 NAME AND ADDRESS OF QUOTER	14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
a. NAME OF QUOTER		
b. STREET ADDRESS	16 SIGNER	
c. COUNTY	a. NAME (Type or print)	b. TELEPHONE

RFQ SES60016Q0032  
ATTACHMENT "A"

**1.1 GENERAL REQUIREMENT**

Provide simultaneous interpretation and translation service from English to Spanish and vice versa for 2016 courses. Translation of critiques and unforeseen translation of documents from English to Spanish / vice versa. Amount of words per course is estimated but will be paid on actual amount translated.

No equipment is needed. Schedule for all courses is: Monday through Friday, from 8:00 am to 5:00 pm Two interpreters for each course, translation of critiques/evaluations after the end of each course and need to be presented a week later.

Welcoming lunch the first day of each course from 12:00 - 1:00 pm

Following is the course schedule:

#	Course name	Requirements	dates
1	SMALL ARMS TRAFFICKING	Simultaneous interpretation + translation of critiques approx 5,000 words	FEB 1 - 5, 2016
2	CHEMICAL PRECURSORS COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	FEB 15 - 19, 2016
3	INTERNATIONAL POST BLAST INVESTIGATION COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	FEB 29 - MARCH 11, 2016
4	PROTECTION DETAIL COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	MAY 2 - 6, 2016
5	NARCOTICS UNIT COMMANDER COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	MAY 9 - 13, 2016
6	ANTI GANG PNC ORG / GANG OPERATIONS COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	MAY 16 - 27, 2016
7	HUMAN RIGHTS COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	MAY 30 - JUNE 3, 2016
8	HATE CRIME COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	JUNE 6 - 10, 2016
9	COMPUTER AND NETWORK INVESTIGATIONS COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	JUNE 20 - JULY 1, 2016
10	FINANCIAL INVESTIGATIONS TECHNIQUES COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	JULY 11 - 15, 2016
11	FORFEITURE / MONEY LAUNDERING	Simultaneous interpretation + translation of critiques approx 5,000 words	JULY 18 - 22, 2016

#	Course name	Requirements	dates
12	TIP/ CHILD EXPLOITATION COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	JULY 25 - 29, 2016
13	EXTORTION COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	AUG 22 - 26, 2016
14	HOMICIDE INVESTIGATION COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	AUG 22 - 26, 2016
15	INTERNATIONAL AIRCARGO INTERDICTION TRAINING	Simultaneous interpretation + translation of critiques approx 5,000 words	AUG 29 - SEPT 2, 2016
16	FINANCIAL INVESTIGATIONS TECHNIQUES COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	SEPT 12 - 16, 2016
17	TRAFFICKING IN PERSONS COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	SEPT 19 - 30, 2016
18	PUBLIC CORRUPTION AND ETHICS	Simultaneous interpretation + translation of critiques approx 5,000 words	SEPT 26 - 30, 2016
19	WILDLIFE TRAFFICKING INVESTIGATOR PROGRAM	Simultaneous interpretation + translation of critiques approx 5,000 words	OCT 10 - 14, 2016
20	CRIME SCENE MANAGEMENT & FORENSIC COURSE	Simultaneous interpretation + translation of critiques approx 5,000 words	OCT 24 - NOV 4, 2016
21	ANTI GANG UNIT COURSE (TAG)	Simultaneous interpretation + translation of critiques approx 5,000 words	NOV 7 - 11, 2016
22	UNFORSEEN TRANSLATION OF DOCUMENTS FROM ENGLISH TO SPANISH AND VICEVERSA	Please provide price per word.	N/A
23	ADDITIONAL INTERPRETATION FOR 12 WEEKS ONE DAY A WEEK FROM 5:00 PM - 8:00 PM DAYS TO BE DETERMINED ACCORDING TO NEEDS		TBD

**REQUIRED DELIVERY DATE FOR THE 1<sup>ST</sup> COURSE IS: February 1<sup>st</sup>, 2016.**

II. PRICES

A. VALUE ADDED TAX

Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the Government of El Salvador.

III. DELIVERY

Delivery date: 15 days after receipt of a duly signed Purchase Order.

Courses to be held either in ILEA facilities in Ciudad Merliot, Antiguo Cuscatlán, La Libertad, or in alternate TBD location(s) in Gran San Salvador area

IV. PAYMENT

Payment will be paid by The U.S. Embassy in San Salvador, Financial Management Office.

Net-30 day payment after receipt of items or services at delivery address.

Billing address:

American Embassy/FMO  
Annex Building  
Urbanizacion y Blv. Santa Elena  
Antiguo Cuscatlan, La Libertad

**EVALUATION CRITERIA**

Award will be made to the lowest priced, acceptable, responsible offer.

The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ.

The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- Ability to comply with the required delivery date, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics and proof of past experience
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Otherwise qualified and eligible to receive an award under applicable laws

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED  
BY OVERSEAS CONTRACTING ACTIVITIES  
(Current thru FAC 2005-25)**

**COMMERCIAL ITEMS**

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	SEPT 2007
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (FEB 2007) of 52.212-4 applies if the order is time-and-materials or labor-hour)	FEB 2007
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

**52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2008)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553);
- (2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). <i>[Check if order exceeds \$100,000]</i>
	(2) – (16) [Reserved].
x	(17) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (AUG

	2007) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i>
	(18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(19) 52.222-26, Equal Opportunity (FEB 2008) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$100,000 and is awarded to a U.S. firm. For services, the order exceeds \$100,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i>
	(23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$100,000]</i>
√	(24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) <i>[Check for all orders]</i>
	(24)(i) Alternate I of 52.222-50 <i>[Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i>
	(25) – (29) [Reserved].
	(30) 52.225-5, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). <i>[Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$194,000]</i>
	(31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). <i>[Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]</i>
	(32) – (35) [Reserved].
	(36) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). <i>[Check if payment will be made by EFT and the contractor has registered in the CCR]</i>
	(37) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be</i>

	<i>made by either EFT or other means, e.g., check, and the contractor has <u>not</u> registered in the CCR]</i>
	<i>(38) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332). [Check if payment will be made by a third party, e.g., purchase card]</i>
	<i>(39) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). [Check if the order is for information technology which requires security of information technology, and/or is for the design, development, or operation of a system of records using commercial information technology services or support services]</i>
	<i>(40)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). [Check if the order is for supplies that may involve ocean transportation: at least 50% of the gross tonnage must be transported on privately owned U.S.-flag commercial vessels to the extent that such vessels are available at rates that are fair and reasonable for U.S.-flag commercial vessels]</i>
	<i>(ii) Alternate I (APR 2003) of 52.247-64. [Check if 100% of the supplies will be transported on privately owned U.S.-flag commercial vessels]</i>

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

<b>Clause Number and Title</b>	
	<i>(1) – (6) [Reserved].</i>
	<i>(5) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007) (31 U.S.C. 5112(p)(1)). [Check if order is for services that involve business operations conducted in U.S. coin and currency, including vending machines]</i>

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) [This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.] Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause –

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) [Reserved].

(vii) Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) – (ix) [Reserved].

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES**

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [contracting officer insert rate] of compensation for services.”	JUNE 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave	APR 2004

	(for services where performance will be on-site in a Department of State facility)	
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**Department of State Personal Identification Card Issuance Procedures**

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at: <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)