



**Date:** 8 February, 2019  
**To:** [Click here to enter text.](#)  
**Subject:** Request for Quote (*Editor Blanket Purchase Agreement*)  
RFQ number: Editing\_2019

ACDI/VOCA is seeking quotes for the supply and delivery of the goods/services listed in the attached item description/specification table.

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidders:

- Adherence to specifications listed in the Response to Request for Quotes below (10%)
- Past performance under similar/related purchase orders, through a review of contracts, Local Purchase Orders or such related information and references from organizations supplied in the past (30%)
- Submission of editing sample in word document with tracked changes not to exceed 10 pages including graphics. (30%)
- Price proposal (reasonable and complete) (30%)

**OTHER REQUIREMENTS:**

- **Wire Banking Information:** [Click here to enter text.](#)

**QUOTE SUBMISSION DEADLINE:**

**Date:** 17 February, 2019      **Time:** 17:00 ET

**MODE OF SUBMISSION OF QUOTE:**

**Quote(s) shall be submitted in writing to:**

Name: Margo Sullivan
Address: 50 F St. NW Suite 1000, Washington, DC 20001
Email: <a href="mailto:msullivan@acdivoca.org">msullivan@acdivoca.org</a>
Phone: 202-469-6208

## SPECIAL CONDITIONS

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### SOURCE AND NATIONALITY INFORMATION

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

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### VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

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### BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of quality of service, delivery schedule and cost. ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

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### ANTI-TERRORISM CERTIFICATION

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov> or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

RESPONSE TO REQUEST FOR QUOTES

Date	Date	
To:	ACDI/VOCA	Procurement Office
From:	Company Name	
Subject:	Response to RFQ number:	XXXX

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

ITEM DESCRIPTION

The consultant will edit different reports, proposals, success stories, and any other document that the Communications & Outreach team requires.

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The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for XX days.

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Printed Name                      Title                      Signature                      Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.