



GAUTENG
LEGISLATURE
Your View ~ Our Vision

INVITATION TO BID

PROVISION OF INTERPRETING AND TRANSLATION SERVICES FOR GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF 36 MONTHS

BID NO: GPL 005/2019

CLOSING DATE: 29 JULY 2019

TIME: 11:00 AM

COMPULSORY BRIEFING SESSION

DATE: 12 JULY 2019

TIME: 11:30 AM

VENUE: No. 10 Fraser Street, SAGE Building
(Corner Helen Joseph & Fraser Street)
1st floor SAGE CENTRE
JOHANNESBURG

Gauteng Provincial Legislature is applying pre-qualifying criteria to this bid to advance certain designated groups.

It means that only the following bidders may respond or will be considered for this bid:

- An Exempted Micro Enterprises (EMEs)
[Exempted Micro Enterprise (EME) means any enterprise with an Annual Total Revenue of R5million or less in terms of Code of Good Practice on Broad Based Black Economic Empowerment]**

A bid (tender) that fails to meet this pre-qualifying criteria is an unacceptable bid and will not be considered.



INVITATION TO BID (SBD1)

Section 1
(p.g. 3-4)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)

BID NUMBER:	GPL 005/2019	CLOSING DATE:	29 JULY 2019	CLOSING TIME:	11H00 AM
DESCRIPTION	PROVISION OF INTERPRETING AND TRANSLATION SERVICES FOR GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF 36 MONTHS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**NO. 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET)
1ST FLOOR, SAGE CENTRE, JOHANNESBURG**

SUPPLIER INFORMATION

NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									
TELEPHONE NUMBER		CODE				NUMBER			
CELLPHONE NUMBER									
E-MAIL ADDRESS									
VAT REGISTRATION NUMBER									
		TCC (TAX COMPLIANT STATUS PIN)		CSD No: CENTRAL SUPPLIER DATABASE NUMBER					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?									
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>		AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)					
		<input type="checkbox"/>		A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)					
		<input type="checkbox"/>		A REGISTERED AUDITOR					

		NAME AND CONTACT DETAILS:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS//SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
--	--

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES INCLUDED)	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
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NAME	Ms AMUKELANI MALULEKE	NAME	Mr SPHITHI MONA
TELEPHONE	(011) 498-5859	TELEPHONE	(011) 498-5445
E- MAIL ADDRESS	amaluleke@gpl.gov.za	E- MAIL ADDRESS	smona@gpl.gov.za

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Ms MALULEKE AND Mr MONA FOR WRITTEN RESPONSES



Compulsory Briefing Session (Declaration of Attendance)

Section 2
(p.g. 5)

BID NUMBER: GPL005/2019

BID DESCRIPTION: PROVISION OF INTERPRETING AND TRANSLATION SERVICES FOR GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD OF 36 MONTHS

BID CLOSING DATE: 29 July 2019 **CLOSING TIME:** 11H00am

BRIEFING SESSION:

Applicable: Yes

Compulsory: Yes

Venue: No. 10 Fraser Street, (Corner Helen Joseph & Fraser Street)
1st floor SAGE Building, JOHANNESBURG

Date: 12 July 2019

Time: 11h30am

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE SITE INSPECTION WAS UNDERSTOOD.

SIGNATURE OF BIDDER OR ASSIGNEE(S)

.....

DATE:

Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL.....

DATE:.....

3.1 DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register of will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
- 3.2.4 No faxed or e-mailed copies will be accepted.

3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

3.3.2.1 Service Provider Contact Details

- Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract?

3.3.2.2 Service Provider Profile

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

3.3.2.3 Pricing Structure

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.

- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed. (SBD 3.3 pricing schedule to be downloaded with the bid documents)
- The total costs must be inclusive of all costs such as delivery, labour rates,
- Transfer of skills etc.

3.3.3 **Quantity of Bids to be Submitted**

3.3.3.1 Every prospective bidder must submit one (01) Original proposal with all requisite documents and four (04) copies with all requisite documents.

