



August 8, 2019

Request for Quotation

To Whom It May Concern:

University Research Co., LLC (URC), requires assistance with ongoing translations of various documents from English to multiple languages, or vice versa. We would like to request quotations for the translations for the following languages with you or your firm:

- Spanish (Latin America)
- French (West Africa)
- Arabic
- Burmese
- Khmer

In your quote please include the cost per translation, per language. We would also like to know about any additional fees for rush jobs (24-hour turnaround) and possible discounts you provide for volume or multi-year contracts. Please also provide us with a list of any other languages that you can translate, along with rates.

We request a fixed price quote inclusive of all costs and materials required to perform this statement of work. Please also provide the expected timeframe and schedule of payment to perform this work. Responses should be submitted in English. With your responses, please include informational materials about your firm, evidence of business registration, a list of previous clients and two to three references who can speak freely about your work.

Selection will be based upon best value, where URC will consider:

- Price competitiveness;
- Demonstrated experience with requested services; and
- Experience providing translation services to similar organizations.

Please note that neither the price nor other criteria may be the sole factor for selection of a quote. The decision will be based on a careful consideration of all terms and conditions of each proposal received in response to this RFQ.

Responses should be submitted to Samantha Etchepare at setchepare@urc-chs.com no later than August 16, 2019.



UNIVERSITY RESEARCH CO., LLC

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Issuance of this RFQ does not constitute an award commitment on behalf of URC, nor does it commit URC to pay for proposal costs. URC reserves the right to reject any proposal it receives or negotiate with an offeror if such negotiation is in the best interests of URC. ^{www.urg-chs.com}

URC is a global company that works to improve the quality of health care, education and social services in the U.S. and around the world. We provide technical assistance and field research to expand access to high-quality maternal, newborn and child health services, preventing and reducing infectious diseases including HIV/AIDS, TB and malaria; and improving family planning and reproductive health education.

Should you have additional questions or concerns, please contact me directly at 301.828.3293 or via email (preferred) at setchepare@urg-chs.com.

Thank you very much.

Sincerely,

Samantha Etchepare
Specialist, International Human Resources