



U.S. Consulate General
Karachi, Pakistan
Date: March 03, 2022

To: Offeror Page **1of 6**

Request Number: **PR10534383**
From: Procurement & Contracting Department
U.S. Consulate General
Plot No- 3, 4, 5, New TPX, Area
Mai Kolachi Road
Karachi, Pakistan.
E-mail: KRCProcurementContracting@state.gov
POC: **Ali M Qureshi** Phone: 92-21-35275000

RFQ-PR10534383-19PK4022-Q-5003-KHI-PAS-Translator Services for & to English, Urdu and Sindhi.

Services of a specialized translation contractor is required to provide off-site translation and transcription services for the Public Affairs Section (PAS) of the **U.S. Consulate General Karachi**. The contractor should have professional expertise and capabilities to provide accurate translations and transcriptions.

Description:

No	Description	Unit - prices locked for one year.	Price per word (PKR)
1-	Short Translation not exceeding 500 words English, Sindhi and Urdu	The scale of content may vary approximately up to 500 words. Multiple orders a month. Minimum order confirmation – Zero (0).	<u>Per word</u>
2-	Detailed Translation English, Sindhi, Urdu.	The scale of content may vary approximately 500 words per page to 5,000 words. Multiple orders per month may be issued. Minimum order confirmation – Zero (0).	<u>Per Page</u>
3.	Live Translation English, Sindhi, Urdu.	The scale of content may vary approximately 140 words to 5,000 words per hour. Minimum order confirmation – Zero (0).	<u>Per Hour</u>

Total Amount: _____

RFQ-PR10534383-19PK4022-Q-5003KHI-PAS-Translator Services English, Sindhi and Urdu
SENSITIVE BUT UNCLASSIFIED

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U.S. CONSULATE GENERAL, KARACHI.



US CONSULATE KARACHI, PAKISTAN

STATEMENT OF WORK

For

Translator Services English | Urdu | Sindhi

MARCH 2022



Scope of Work (SOW) **Translation Services from English to Sindhi & Urdu Languages**

Service description:

Services of a specialized translation contractor is required to provide off-site translation, transcription and/or interpretation (whichever takes precedent under PAS's discretion) services for the Public Affairs Section (PAS) of the U.S. Consulate General Karachi. The contractor should have language proficiency and capabilities to provide accurate specifics requested per given statement of work.

Cost of Contract: Firm Fixed Price.

SOW:

Objective: PAS Karachi seeks accurate and professional translation, transcription and/or interpretation (whichever takes precedent under PAS's discretion) services from an independent and professional contractor. The potential registered contractor (vendor) will provide the following services:

- The contractor will be responsible to provide accurate translations and transcriptions in a user-friendly (preferably in word file), professionally formatted, editable, proofread and reviewed format.
- Upon issuance of an approved and fully funded document, the contractor will collaborate and consult with the PAS point of contact in a timely manner and on a regular basis until the service(s) have been successfully and completely rendered.
- The contractor will be responsible for all the expenses, required tools, appliances, applications and software involved to accomplish these services.
- The contractor is required to make changes to the products as per the requirements of the U.S. government, and until the final products meet the requirements agreed under this contract.
- The contractor is required to provide **urgent translation/transcription services**. The urgent translation is defined two ways: **(a)** translation of small jobs (ranging from a 140-character or less tweet to occasionally a document of as many as 500 words) that need to be delivered within the day — in 1 to 3 hours; and **(b)** larger jobs that need to be delivered within two working days or less.
- In some **urgent** cases, it is possible there might not be enough time for the service provider to submit the job through its regular quality assurance process. In those cases, the service provider shall advise the PAS point of contact within an hour upon issuance of an approved and funded BPA Call, with acceptance and receipt of the task/assignment. Multiple (2/3 per month) short service request rejections may result in cancellation of agreement.
- The contractor is required to provide regular translation/transcription services, which are defined as translation/transcription that can easily be accomplished by the deadline given by the PAS point of contact, considering accepted standards of translation productivity.
- The U.S. government will have full authority to use these products with complete distribution rights.
- Translators should be fully equipped to provide culturally accurate translations under the agreed time restraints, once a deadline has been agreed.

From first to final draft – max of 3 revisions to be acceptable without an additional fee. Inclusive of the 3 revisions before final draft, vendor may charge 5% in addition of final cost post funding confirmation from procurement/contracting office. **Products for Translation/Transcription:**

- Press releases
- Web content
- Messages and remarks
- Social media posts
- Other products as assigned by the PAS point of contact



Definitions:

- **Translation** is defined as the communication of the meaning of a source-language text by means of an equivalent target-language text. The U.S. Consulate General Karachi assumes that the translated text is quality-controlled and final, meaning that it has been reviewed and edited to meet the U.S. Consulate expectations of accurate translation (concordance with the original language version).
- **Word count** is defined as a continuous series of characters of the translated text. The word count will be done electronically using the same software in which the text was provided. Should that software not have a word count function, U.S. Consulate General Karachi will copy and paste the text into MS Word to count the number of words.
- **Words Per Page:** For a page with 1-inch margins, 12-point Times New Roman font, and minimal spacing elements, a good rule of thumb is 500 words for a single-spaced page.
- **One (1) – Hour Speech:** There are 9,000 words in a standard 1-hour speech.
- **Minimum Order Confirmation:** In the event of an agreement between USG and contractor, there is no/zero minimum order confirmation. Both parties can withdraw from the agreement at any time without assigning any reason.
- **Economic Price Adjustment:** Although prices will be locked for 1-year period; contractor can request for economic price adjustment based on reasonable statistics. However, it will remain in USG's discretion to honor the request or not.

Prices:

Firm Fixed Price.

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

Inspection & Acceptance:

A Government representative will inspect the service(s) delivered to determine the quality and acceptability. Substandard services/products shall be unacceptable at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete and successful render of service(s) to the U.S. Consulate General, Karachi and submission of legitimate invoice to Financial Section upon confirmation from PAS, and submission of receipt.

SUBMISSION OF INVOICE:

Each invoice shall include vendor invoice number, purchase order/BPA Call number, date issued, brief description of services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

- 1- Karachi, FMC Invoices KarachiFMCInvoices@state.gov (for sending invoice-in PDF format)
- 2- Karachi, FMC Inquiries KarachiFMCInquiries@state.gov (for any query related to payment)

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):



U.S. CONSULATE GENERAL, KARACHI.

Karachi Fiscal Office
U.S. Consulate General
Plot No- 3, 4, 5, New TPX Area
Mai Kolachi Road
Karachi

Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

(MAY 2004) Alternate I (APR 1984)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders-- Commercial Items (Feb 2016).

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment

52.204-26 Covered Telecommunications Equipment or Services-Representation

52.249-1 Termination for Convenience of the Government

52.249-2 Termination for Convenience of the Government

52.216-2 Economic Price Adjustment-Standard Supplies.

52.216-4 Economic Price Adjustment-Labor and Material.

Important Note: Your quotes/proposals will be considered upon confirmation on compliance with NDAA 889. https://acquisition.gov/FAR-Case-2019-009/889_Part_B Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities; •Video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); •Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Offer Due Date:

1. Please submit your quote on or before **March 10, 2022, at 1400Hrs**, to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via email to following email addresses:

KRCProcurementContracting@state.gov

No quote will be acceptable after the due date.

1. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
2. Please provide reference of our Request Number **PR10534383**, in all your correspondence regarding this request for price quotation



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3. Please provide relevant clientele and/or performance record from past two (2) years.