**Request for Quotation**
*RFQ-IGNITE EDITOR*

|  |  |
| --- | --- |
| RFQ Release Date | 6 January, 2021 |
| Receiving Party | Maureen Munjua |
| Subject of Quotation | Editing Services |
| Quotation Submission Deadline | 20 January, 2021 |

**1. GOOD/SERVICE TO BE PROVIDED**

Tanager is seeking bids for the supply and delivery of the goods/services listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Quantity | Description (minimum technical requirements) |
| 1 | Editing services for reports, analyses, and other written products  | TBD | Tanager will supply written drafts which will be edited for clarity and grammar and proofread for spelling and other small punctuation errors. Editing will be in English. Tanager anticipates that consultants would edit approximately 2 documents, each approximately 5 – 30 pages, per month.  |

The bid submitted must meet the specifications listed and must include the following:

* 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 ) (40%)

**2. INSTRUCTIONS FOR QUOTATION SUBMISSION**

Quote(s) shall be submitted with the RFQ Submission Letter (Appendix A) to the following below:

|  |  |
| --- | --- |
| Name | Maureen Munjua |
| Address | N/A |
| Email | kenyainfo@tanagerintl.org |
| Phone | N/A |

Bids should be submitted by email only by January 20th, 2021 by 5PM EST to Maureen Munjua at the email above.

**3. SPECIAL CONDITIONS**

**A. Source and Nationality Information**

Tanager 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.

**B. 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.

**C. 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 Broad Purchasing Agreement will be issued to the responsible Bidder that is judged to be most advantageous to Tanager in terms of quality of service and cost.

TANAGER 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. TANAGER may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate TANAGER to award a contract. TANAGER 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.

**D. 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 and 3)The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List http://www.treasury.gov/ofac/downloads/t11sdn.pdf

**APPENDIX A. RESPONSE TO RFQ**

*This bid is submitted in response to the RFQ IGNITE EDITOR of Tanager. This bid takes into account all specifications and conditions listed in the RFQ.*

|  |  |
| --- | --- |
| Date | January 6, 2021 |
| From | Click here to enter text. |
| To | Maureen Munjua |

This quote is valid for 30 days.

**Item Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N° | Item | Quantity | Description (minimum technical requirements) | Price |
| 1 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| TOTAL | Click here to enter text. |

Tanager expects that much of the work outlined above can be completed virtually; however, any in-person delivery of the above items includes transportation costs to the following location:

 Tanager Kenya Office

 Morningside Office Park

Ngong Road

2nd Floor Block A Suite C

Nairobi Kenya

**Anti-terrorism Certification**

The Offeror, 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 Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.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/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from TANAGER.

|  |
| --- |
| **Proposal Authorized By** |
| Signature |  | Name | Click here to enter text. |
| Title | Click here to enter text. | Date | Click here to enter text. |