

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		
1. REQUEST NO. BBG50-Q-13-0019	2. DATE ISSUED 6/26/2013	3. REQUISITION/PURCHASE REQUEST NO. 1088-13-IQ-00049	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY Broadcasting Board of Governors Office Of Contracts 330 C Street SW Room 4300 Washington, DC 20237			6. DELIVER BY (date) See Lines	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Wayne Greene, email: wgreene@bbg.gov		TELEPHONE NUMBER AREA CODE: 202 NUMBER: Ext.:382-7860		9. DESTINATION
8. TO: a. NAME All Prospective Offers		b. COMPANY		a. NAME OF CONSIGNEE Office of Cuba Broadcasting Attn: Irv Rubenstein
c. STREET ADDRESS		b. STREET ADDRESS 4201 NW 77th Ave		
d. CITY		c. CITY Miami		
e. STATE		f. ZIP CODE		d. STATE FL
e. ZIP CODE 33166				e. ZIP CODE 33166
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 07/06/2013 17:00:00		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(a)	(b)	(c)	(d)	(e)	(f)
See Lines					

Contractor shall serve as a staffing agency for the Office of Cuba Broadcasting's (OCB) network of reporters inside Cuba as outlined in the attached statement of work. All responsible sources who submit a response by July 6, 2013 will be considered by the Agency. Please submit your responses to Contracting Officer, Wayne Greene via email at wgreene@bbg.gov by the due date indicated in Block #10 of this RFQ.

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY			e. STATE		f. ZIP CODE
			c. TITLE (Type or print)		NUMBER

Statement of Work

Contractor Performance Requirements:

News and Feature Reports from Reporters in Cuba

The contractor shall serve as a staffing agency for OCB's network of reporters inside Cuba. Contractor shall provide stories and special assignments produced by journalists in Cuba to the Broadcasting Board of Governors (BBG) Office of Cuba Broadcasting (OCB) to include: (1) video packages – two to five minutes in length, (2) raw footage (B-roll, interviews, sound bites), or (3) written stories. There are no minimum required stories to be submitted during the term of the contract. A submitted story must be accepted and used by OCB Central News to be considered an assignment payable by OCB. Stories can be voluntarily submitted by the contractor. Acceptance of stories and special assignments will be based on the professional judgment of OCB. These stories must meet the OCB Central News Editorial Guidelines (available upon request). OCB may work directly with the reporters during the editing process and may not necessarily route edits and revisions via the contractor, and may instead deal directly with reporters.

Payments to Reporters

The contractor must have the ability to act as a third party payee for OCB's designated reporters inside Cuba and make payments to those journalists. Payments to the reporters must be made no later than three days after contractor receives payment from the BBG. Note that the BBG has a license from the Department of Treasury's Office of Foreign Assets Control to engage the services of Cuban nationals in Cuba for the purpose of preparing news-related broadcasting materials for rebroadcast by the BBG.

Usage Rights

Contractor will assign all copyright to any and all artistic works created and accepted by OCB under this Contract to the Broadcasting Board of Governors.

Submission of Invoices

The contractor shall submit a proper invoice in accordance with FAR 52.232#25 Prompt payment (Oct 2003). The Contractor shall submit invoices that properly reflect the work performed and accepted by the Government. Submission of an invoice that does not accurately reflect or otherwise misrepresents the work performed may be considered fraud subjecting the Contractor to immediate "Termination for Cause."

Period of Performance:

The period of performance is from **July 6, 2013 through October 31, 2013.**