

## **REQUEST FOR QUOTES (RFQ)**

### **Visa Services**

#### **Introduction**

Sesame Workshop is the nonprofit media and educational organization behind Sesame Street, the pioneering television show that has been reaching and teaching children since 1969. Today, Sesame Workshop is an innovative force for change, with a mission to help kids everywhere grow smarter, stronger, and kinder. We're present in more than 150 countries, serving vulnerable children through a wide range of media, formal education, and philanthropically-funded social impact programs, each grounded in rigorous research and tailored to the needs and cultures of the communities we serve. For more information, please visit [sesameworkshop.org](http://sesameworkshop.org).

#### **Required Items**

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of travel document support services that will primarily include visa processing services. Sesame Workshop, at its sole discretion, intends to award a services agreement contract to establish specific pricing levels and parameters for ordering these commodities and/or services. Sesame Workshop expects high standard, professional visa services to support its employees', including non-US passport holders, work in several countries, including but not limited to: Bangladesh, Turkey, Jordan, Lebanon, Iraq, India, Uganda, Ukraine, Rwanda, Columbia, Ecuador, Kenya, South Africa, and Nigeria.

This will allow Sesame Workshop to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the course of 2023 and 2024. The Vendor shall furnish the supplies/services described in any ordering documents issued under this agreement and delivered by the Vendor in accordance with the terms and conditions of this agreement.

Offerors are responsible for ensuring that their offers are received by Sesame Workshop in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

The offeror shall meet the following criteria:

1. Located in the United States of America.
2. Able to services visas for all countries with Embassies in the USA.
3. Provide an expedited visa procurement service. Be able to submit visa application in 1 to 2 business days from receipt of application packet from Sesame Workshop, and be able to submit procured visa to Sesame Workshop within 1 day of receiving visa from relevant embassy or consulate.
4. Provide a standard visa procurement service. Be able to submit visa application within 2 to 3 business days from receipt of application packet from Sesame Workshop. And able to submit procured visa to Sesame Workshop within 1 to 2 days of receiving visa from relevant embassy or consulate.

## **Proposal Requirements**

Sesame Workshop requires all quotes to be submitted in writing in English. Please provide the following items with your submission:

- Description/specification of items
- Quotes/unit price/price sheet
- Available Discounts
- Payment terms
- Delivery time
- References/contractor info
- Customer support/warranties
- Shipping/handling considerations

Quotes must follow instructions and meet all requirements in the RFP. Sesame Workshop intends to accept the proposal that offers the “best value” in terms price, delivery timelines, past performance, and other criteria at its discretion.

Quotes may be accepted on the basis of initial offers received, without discussions. Each initial offer should contain the offeror's best terms from a price and technical standpoint.

## **Evaluation Criteria**

- Price: 60%
- Past Perform: 10%
- Delivery time: 20%
- Customer Support: 10%

## **Submission**

Complete offers must be sent via email to Thais Quiroga at [thais.quiroga@sesame.org](mailto:thais.quiroga@sesame.org) before **March 14, 2023, Tuesday, 11:59PM (EST)**.

## **Questions**

Please send all questions to Thais Quiroga [[thais.quiroga@sesame.org](mailto:thais.quiroga@sesame.org)] by March 3, 2023, Friday, 11:59PM (EST). Answers to all questions will be posted electronically by March 7, 2023, Tuesday at the same RFQ posting site or individually via email. Sesame Workshop will not identify who asked a question and will not answer individual questions directly.

## **Disclaimers**

1. Sesame Workshop will not compensate offerors for preparation of their response to this solicitation.
2. This solicitation does not guarantee a resulting contract.
3. This solicitation may result in one or more contracts for parts of activities.

4. Sesame Workshop may request additional rounds of responses based on more detailed instructions or requirements.
5. Unforeseen changes in funding or program may result in rescission of an award prior to signing a contract.
6. Sesame Workshop may waive certain instructions or requirements of this solicitation that are not material or disqualifying; or where such a waiver will promote increased competition. Data produced under this solicitation belongs to Sesame Workshop. Any distribution of data must first have written authorization from Sesame Workshop.