3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)

Bids must be clearly marked **on the front** as follows: **Bid No: GPL005/2019**

Bids must be clearly marked **on the back** as follows:

- **Bidders Name & Bidders Address**
- **Bidders Contact Numbers**

Bid documents may be couriered by registered mail or deposited in the tender box situated at:

**No 10 FRASER STREET, SAGE BUILDING
(CORNER HELEN JOSEPH & FRASER STREET)
1ST FLOOR, JOHANNESBURG**

NB. Bidders that hand deliver their Bid Proposal must ensure that they sign the register at the Reception.

3.4 **ACCESSIBILITY OF THE TENDER/BID BOX**

3.4.1 The Bid box can be accessed for twenty-four (24 hours). Monday to Friday (including Week-ends and Public Holidays), at, **No 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET) 1ST FLOOR, JOHANNESBURG**

3.4.2 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.5 **TIME FRAMES**

3.5.1 Bidders are advised that GPL reserves the right to change any of the dates indicated in the bid document.

3.6 **OWNERSHIP OF PROPOSALS**

3.6.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.

3.6.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

3.7 **BID VALIDITY PERIOD**

3.7.1 This bid and all proposals (costs included) shall remain binding and valid for a period of ninety (90) days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

3.8 JOINT VENTURES OR CONSORTIUM

- 3.8.1 A Copy of the Trust, Consortium or Joint Venture agreement, duly signed must be attached.
- 3.8.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

3.9 DISCOUNTS

- 3.9.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.
- 3.9.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

3.10 GENERAL REQUIREMENTS

- 3.10.1 Prospective bidders may submit their questions to tenders@gpl.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.10.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.10.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 3.10.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.10.5 GPL reserves the right not to award this bid in total, or part thereof.
- 3.10.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.10.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.10.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.10.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.10.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.10.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.10.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.10.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 3.10.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.11 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.11.1 Bidders should register on the Central Supplier Database(CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE.
- 3.11.2 Where a bidder is not registered on the CSD, information, namely (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted.
- 3.11.3 This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, financial management of parliament and provincial legislature act and the financial management of parliament and provincial legislature regulations, 2015, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC)
- 3.11.4 GPL cannot award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.

3.12 VISITS / MEETINGS / INSPECTION

- 3.12.1 A part of the adjudication process GPL may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 3.12.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

3.13 AWARD OF BID

- 3.13.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance by a letter or e-mail message.
- 3.13.2 The Secretary to GPL may award this Bid to more than one successful Bidder, either in full or in part.
- 3.13.3 GPL reserves the right not to award this contract.
- 3.13.4 Service Level Agreements will be concluded with the successful service provider.

3.14 SUBCONTRACTING

- 3.14.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.3 In relation to a designated sector, a contractor must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.15 SUBCONTRACTING AFTER AWARD OF TENDER

- 3.15.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.15.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.15.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3.16 FRONTING

- 3.16.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.16.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.17 SECURITY AND OCCUPANCY

- 3.17.1 All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.
- 3.17.2 All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.17.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.17.4 Successful Bidder will be required to hand in to the GPL Security Unit within Forty- Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:
- Full names of each of the persons intended to be utilized on site, including supervisory staff.
 - Position in firm plus service to be performed.
 - Intended areas they will be working in.
 - A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
 - Home address.
- 3.17.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.17.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.17.7 Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

3.18 SAFEGUARDING OF DOCUMENTS

- 3.18.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.18.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.18.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.18.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.19 BID CANCELLATION

- 3.19.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.19.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
 - funds are no longer available to cover the total envisaged expenditure
 - no acceptable bid is received; or
 - there is a material irregularity in the bidding process

3.20 DELIVERY ADHERENCE

- 3.20.1 Delivery of goods must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.
- 3.20.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery/milestone has been affected.
- 3.20.3 Deliveries not complying with the order forms will be returned to the supplier or service provider's expense

1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....
.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES:..... CAPACITY

SIGNATURE

2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned

hereby confirm that I am the sole owner of the business trading as

.....

3) IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
 - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in
- 6) accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 7) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 8) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 9) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 10) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON
STAMP
NAME & SURNAME:
DESIGNATION/RANK:
PERSAL/EMPLOYEE NO/SERVICE NUMMBER:
PLACE/DATE:

The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa, which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, oversee that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province.

The Legislature moved from Pretoria to Johannesburg in 1994 after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

HOW THE GAUTENG LEGISLATURE IS COMPOSED

The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties, allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with most votes gets the majority of MPLs in the House.

