

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:055-554

Quotations are Due By:
(Eastern Time)12:00 PM on 05/23/2024

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Translate S. Pub. 113-6 - The United States Senate Brochure into 4 languages
QUANTITY: 4 Translations of a 16 page pamphlet (plus covers) into 4 languages (German, French, Mandarin, and Spanish). No printing required.

No Printing Required.

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to Lisa Hollingsworth, lhollingsworth@gpo.gov or 202-512-0220.

TRIM SIZE: 14.83 x 10.83"

PAGES: 16 pages plus covers 1-4

SCHEDULE:

Furnished Material will be available for pickup by 05/28/2024

Deliver complete (to arrive at destination) by 06/07/2024

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

PREDOMINATE FUNCTION is language translation. Contractor must have reputable experience brokering professional quality language translation-editorial services. No printing required.

Request is for TRANSLATION from English to German, French, Mandarin, and Spanish of a 16 page (plus cover) publication. Translation services only (no printing). 100% accuracy rate required.

Translations will need to fit within the existing layout. (see attachment for English version)

FINAL product is one press-optimized PDF for each language (4 total), containing trim marks, etc. The PDF will be used for printing at a later date. All files to be sent to the customer upon completion via email.

Each translation PDF file must identify the language contained within.

MATERIAL FURNISHED: Contractor to receive. .

Via email after award.

One (1) Purchase order.

One (1) PDF file of English version to be translated. Includes text and covers.

One (1) zip file with InDesign native files. Contractor must either download files from GP's file sharing site or provide a portal for transferring the files.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
See Description.

COLOR OF INK:

See Description.

PRINT PAGE: Head to Head

MARGINS:

See Description.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs for each of 4 languages. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

PDF proof for approval of the translation. PDF proof will be evaluated for text flow, image position, and color breaks. Note: Contractor to provide additional proofs at no cost to the Government if Agency requests revisions to correct any translation errors.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at sforster@gpo.gov, npanyan@gpo.gov, kdethomasis@gpo.gov and cc: lhollingsworth@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

See Description.

PACKING:

See Description.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product is e-mailed to sforster@gpo.gov and cc: lhollingsworth@gpo.gov. The subject line of this message shall be "Distribution Notice for Req. 4-000964, Jacket 055-554, Title: Translate S. Pub. 113-6 - The United States Senate Brochure into 4 languages."

Deliver via email 4 PDF files, one each for German, French, Mandarin, and Spanish to sforster@gpo.gov, npanyan@gpo.gov, kdethomasis@gpo.gov and lhollingsworth@gpo.gov.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

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Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level III.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	SPECIFIED STANDARD:
P-7. Type Quality and Uniformity	Furnished Electronic File

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=055554>