



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

Request for Proposal (RFP) Issuance Date: February 12, 2016
Deadline for Receipt of Questions: February 16, 2016, 09:00 Dakar Local Time
Responses to Questions/RFP Amendment: February 18, 2016, 17:00 Dakar Local Time
RFP Closing Date: February 22, 2016, 17:00 Dakar Local Time

Subject: Request For Proposal (RFP) No. SOL-685-16-000014
BPA Setup for Writing/Editing

Dear Prospective Offerors:

USAID is considering issuing a Blanket Purchase Agreement (BPA) under the referenced Solicitation in accordance with FAR Subpart 13.3, "Simplified Acquisition Methods". This BPA is open to individuals and businesses currently based in Dakar, Senegal. The period of performance of this Blanket Purchase Agreement, for all work requirements, is March 1, 2016 through February 28, 2018, with possibility of extension. Enclosed is a statement of work for this proposed BPA.

To submit a quotation in response to this solicitation, please submit:

- i. A cover letter/statement of interest (not to exceed two pages), with a daily rate request.
- ii. Contractor Biographical Data Sheet (Bio-Data Sheet) (USAID Form 1420-17, which can be found at <http://tinyurl.com/k54v3bx> . (For businesses, submit one Bio-data sheet for each consultant available to provide services under the contract)
- iii. Past performance references and contact information of references familiar with past related work (not to exceed one page)
- iv. Your SAM registration number or statement on status of your application for a SAM number. (see below for explanation)

Please submit the required information electronically to nrgueye@usaid.gov and andiaye@usaid.gov by **Monday, February 22, 2016 at 17:00p.m Dakar, Senegal time**. Only email applications are accepted, with a maximum of 5 attachments (15MB limit). Please do not attach *.zip files. The e-mail is **NOT** instantaneous, in some cases delays of several hours occur from transmission to receipt.

If you need an explanation of this RFP, submit questions to the e-mails above by **Tuesday, February 16, 2016 at 9:00a.m. Dakar, Senegal time**. Responses will be forwarded to potential offerors by **Thursday, February 18, 2016 at 17:00**.

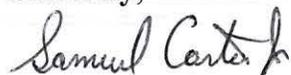
In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System) and must be registered in the System for Award Management (SAM) – Formerly Central Contractor Registration (CCR). USAID/Senegal **will only** contract with individuals or firms with a valid SAM registration by the time the final decision is made. If you do not have a SAM registration, please start this process simultaneous with your application and provide your SAM registration status in your technical application.

https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

See the guidance in Attachment III of this RFP.

This letter does not obligate USAID to execute a Blanket Purchase Agreement Call, nor does it commit USAID to pay any cost incurred in the preparation and submission of the foregoing.

Sincerely,



Samuel Carter
Regional Executive Officer
USAID/Senegal