The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces. MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government and enhances the department's ability to deliver services through advisory, monitoring and oversight.

Standing committees deal with diverse issues (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House.

Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature's administration staff complement gives operational support to the committees. The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

LEGISLATURE OVERSIGHT'S ROLE

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny.

The Legislature allows the people of Gauteng to participate in law-making and oversight processes. **It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.**

LAW MAKING

New legislation starts out as a Bill, which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature's standing committees.

SPECIFICATIONS & TERMS OF REFERENCE

**PROVISION OF INTERPRETING AND TRANSLATION SERVICES
FOR GAUTENG PROVINCIAL LEGISLATURE FOR THE PERIOD
OF 36 MONTHS.**

1. BACKGROUND

- 1.1. The Gauteng Provincial Legislature (GPL) is charged with the constitutional mandates to make laws, conduct oversight on the Executive, practise cooperative governance, and ensure people's involvement in discharging its mandates.
- 1.2. Languages are the hinge point without which people's involvement will not be possible. Tshivenda, Sepedi, Setswana, Sesotho, isiXhosa, isiNdebele, Xitsonga, siSwati, isiZulu, English, and Afrikaans have been granted official language status by the province through the Gauteng Provincial Languages Act No. 3 of 2016, and therefore, the same status is proposed for the Gauteng Provincial Legislature (GPL).

2. INTRODUCTION

- 2.1. It is a mandatory requirement for the GPL to provide its services in the above eleven languages in accordance with the above legislation.
- 2.2. The language distribution in the province necessitates the provision of services in all the eleven official languages, including sign language, Braille and beyond. This has become commonplace as committees take the GPL to the people.

3. OBJECTIVE

- 3.1. The objective of the contract is to provide interpreting and translation services to the House and Committees, and by extension, to members of the public as it eliminates language barriers to facilitate communication.
- 3.2. All the Members of the Provincial Legislature (MPLs), Administration, and the public, will have the privilege of participating and following House and Committee meetings in languages of their choice, and they will be able to communicate with the GPL in languages of their choice.
- 3.3. The contract also seeks to restore, develop, preserve the pride, dignity and use of previously marginalised languages to bring them on par with English and Afrikaans.

4. ROLE OF GAUTENG PROVINCIAL LEGISLATURE (GPL)

- 4.1. Monitor the performance of the service provider.
- 4.2. The Language Coordinator of the Hansard and Languages unit of the Gauteng Provincial Legislature (GPL) shall be the liaising personnel between the service provider and the Gauteng Provincial Legislature (GPL).

5. ROLE OF THE SERVICE PROVIDER

- 5.1. Performance feedback meetings will be held at regular intervals in the life of the contract, but urgent meetings relating thereto may also be convened by the Hansard Manager or a person delegated thereto. Minutes of feedback meetings will be drafted and distributed to all parties concerned.
- 5.2. Performance reports shall also be developed by the service provider on their performance, and such reports will be used together with reports developed by the Hansard unit, and submitted on a quarterly basis.
- 5.3. The service provider is required to notify the Hansard Language Coordinator on adequate time, should they not be able to provide a particular service. This will enable the Hansard unit to make alternative arrangements.
- 5.4. The service provider shall be notified at least a week in advance to provide a service, however, short notice may occur in exceptional cases.
- 5.5. The service provider shall notify the GPL of any intention to sub-contract the said services. Payment for services rendered by the service provider or sub-contractor shall be paid directly to the party that has rendered the service, and the excess amount will be paid to the main contractor/service provider.
- 5.6. The service provider shall bring strong project team consisting of specialists in language practice, and CV's of all project team members must be submitted.
- 5.7. The service provider shall provide 3 testimonies (reference letter from clients) coming from organisations in which they have done translation, interpretation and language services.

