Request for Quotes (RFQ)
Formatting Consultant for
The Resilience for Peace project

To: Offerors

From: Equal Access International, Resilience for Peace project

Subject: Request for Quote (RFQ) No. RFQ-R4PWDC-2023-06

RFQ No: RFQ-R4PWDC-2023-06

Performance Period: Until May 30, 2024.

RFQ Issue Date: May 10, 2023

RFQ Closing Date: May 24, 2023

RFQ Closing Time: 5:00 PM – Eastern Daylight Time (GMT -04:00)

WARNING: Prospective Offerors who have received this document from a source other than the Equal Access International Procurement Department (r4p_recrutement@equalaccess.org) should immediately contact EAI and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date.

1. Synopsis of the Project and Request for Quotation

Resilience for Peace (R4P) is a five-year initiative funded by USAID and implemented by Equal Access International (EAI) to build community resilience and learning, specifically for women and children, to foster the living together between northern border communities of Cote d'Ivoire. The project fosters an "ecosystem of understanding and value of community assets" by strengthening the structures of community resilience and creating civic and economic empowerment opportunities for at-risk border communities, through improvements in natural resource management and the responsiveness of government services. Other activities facilitate networks of dialogue and public meetings to build confidence in the community, increase positive stories, generate knowledge and learning among local communities on concepts of community resilience and living together, while economic empowerment and positive approaches to youth development will enhance their employability.

The R4P project produces many reports, including multiple research reports in both French and English every year that require formatting before publication. The work for this contract will be for Year 3 from May 31, 2023 through May 30, 2024.

It is estimated that over the duration of this contract (May 31, 2023 through May 30, 2024) R4P will produce three research reports in both French and English.

1. RFQ No.	RFQ-R4PWDC-2023-06
2. Issue Date	May 10, 2023
3. Title	Formatting Consultant
4. Issuing Office & Email/Physical Address for Submission of Quotes	Equal Access International r4p_recrutement@equalaccess.org Or Equal Access International Corporate Offices 1001 Connecticut Ave NW UNIT 205, Washington, DC 20036 (202) 787-3871
5. Deadline for Receipt of Quotes.	The deadline for receiving quotation is no later than **5:00 pm EDT** on May 24, 2023
6. Contact Person	r4p_recrutement@equalaccess.org

7. Anticipated Award Type	EAI anticipates awarding an Infinite delivery/Infinite quantity (IDIQ). This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates EAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to EAI, considering price or/and other factors included in the EAI. To be considered for award, bidders must meet the requirements identified in Section 11, "Determination of Responsibility." No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

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2. Request for Quotation

9. General Instructions to Bidders	• Vendors wishing to submit quotation must do so on or before **May 24, 2023 at 5:00 P.M., EDT,** Late offers will be rejected except under extraordinary circumstances at EAI's discretion. ➢ Offerors can submit PDF proforma electronically to r4p_recrutement@equalaccess.org; in case of electronically submission must be mailed with the subject line: "**RFQ NO. RFQ-R4PWDC-2023-06-Formatting Consultant"** • Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid through February 2024 for the price provided. (Attachment C: Cover Letter) • Offerors shall sign and date their quotation. • Offerors shall complete **Attachment B: Price Schedule template.** • Offerors shall submit **Attachment D: Past Performance details**. • Please see **Attachment A: Scope of Work** for reference as to required components of this task.
10. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders. **Questions for this RFQ are due 5 P.M. EDT, May 17, 2023.**
11. Determination of Responsibility	EAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: 1. Provide copies of the **required valid business licenses** to operate in the host country. 2. Evidence of a UEI number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules. 5. Have a satisfactory past performance record. 6. Have a satisfactory record of integrity and business ethics. 7. Have the necessary organization, experience, accounting and operational controls, and technical skills.

	8. Be qualified and eligible to perform work under applicable laws and regulations.
12. Geographic Code	• Under the authorized geographic code for its contract, EAI may only procure goods and services from the United States, the cooperating country/recipient country, and developing countries other than advanced developing countries. • EAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that EAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. EAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by EAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
13. Data Universal Numbering System (UEI)	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $25,000 and above **are required** to obtain a UEI number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. EAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason. For those required to obtain a UEI number, you may request Attachment F: Instructions for Obtaining a UEI Number. For those not required to obtain a UEI number, you may request Attachment G: Self-Certification for Exemption from UEI Requirement
14. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in **Attachment E.**
15. Procurement Ethics	By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to EAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the EAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the EAI website, or via email to FPI_hotline@EAI.com.

1.1 Attachment A: Scope of Work

Background:

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bilaterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects in Afghanistan, Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

Equal Access International (EAI) seeks an experienced Consultant to help format reports for Year 3 of the R4P project.

In February 2021, EAI began implementing Resilience for Peace (R4P), a five-year project aimed at strengthening community resilience and learning, particularly for youth and women, to counter violent extremism (CVE) in Côte d'Ivoire's (CIV) northern border areas with funding from the United States Agency for International Development (USAID).

General Description

The R4P project is carried out through February 2026 and has needs for research reports to be formatted in both French and English versions before they are released/submitted to USAID.

Objectives

- Formatting support for French and English versions of project reports

Expected Deliverables:

- Formatting for three R4P studies in both French and English
- Other ad hoc tasks as necessary

Expertise

- Demonstrated experience in report formatting
- Knowledge of West Africa preferred
- Fluency in English required, professional proficiency in French preferred (to read program documents)
- Ability to synthesize technical information and data to create engaging and compelling text while maintaining technical accuracy
- Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines

Selected vendor will be required to sign an NDA as some documents may contain confidential information.

1.2 Attachment B: Price Schedule

Unit	Hourly price	Delivery timeline	Remarks
Per Hour	$		

Please mention additional facilities (if any)

1.3 *Attachment C: Cover Letter*

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____.

Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period through February 2026 for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that EAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.4 *Attachment D: Past Performance*

Include references that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date.

Services should have been undertaken within the past three years. Services undertaken within the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province / District	Client Name/Tel No.	Cost In US$	Start -End Dates	Completed On Schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost Reimbursable)
1									
2									
3									
4									
5									

1.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

2. Executive Compensation Certification- FAR 52.204-10 requires EAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)

3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.

4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.

5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.

6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide EAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an EAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.