



Request for Quotation for Translation Service

ESI-RFQ-005-2021

September 17, 2021

Dexis Consulting Group

USAID/OTI Ethiopia Program
Dexis Consulting Group
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SUBJECT: REQUEST FOR QUOTATIONS FOR TRANSLATION SERVICE

Dexis invites your firm to participate in this competitive solicitation for pricing and delivery for document translation service. Dexis reserves the right to reject all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate Dexis to enter a contract, nor does it obligate Dexis to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

DESCRIPTION OF SERVICES

Translation service

- Translation of Amharic document to
 - English
 - Oromia
 - Tigrigna

- Translation of English Document to
 - Amharic
 - Oromia
 - Tigrigna

- Translation of Oromia Document to
 - Amharic
 - English
 - Tigrigna

- Translation of Tigrigna Document to
 - Amharic
 - English
 - Oromia

REQUIREMENTS

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for award:

1. A contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.

2. General information about the contractor’s history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
4. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% of more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (see Annex 1). Size re-certification may be required prior to award.
5. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration. (If permitted by the solicitation). / No subcontracting is allowed under this solicitation.
6. Bidders should provide their offer, Quote per word (price per one word)
7. Contain detailed cost in Ethiopian Birr, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Description of past experiences providing similar services.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
10. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

EVALUATION

Dexis will evaluate bids based on the following criteria:

1. Availability of legal documents..... Mandatory
2. Educational background, knowledge and Experience of the personnel’s or team composition..... 20%
3. Past performance/organizational reference from international organizations..... 20%
4. Translation quality of the sample documents Attached in Annex 1 and Annex 2 20%
5. Price/total cost 40%

Evaluation Criteria Grading for Each Criterion:

Exceptional	5 Points
Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Non-Responsive to Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	September 22, 2021
Questions Due	October 1 st , 10:00PM EAT or 5 PM Ethiopian Time
Answers from Dexis	October 5 th , 10:00PM EAT or 5 PM Ethiopian Time
RFQ Closes – Responses Due	October 11 th , 2021, 10:00PM EAT or 5 PM Ethiopian Time

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be to the attention of esibids@dexisonline.com

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of esibids@dexisonline.com only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

SUBMISSION INSTRUCTIONS

Bids must be received via email by October 11th, 2021, 10:00PM EAT or 5 PM Ethiopian Time . Offerors should send their bids by email to the individuals identified above (10 MB limit per email).

Offers must be on the company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFQ reference number 005-2021 and the Offeror's name.

GENERAL TERMS AND CONDITIONS

1. Dexis will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for the entire length of contract (1 year).
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.

5. All procurement will be subject to Dexis contractual terms and conditions, and contingent on the availability of client funding.
6. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.

Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.

ANNEX 1: ENGLISH SAMPLE DOCUMENT

Ethiopia is in a state of transition. While substantial and long-awaited political, economic, and security reforms, including an end to the 20-year war with Eritrea, were initiated in 2018, intercommunal violence and new regional conflicts pose challenges to its stability and trajectory. In this current and evolving context, the U.S. Government seeks to support efforts to advance a peaceful and inclusive democratic reform process as well as foster Ethiopia's role in promoting prosperity and stability in the Horn of Africa. USAID/OTI's fast and flexible approach to programming capitalizes on windows of opportunity to advance democratic reforms, human rights, peaceful dialogue, and the opening of political and civic space to enable longer term change in Ethiopia.

The geographic focus is on the capital, Addis Ababa, as well as Oromia, Amhara, and Tigray regional states. Activities include:

- USAID/OTI produces media products that address the current affairs of average citizens' and programs that fact-check information circulating on social media.
- USAID/OTI provides key reform institutions the tools to raise awareness on and advocate for human rights. For example, USAID/OTI supports the Ethiopian Human Rights Commission, the Consortium of Ethiopia Human Rights, the Inter-Religious Council of Ethiopia, and the Agency for Civil Society Organizations with research, equipment, and technical assistance.
- USAID/OTI engages youth in youth-led listening tours at key universities, political dialogues, and youth volunteerism activities to bridge the ethnic, religious, and ideological divides that trigger conflict in Ethiopia.

Last month, USAID/OTI changed its first objective from being reform-oriented to one that builds an enabling environment for national consensus.

ብሔራዊ ባንክ ከሰሞኑ ባወጣቸው መመሪያዎች የዋጋ ንረቱን ማከም እንደሚቻል የፋይናንስ ተቋማት አመራሮች ገለጹ

የኢትዮጵያ ብሔራዊ ባንክ ሰሞኑን የፋይናንስ ኢንዱስትሪውን የተመለከቱ የተለያዩ መመሪያዎችን በማውጣት እንዲተገበሩ አዟል።

መመሪያው ወቅታዊ አገራዊ ሁኔታን መሠረት ያደረገና በተለይ የዋጋ ንረትን ለመከላከልና መቆጣጠር ታሳቢ በማድረግ ስለመውጣቱም የመመሪያዎቹ መግቢያዎች ያመለክታሉ።

