



**Elizabeth Glaser
Pediatric AIDS Foundation**
Fighting for an AIDS-free generation

**REQUEST FOR PROPOSALS # (S031782)
PREFERRED TRANSLATOR**

in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1350 Eye Street, NW
Suite 400
Washington, DC 20005

Firm Deadline: May 12, 2023

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

BACKGROUND

EGPAF seeks a preferred translator vendor or vendors, capable of translating English to **all** languages listed under the section “Minimum Requirements” to assist in the production of multiple projects throughout each fiscal year. EGPAF’s translated materials are used to communicate to donors, partners, staff, and the general public, the mission of the organization.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

Vendor(s) should have experience in the production of:

- Text-based translation capabilities
 - Reports
 - Abstracts
 - Fact Sheets
 - Issue Briefs
 - Stories
 - Flyers
- Verbal Live Interpretation
 - Virtual Oral Presentations
 - Webinars

Though not essential, further interest will be paid to vendors who can also provide services in or provide referrals for the translation of:

- Swahili – Spoken in Kenya



MINIMUM REQUIREMENTS:

- Swahili – Spoken in Tanzania
- French – Spoken in Côte d'Ivoire, DRC, Cameroon, Gambia
- Portuguese – Spoken in Mozambique

FOUNDATION RESPONSIBILITIES:

EGPAF will supply vendor(s) with professionally designed materials to be produced.

LOGISTICS:

Only vendors that are located in Africa will be considered.

KEY CONTRACT TERMS:

The anticipated contract type is *an indefinite quantity contract with task orders*. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.



EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Text Based Translation Quality	1. Text-based translation of attached text to this RFP, “Attachment B: Sample Text” into the following languages. * Portuguese (Spoken in Mozambique) * Swahili in (Spoken in Tanzania) * French (Spoken in DRC, Cameroon and Côte d'Ivoire)	20%
2. Interpretation Based Translation Quality	1. Example of a recording showing the quality of interpreter-based translation. Minimum 5 minutes length for all languages combined. * Portuguese (Spoken in Mozambique) * Swahili in (Spoken in Tanzania) * French (Spoken in DRC, Cameroon and Côte d'Ivoire)	20%
2. Past performance of similar work	1. 3 professional references from similar past projects with phone and email contract information.	5%
2. Vendor Diversity Summary	2. A short statement explaining the diversity of the organization.	15%
3. Timeframe of implementation	3. Estimated number of days required to translate attached text titled “Attachment B: Sample Text” into the following three languages simultaneously. * Portuguese (Spoken in Mozambique) * Swahili (<u>Spoken in Tanzania</u>) * French (Spoken in DRC, Cameroon and Côte d'Ivoire)	20%
4. Interpretation Based Translation Price	4. USD Price of Interpretation Based Translation Service provided through virtual platforms per hour for the following languages * Portuguese (Spoken in Mozambique) * Swahili * French (Spoken in DRC, Cameroon and Côte d'Ivoire)	10%
5. Text-Based Translation Price	5. USD of Text-Based Translation based on attached document to this RFP titled “Attachment B: Sample Text” Document into the following languages * Portuguese (Spoken in Mozambique) * Swahili * French (Spoken in DRC, Cameroon and Côte d'Ivoire)	10%
Total		100%



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All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.

PROPOSED TIMELINE:

DATE: 4/10/2023 – Release of RFP

DATE: 4/21/2023 – Submission of Contractual and Technical Inquiries: Please send to Kyu-San Shim, Associate Officer ACOE, Kshim@pedaids.org)

No phone calls please.

DATE: 4/28/2023 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>. **(BEFORE POSTING ENSURE THE CORRECT WEBSITE IS LISTED)**

DATE: 5/12/2023 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Kyu San Shim, Associate Officer A&C, Kshim@pedaids.org

DATE: 5/24/2023: – Final decision announced and Offerors notified

DATE: 6/5/2023: – Contract executed and Services begin.

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.



KEY SOLICITATION TERMS AND CONDITIONS

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.
4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.



10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.

Attachment B: Sample Text

Word of the Month: Integrated

This month, EGPAF is focusing on how an integrated response is required to end the HIV epidemic and related health threats, so be on the lookout for this theme on our digital channels.

We want to hear from you: Why is it important to focus on more than HIV when fighting for an AIDS-free generation? Let us know.

Announcements

Decentralizing Quarterly Project Reviews (QPRs)

A cactus in Malawi. Photo by Eric Bond / EGPAF

EGPAF is decentralizing QPRs to move decision-making closer to the communities we serve. These reviews are an opportunity to look at how each project is progressing on activities, deliverables, timelines, and financial management. [QPR Home Page](#) and [FAQ](#)
[QPR Library](#)

Strategic Information and Evaluation in 2022 in Review

SI&E staff celebrate the launch of the digital strategy.

Learn more about the Strategic Information and Evaluation (SI&E) Department's work and accomplishments from 2022 compiled in one place, which include:

- Revising minimum standards
- Successful Kenya Cloud EMR implementation
- Developed and launched Digital Health Strategy

Accomplishments

PEPFAR's 20th Anniversary

Ambassadors Faith and Tatu meet with President Kikwete of Tanzania. Photo by Daniel Pino / EGPAF

Several events took place last week in honor of PEPFAR's 20th anniversary, including. An event at the Bush Center, during which Tatu and Faith, EGPAF Ambassadors involved in the initial advocacy of PEPFAR, shared their perspectives. Read/watch news coverage on ABC News and the Bush Center A multi-sectoral event in Eswatini was streamed on Facebook Live that included the National Emergency Response Council on HIV and AIDS, the Eswatini National AIDS Program, PEPFAR Eswatini, FHI230, and an EGPAF teen support club graduate, Nkosingivile Dlamini.



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Resources for EGPAF Staff

Updated Global Procurement Manual

Procurement managers, senior procurement staff, and all staff who perform procurement functions should reference this manual. The new manual includes tips and best practices throughout, and covers new information about:

- updated GPS and Amber Road references and instructions;
- updated compliance information around key topics to include:
- Section 889 Compliance, Kaspersky Lab restrictions, new Annex with requirement for those working under USAID funded prime contracts (Tanzania and Eswatini staff).

The ACOE team will soon be rolling out an updated global procurement training program for all procurement staff to accompany this manual.