6. SCOPE OF WORK

6.1. Language Service Requirements

6.1.1. The service provider is required to provide language services to Gauteng Provincial Legislature (GPL) as per the following categories of language services:

- 6.1.1.1. Language Interpreting Services
- 6.1.1.2. Language Translation Services
- 6.1.1.3. Braille Services

6.1.2. The service provider shall, in a professional, skilled and competent manner, render such services.

6.2. Language Combination Requirements

6.2.1. Primary Languages

- 6.2.1.1. Sesotho - English
- 6.2.1.2. Sepedi - English
- 6.2.1.3. Afrikaans - English
- 6.2.1.4. Isizulu - English
- 6.2.1.5. Sign Language

6.2.2. Secondary Languages

6.2.2.1. Any other language other than the above combination, and/or any foreign language unless a different number is required.

6.3. Language Interpreting Service

6.3.1. House Sitings - simultaneous interpreting including sign language interpreting as and when required as follows: -

- 5.1.1.1 One (1) interpreter per sitting for Sesotho/English unless a different number is required;
- 5.1.1.2 One (1) interpreter per sitting for Afrikaans/English unless a different number is required;
- 5.1.1.3 One (1) interpreter per sitting for isiZulu/English unless a different number is required;
- 5.1.1.4 One (1) interpreter per sitting for any other language other than the above combination, and/or any foreign language unless a different number is required; and;
- 5.1.1.5 One (1) supervisor.
- 5.1.1.6 Two Sign Language Interpreters only when required.

6.3.2. Public Hearings and Committee Meetings – simultaneous or consecutive interpreting including sign language interpreting as and when required as follows:

- 6.3.2.1. One interpreter for Sesotho/English unless a different number is required;
- 6.3.2.2. One interpreter for Afrikaans/English unless a different number is required;
- 6.3.2.3. One interpreter for isiZulu/English unless a different number is required;
- 6.3.2.4. One interpreter for any other language other than the above combination unless a different number is required; and
- 6.3.2.5. One supervisor.
- 6.3.2.6. Two Sign Language Interpreters only when required.

6.3.3. Similar services for other meetings shall be provided as and when required.

6.4. Translation Services

6.4.1. The service provider shall render professional, skilled and competent translation services to Gauteng Provincial Legislature (GPL) as and when required as set out below: -

6.4.1.1. **Bills and other Documents**

- 6.4.1.1.1. The terminology used shall be consistent between the Bill to be translated and other Bills to which it refers;
- 6.4.1.1.2. Translation services relating to Bills and other documents shall be rendered from or into any other official language including foreign languages as and when required and shall be delivered according to consensus deadlines.

6.4.1.2. **Speeches of the House**

- 6.4.1.2.1. Only sections of speeches of the House in a language other than English, shall be translated into English.

6.4.1.3. **Editing and Proofreading**

6.4.1.3.1. The service provider shall render professional, and competent editing and proofreading services on all documents translated by them, including other documents assigned to them.

6.5. Braille Language Service

6.5.1. The service provider shall be required to provide Braille services as and when required.

7. KEY ASSUMPTIONS

- 7.1. Performance feedback meetings will be held at regular intervals in the life of the contract, but urgent meetings relating thereto may also be convened by the Hansard Manager or a person delegated thereto. Minutes of feedback meetings will be drafted and distributed to all parties concerned.
- 7.2. Performance reports shall also be developed by the service provider on their performance, and such reports will be used together with reports developed by the Hansard unit.
- 7.3. The service provider is required to notify the Hansard Language Coordinator on adequate time, should they not be able to provide a particular service. This will enable the Hansard unit to make alternative arrangements.
- 7.4. The service provider shall be notified at least a week in advance to provide a service, however, short notice may occur in exceptional cases.
- 7.5. The service provider shall notify the Gauteng Provincial (GPL) of any intention to sub-contract the said services. The sub-contract agreement must be registered with the GPL legal unit responsible for contracts.
- 7.6. The GPL reserves the right to intervene in any payment dispute between the main contractor and Language Practitioners they use to provide services. It is the prerogative of the service provider to resolve, amicably, all wages/salary disputes with their personnel, failing which, the GPL may intervene with a view to assist the parties to reach a resolution.

8. PERIOD OF THE ASSIGNMENT

- 8.1. The span of the contract will be three (3) years from the date of signing the contract.
- 8.2. The service provider shall be required to provide interpreting, translation and Braille services as and when required.
- 8.3. The Language Coordinator of the Hansard and Languages unit of the GPL shall be the liaising personnel between the service provider and the GPL.