ይህንንም የኢትዮጵያ ብሔራዊ ባንክ በአዋጅ ከተሰጡት ተጨማሪ መካከል የገንዘብ ፖሊሲ በመቅረፅ ኢኮኖሚው ውስጥ የሚዘዋወረውን የገንዘብ መጠን የዋጋ ንረት የማያስከትል መሆኑን ማረጋገጥ መሠረታዊ ኃላፊነቶች በመሆኑ መመሪያዎቹን በማውጣት ወደ ትግበራ መግባቱን ባንኩ አመልክቷል። እንደሚታወቀው የዋጋ ንረት የብዙ ምክንያት ድምር ውጤት ሲሆን፣ የምርት አቅርቦት እጥረት፣ የሎጂስቲክ አለመሰጠት፣ የገንዘብና የፊዚካል ፖሊሲ አቋም ዋና ዋና ዎች ናቸው።

የዋጋ ግሽበትን ለመግታት መንግሥት ዘርፈ ብዙ ጥረቶችን እያደረገ ቢሆንም፣ ችግሩ ከጊዜ ወደ ጊዜ እየተባባሰ መጥቷል። ይህም ታውቆ አስፈላጊው የፖሊሲ ማሻሻያ መደረግ እንዳለበት በመታመኑ፣ በኢኮኖሚው ውስጥ የሚዘዋወረውን የገንዘብ ሥርጭት ለመቀነስ የኢትዮጵያ ብሔራዊ ባንክ ጥብቅ የገንዘብ ፖሊሲ ተግባራዊ ለማድረግ ወስኗል። መመሪያዎቹ ባንኮች በብሔራዊ ባንክ የሚያስቀምጡትን የመጠባበቂያ ገንዘብ ከአምስት በመቶ ወደ አሥር በመቶ እንዲያድግ ማድረግ አንዱ ነው። በተጨማሪም ባንኮችና ኢንሹራንስ ኩባንያዎች የልማት ባንክ ቦንድን (የዕዳ ሰነድ) እንዲገዙ የሚያስገድደው መመሪያ ከሰሞኑ በኢትዮጵያ ብሔራዊ ባንክ ከወጡ መመሪያዎች መካከል ሌላው ነው። ባንኮች ከሚያገኙት የውጭ ምንዛሪ ግማሽ ያህሉን በዕለታዊ የምንዛሪ ዋጋ ለብሔራዊ ባንክ እንዲያስገቡ የሚያስገድደው መመሪያም ከሰሞኑ የብሔራዊ ባንክ ዕርምጃዎች መካከል ተጠቃሽ ነው።

ባንኮች ደንበኞቻቸውን በደንብ ማወቅ እንደሚጠበቅባቸውና ይህም እንዴት ተፈጻሚ እንደሚሆን የሚያመለክተው ሌላው የብሔራዊ ባንክ መመሪያ ካለፈው ሳምንት አንስቶ መተግበር ጀምሯል።

እነዚህ በአንድ የወጡት መመሪያዎች ለብዙዎች ዲብት ዕዳ እንደሆነ ያነጋገርናቸው የባንክ የሥራ ኃላፊዎች ይገልጻሉ። ብዙዎቹ ከአንድ መመሪያ ውጭ ሌሎች ይወጣሉ ብለው ያልገመቱት እንደሆነ ጠቅሰዋል። የኅብረት ባንክ ዳይሬክተሮች በርድ ሊቀመንበር አቶ ኢየሱስ ወርቅ ዛፋ በዚህ ወቅት ይወጣል ብለው ያልገመቱትና አጠቃላይ የፋይናንስ ዘርፉን ወደ ኋላ የሚጎትት ሆኖ እንዳገኙት ይጠቅሳሉ።

ሌላው የአንድ ባንክ ከፍተኛ የሥራ ኃላፊ ደግሞ የኢትዮጵያ ብሔራዊ ባንክ መሻሻል እያሳየና ብዙ ለውጦች እያደረገ መሆኑን እየተናገረን ባለንበት ሰዓት እነዚህን ያልተጠበቁ መመሪያዎች ተግባሩ ማለቱ እንዳስገረማቸው ያመለክታሉ።

መመሪያዎቹ በአጠቃላይ ሲታዩ ከወቅታዊ አገራዊ ጉዳይ ጋር ተያይዞ መንግሥት ፖለቲካዊ ውሳኔ የሰጠባቸው እንደሚመስሉ ያነጋገርናቸው የኢንዱስትሪው ባለሙያዎች ይገልጻሉ። አክላውም ስለመመሪያው መወጣት ምንም ግንዛቤ ያልነበራቸው መሆኑን ተናግረዋል።

ብሔራዊ ባንክ ከለውጡ ወዲህ አሠራሩን አሻሽሏል ብለው ከሚጠቀሱለት ጉዳዮች አንዱ ብዙዎቹን መመሪያዎች ከማውጣቱ በፊት የባንክ የሥራ ኃላፊዎች ይመክሩበት የነበረ መሆኑ ነው። ሰሞኑን ግን ከአንዱ መመሪያ ውጭ በሌሎቹ መመሪያዎች ላይ አስተያየት ስጡበት አለማለቱንና መመሪያዎቹ እንዳልተመከረባቸው ገልጸዋል።