**Request for Quotations (RFQ)**

RFQ Number: ICTEC-2019-002

Issuance Date: 11.02.2019

Deadline for Offers: 25.02.2019

Description: Translation services

For: Moldova ICT Excellence Center Project (ICTEC)

Funded By: United States Agency for International Development (USAID) and Government of Sweden,

 Contract No. AID-117-A-15-00002

Issued by: National Association of Private ICT Companies (ATIC)

ATIC Point of Contact: cdamaschin@ict.md, contact person Corina Damaschin, Executive Assistant

**Section 1: Instructions to Offerors**

1. **Introduction**: The National Association of ICT Companies (ATIC) is soliciting proposals from eligible and responsible companies regarding **translation services** for the ICTEC Project, as described in Section 1 (Instruction to Offerors). The ICTEC Project is an official program of the United States Agency for International Development (USAID) and Government of Sweden, Contract Nr. AID-117-A-15-00002, and is being carried out in Republic of Moldova.

The ICTEC Project is a USAID program implemented by the National Association of ICT Companies (ATIC). The project will be implemented as a private-public partnership (though Global Development Alliances instrument (GDA)), between the Moldovan Government, private industry, academia and donors. The private partners include multinational companies, IBM and Microsoft, and also Moldovan Association of Private ICT Companies (ATIC) members that are local (operated) ICT companies. The private partners will bring significant new resources, ideas, software, technologies and development activities, such as trainings, practical assignments, and mentorship. The private sector partners will have the chance to use the center to communicate with the university, SMEs, startups, professionals and contribute to the curricula improvement answering the market needs, as well as the improvement of the IT and entrepreneurship ecosystem that will lead to the economic growth of the country. The Government of Moldova supports this project at the highest level of the Prime Minister, and the partners include Ministry of ICT, Ministry of Education, and E-Government Center. The space will be provided by the Technical University, as part of the Government commitment to this project. The e-Government Center will use the center as a training and capacity building resource for the public e-transformation and IT managers

Offerors are responsible for ensuring that their offers are received by ATIC in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol**: Offers must be received no later than 16:00 local Chisinau time on 25.02.2019 by electronically and/or in hard-copy at the Moldova ICT Excellence Center Project office.

Any email offers must be sent to the following address:

In attention of Mrs. Ana Chirița,

Executive Director at Moldovan Association of ICT Companies

cdamaschin@ict.md.

Any hard copy offers must be stamped and signed by the offeror’s authorized representative and delivered to the following address:

In attention of Mrs. Ana Chirița,

Executive Director at Moldovan Association of ICT Companies

Moldova ICT Excellence Center Project

Str. Studentilor 9/11, Chisinau

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of ATIC.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 14:00 local Chișinău time on 18.02.2019 by email to cdamaschin@ict.md.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by ATIC will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ATIC or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs.
* Pricing must be presented in MDL and USD.
* Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFQ are requested to submit a copy of their identification card.
1. **Delivery**: The delivery location for the items described in this RFQ is to Moldova ICT Excellence Center Project office, 9/11, Studentilor str., Chisinau.. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
3. **Taxes and VAT**: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. In the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by ATIC. The Subcontractor shall immediately notify ATIC if any such taxes are assessed against the Subcontractor or its subcontractors/suppliers at any tier. The Subcontractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which Subcontractor is normally responsible as a result of operating its business.
4. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award.
5. **Evaluation and Award**:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis, business experience, the visual aspect of the work to be performed, similar objects in the past and short production and installation terms.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ATIC reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, ATIC reserves the right to conduct any of the following:

* ATIC may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this RFQ, ATIC may issue a partial award or split the award among various suppliers, if in the best interest of the Project.
* ATIC may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the National Association of Private ICT Companies (ATIC) for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. ATIC, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ATIC or Moldova ICT Excellence Center Project to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to ATIC’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. ATIC’s standard payment terms are net 15 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Payment will be made in MDL, via wire transfer to the account specified in the Subcontractor’s invoice. Payment of unpaid balances will be made upon completion and final acceptance of all works and deliverables by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Subcontractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.
3. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
4. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
5. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
6. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
7. The title to any goods supplied under any award resulting from this RFQ shall pass to ATIC following delivery and acceptance of the goods by ATIC. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ATIC.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

□ Official quotation, including specifications of offered equipment (see Section 3 for example format)

□ Copy of offeror’s registration or business license (see Section 1.5 for more details)

**Section 3: Specifications and Technical Requirements**

*The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations per item which will serve as a basis for a yearly reference on service prices containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to ATIC.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description and Specifications** | **Qty** | **Items and Specifications Offered** | **Unit Price**MDL | **Total Price**MDL |
| 1 | Simoultaneous translation one language  | 1 day  | EN-RO / EN-RU |  |  |
|  | Simoultaneous translation one language  | ½ day  | EN-RO / EN-RU |  |  |
|  | Simoultaneous translation one language  | 1hr | EN-RO / EN-RU |  |  |
|  | Simoultaneous translation two languages  | 1 day | RO-EN-RO/ RU-EN-RO |  |  |
|  | Simoultaneous translation two languages | ½ day  | RO-EN-RO/ RU-EN-RO |  |  |
|  | Simoultaneous translation two languages | 1hr | RO-EN-RO/ RU-EN-RO |  |  |
| 2 | Consecutive translations | 1 day | EN-RO / EN-RU |  |  |
|  | Consecutive translations  | 1hr | EN-RO / EN-RU |  |  |
| 3 | Written translations |  | (per page)  |  |  |
| 4 | Technical translations  |  | (per page)  |  |  |
| 5 | Rent of equipment for simultaneuous translations | ½ day  |  |  |  |
|  | Rent of equipment for simultaneuous translations  | 1 day |  |  |  |
| **Subtotal:** |  |
| **Delivery Costs:** |  |
| **Other Costs (Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) :** |  |
| **GRAND TOTAL** MDL**:** |  |

Delivery time (after receipt of order): calendar days

Length of warranty on offered services: years