SCOPE OF WORK

Product/service required: Interpreting and translation service

Date quotation/proposal needed by: 17 June 2022

Date product/service needed by: 15 July 2022 to 29 August 2022

Detailed Description: The Office of Security Cooperation will host two Special Forces Operational Detachment-Alphas (SFOD-A) 3312 and 3316 in Libreville, Gabon for a Joint Combined Exchange Training (JCET) from on/around 15 July 2022 to on/around 29 August 2022. The Office of Security Cooperation is requesting two quotes for the following services:

1. Interpretation requirements

**Quote# 1: SFOD-A 3312** 1 Interpreter 15JUL22-25AUG22

**Quote#2: SFOD-A 3316** 2 Interpreters 15JUL22-29AUG22

Simultaneous English – French/ French - English interpretation services. Duty hours shall be from 0800 to 1700, Monday through Friday from 15 July 2022 to 29 August 2022. The required services shall take place at various training areas in/around Libreville, Cap Esterias and Ayemé. The interpreter proposed for this event should preferably be members of AIIC, the International Association of Conference Interpreters. The contractor will ensure that the interpreter has an acceptable certification or accreditation as an interpreter from a school of languages and linguistics. It is desirable that the interpreter be familiar with some military terminology to assist military training and education. Also, the interpreters should be prepared for indoor classroom as well as translating for outdoor activities. Before the meetings, the interpreters will need to check in with the Training Team Leader no later than 30 minutes prior to the first scheduled session to address any program changes. Also, the interpreters are required to check with him daily by close-of-business to address any specific changes for the following day or collect relevant materials.

The Contracting Officer reserves the right to require that the contractor remove and replace, within one working day, any interpreter who, in his judgment, is not qualified or who does not maintain the highest standards of professional conduct. The Contractor shall be fully responsible for its own personnel, including accommodation, transportation, meals and other miscellaneous expense. Please provide two quotes for two interpreters each.
Contract vehicle: Open Market

Set-aside restrictions? There are no set-aside restrictions for this procurement

Meet or Exceed? Offers must meet or exceed requested specifications described here

Award type: Contract – we can build a contract and MIPR funds or utilize the USEMB ICASS funding system for payment.

Evaluation criteria: lowest price, technically-acceptable

Offer validity: 60 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at http://www.acqnet.gov/far.

Contracting Authority: This request for quotation does not constitute a contract with the U.S. government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g., Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.

Delivery: within 30 days

Shipping: All quotations/proposals must include shipping to FOB Destination as designated on the contract instrument.