9. PRE-QUALIFICATION CRITERIA

- 9.1. Gauteng Provincial Legislature is applying pre-qualifying criteria to this bid to advance certain designated groups. This means that the tender (bid) will be advertised with specific tendering condition that only the following bidders may respond -.
 - 9.1.1. An Exempted Micro Enterprises (EMEs)
 - 9.1.2. Exempted Micro Enterprise (EME) means any enterprise with an Annual Total Revenue of R5million or less in terms of Code of Good Practice on Broad Based Black Economic Empowerment.
 - 9.1.3. A bid (tender) that fails to meet this pre-qualifying criteria is an unacceptable bid,

10. MINIMUM REQUIREMENTS

10.1. Company Director Requirements

- 10.1.1. At least one director of the bidding company must have:
 - 10.1.1.1. A minimum of a three-year B degree or B-tech degree or equivalent qualifications in Language Practice, Linguistics or related field with a focus on Interpreting or Translation or Language Planning or Terminology Development.
 - 10.1.1.2. At least a three (3)-year working experience as a language practitioner in anyone of the combinations of the official languages of South Africa.
 - 10.1.1.3. Experience as supervisor or manager or director of a language practice company will also be considered.

10.2. Language Practitioners (Interpreters and Translators) Requirements

10.2.1. The service provider must provide Language Practitioners, i.e. Interpreter & Translators with the following minimum requirements.

10.2.1.1. minimum of a three (3)-year B degree qualifications in language practice or any equivalent and related qualifications as stated above.
[Provide certified proof of qualification not older than three (3) months]

10.2.1.2. at least three (3)-year experience in anyone of the above fields, interpreting, translation or sign language as per assignment brief.
[Provide two (2) CVs per the primary language combination requirements].

10.2.1.3. work in the language combinations of their mother tongues with English or Afrikaans.
[Submitted CVs will be used to verify this]

11. EVALUATION CRITERIA

11.1. The evaluation criteria is weighted to reflect the importance of project requirements noted in all specifications: All proposals submitted shall be evaluated based on the following criteria:

11.1.1. Evaluation Stage One: Administrative Compliance

11.1.2. Evaluation Stage Two: Functionality Criteria

11.1.3. Evaluation Stage Three: 80/20 preference point system

11.2. Administrative Compliance

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the Terms of Reference. Service providers who fail to meet all requirements will be disqualified from further evaluation.

11.3. Functionality Evaluation Criteria

The evaluation criteria for measuring functionality, and the weighting attached to each criterion is listed in the table below. Service Providers who score 70 (average) points and above will be considered for phase 2 of the evaluation. Failure to meet the minimum threshold of 70 points will result in automatic disqualification.

FUNCTIONALITY EVALUATION CRITERIA										
CRITERION	DESCRIPTION	WEIGHT								
Experience in Interpreting & Translations Provide two (2) CVs of Interpreters per the primary language combination requirements. The primary language combination requirements are as follows: <ul style="list-style-type: none"> • Sesotho - English • Sepedi - English • Afrikaans - English • Isizulu - English • Sign Language 	<table border="1"> <thead> <tr> <th colspan="2">Sesotho-English</th> </tr> <tr> <th>Experience</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td>3 – 5 years</td> <td>5</td> </tr> <tr> <td>5+ years</td> <td>10</td> </tr> </tbody> </table>	Sesotho-English		Experience	Max Score	3 – 5 years	5	5+ years	10	50
	Sesotho-English									
	Experience	Max Score								
	3 – 5 years	5								
	5+ years	10								
<table border="1"> <thead> <tr> <th colspan="2">Sepedi-English</th> </tr> <tr> <th>Experience</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td>3 – 5 years</td> <td>5</td> </tr> <tr> <td>5+ years</td> <td>10</td> </tr> </tbody> </table>	Sepedi-English		Experience	Max Score	3 – 5 years	5	5+ years	10		
Sepedi-English										
Experience	Max Score									
3 – 5 years	5									
5+ years	10									
<table border="1"> <thead> <tr> <th colspan="2">Afrikaans-English</th> </tr> <tr> <th>Experience</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td>3 – 5 years</td> <td>5</td> </tr> <tr> <td>5+ years</td> <td>10</td> </tr> </tbody> </table>	Afrikaans-English		Experience	Max Score	3 – 5 years	5	5+ years	10		
Afrikaans-English										
Experience	Max Score									
3 – 5 years	5									
5+ years	10									
<table border="1"> <thead> <tr> <th colspan="2">Isizulu-English</th> </tr> <tr> <th>Experience</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td>3 – 5 years</td> <td>5</td> </tr> <tr> <td>5+ years</td> <td>10</td> </tr> </tbody> </table>	Isizulu-English		Experience	Max Score	3 – 5 years	5	5+ years	10		
Isizulu-English										
Experience	Max Score									
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5+ years	10									
<table border="1"> <thead> <tr> <th colspan="2">South African Sign Language</th> </tr> <tr> <th>Experience</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td>3 – 5 years</td> <td>5</td> </tr> <tr> <td>5+ years</td> <td>10</td> </tr> </tbody> </table>	South African Sign Language		Experience	Max Score	3 – 5 years	5	5+ years	10		
South African Sign Language										
Experience	Max Score									
3 – 5 years	5									
5+ years	10									
References Provide contactable references of similar work completed in the past three (3) years with the following details: client name nature of service, description of service, value of the work, period of work a, contact name and contact details.	Three (3) reference letters of similar work completed in the past 3 years	20								
Preferential Procurement Advancement of preferential procurement groups	Company which is at least 51% women owned. Provide certified proof of company with at least 51% women ownership	10								
Locality Promotion of business enterprises within Gauteng Province	Provide valid proof of company address not older than 3 months	20								
Total Points		100								
Threshold		70								

Failure to meet the minimum threshold of 70 points will result in automatic disqualification.

11.3.1. **80/20 Preference Score System**

EVALUATION CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

MANDATORY AND COMPULSORY DOCUMENTS

These are compulsory documents required for this bidding. Should the bidder fail to submit the following **MANDATORY/COMPULSORY** documents your bid will be disqualified automatically:

Item	Description	Yes	No
1	Technical Proposal		
2	Invitation to bid (SBD1): completed and signed		
3	Terms of Reference		
4	Pricing Schedule (Firm Pricing) SBD 3.3		
5	Did you submit the Price Breakdown (Excel Sheet provided by you)		
6	Did you submit a total bid price including vat, For the duration of the contract?		
7	Did you submit any proof of registration to relevant professional bodies, if applicable?		
8	Declaration of interest (SBD 4) Original completed and signed.		
9	Preference points claim (SBD 6.1) Original completed and signed		
10	Declaration of Bidder's past SCM Practices (SBD 8) Original completed and signed.		
11	Certificate of independent bid determination (SBD 9) Original completed and signed.		
12	Did you submit proof of shareholding for HDI points (CK documents)?		
13	Did you submit copies of South African IDs' for shareholders? Compulsory		
14	Did you submit a consortium/joint venture agreement, if applicable?		
15	Original and valid tax clearance certificate. Or SARS Issued PIN?		
16	Did you submit one (1) original and three (3) copies of the bid documents?		
17	Did you take note of and understand the Special Conditions?		
18	Did you submit your management and contact details?		
19	Did you submit contact details for references?		
20	Did you submit your company profile, brief financial information, concerning turnover and asset value, and details of any BEE Shareholding?		
21	Did you submit your companies Financial Statements? Compulsory and must be latest		
	Joint Venture / Consortium agreement / Trust Deed (if applicable)		
22	<ul style="list-style-type: none"> ▪ Certified copies of shareholders certificates ▪ Certified copy of Company Registration documents that reflect Company name, Registration number, date of registration and active Directors or Members Certified copy of ID documents of the Directors or Members		
23	<ul style="list-style-type: none"> ▪ Original or Certified copy of Valid B-BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA); ▪ Any EME (Exempt Micro Enterprise) or QSE(Qualifying Small Enterprise) is only required to obtain a sworn affidavit on an annual basis, confirming the following: <ul style="list-style-type: none"> • B-BBBEE Level of contribution • The percentage of Black Ownership • The percentage of ownership by women • Whether or not Bidder's Annual income exceeded R10,000,000 (ten million rand) based on Management Accounts and other information available on the past financial year. 		
Service Provider's name: Completed by: Signature:			