



TERMS OF REFERENCE

INVITATION TO SUBMIT APPLICATIONS FOR PLACEMENT ON AN ACCREDITED LIST OF FREELANCE LANGUAGE SERVICE PROVIDERS OF THE DEPARTMENT OF CULTURAL AFFAIRS AND SPORT FOR A PERIOD OF THREE YEARS

1. INTRODUCTION

- 1.1 The Western Cape Government (WCG) must, by legislative and other measures, regulate and monitor its use of official languages. All official languages must enjoy parity of esteem and must be treated equitably.
- 1.2 The Department of Cultural Affairs and Sport (DCAS) undertakes to carry out the provisions of the Western Cape Language Policy by ensuring that the residents of the Western Cape have access to services in the official language of their choice.
- 1.3 This means that all external governmental communication to citizens of the Western Cape (and internal communication within departments where necessary) needs to be provided in the three official languages, i.e., English, Afrikaans and isiXhosa. The WCG, in order to be socially inclusive, has also committed itself to the provision of South African Sign Language (SASL) interpreting to cater for the needs of deaf people.
- 1.4 The DCAS Language Services Unit (LSU) provides practical language support services to all WCG departments. These services include translation, editing, proofreading, SASL interpreting and terminology development in English, Afrikaans and isiXhosa.
- 1.5 The WCG is committed to job creation in the Western Cape, and although the Unit currently has Language Practitioners in its employ, the volume of the work (including but not limited to lengthy annual reports, annual performance plans, strategic plans, draft bills, media communications and legal notices from 13 departments) necessitates some work to be outsourced to freelance language practitioners.

2. OBJECTIVE

- 2.1 DCAS wishes to contract work that cannot be executed internally, from a pool of vetted freelance language practitioners that must be registered on the Western Cape Supplier Evidence Bank as well as on the Central Supplier Database of the National Treasury.

3. REQUIREMENTS

3.1 DCAS wishes to request freelance translators, editors and interpreters in English, Afrikaans, isiXhosa and SASL to submit applications for placement on an accredited list of freelance language service providers. Services needed are one or all of the following:

- 3.1.1 Translating
- 3.1.2 Editing
- 3.1.3 Proofreading
- 3.1.4 Interpreting: English/Afrikaans/isiXhosa/SASL

4. BID CONDITIONS

4.1 Qualifications and Experience

- 4.1.1 It is a requirement for service providers to possess an appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), and proven skills in language translation, editing and proofreading.
- 4.1.2 SASL service providers need to possess an appropriate Sign Language qualification.
- 4.1.3 Translators, editors, proofreaders and interpreters (including Sign Language) are required to have at least five years' (within the last 10 years) relevant experience.
- 4.1.4 Applications not adhering to these requirements will be disqualified.

4.2 Service Level Agreement

- 4.2.1 It is a condition of the contract that successful service providers must enter into a Service Level Agreement (SLA) with DCAS that specifies agreed key performance indicators, along with an indication on how the candidate's performance will be monitored, assessed, measured, and reported on.
- 4.2.2 DCAS will review, monitor, and discuss the successful service provider's performance in line with the SLA entered between the two parties.
- 4.2.3 Any inconsistencies in terms of the SLA must be remedied within a reasonable timeframe.

4.3 Code of Conduct

- 4.3.1 Successful service providers will also sign a Code of Conduct (the "Western Cape Language Code of Conduct") before they are included on the database.

4.4 Confidentiality

- 4.4.1 Service providers placed on the accredited freelancers' list must ensure confidentiality in respect of all services rendered to DCAS.

5. APPLICATIONS

- 5.1 Closing date for applications is **Tuesday, 12 September 2023 at 11:00**. Successful service providers will remain on the accredited freelancers' list for a period of three years.

Additional applications by freelance language practitioners wishing to be included in the database after the bid has closed but during the 3-year period, will be considered once a year at the discretion of the Department, subject to the same vetting and compliance conditions.

- 5.2 Applications must include the following:

- 5.2.1 Proof that the candidate's tax matters are in order or that they are in arrangement with SARS to bring it in order at time of bid closure. Proposals not complying with this condition will be considered non-responsive and will be disqualified.

- 5.2.2 All Western Cape bidding documents attached to this bid invitation must be completed and submitted with the application. The applicable WCBD forms for this bid are:

- (i) WCBD 1 (Invitation to Bid), completed and signed. If the bidding entity is an organisation, this form must be signed by an authorised representative of the organisation.
- (ii) WCBD 3.1 (Pricing schedule: firm prices), completed. A schedule of rates proposed by the Department, and which is in line with industry standards is attached (Annexure A) and can be used as a guide.

Please note: The Department reserves the right to negotiate rates with the shortlisted candidates prior to award, and with the accredited bidders post award based on market conditions. Annual increases in tariffs may be taken into consideration, if applicable.

- (iii) WCBD 4 (Declaration of Interest), completed and signed.
- (iv) WCBD 6.1 (Preference Points Claim Form), completed and signed. If preference points are claimed, an original valid B-BBEE status level verification certificate or affidavit (or certified copy thereof) should also be submitted.
- (v) Transportation costs for interpreters: For jobs outside of Cape Town, interpreters who have been successfully added to the freelancers' list will have to ensure that their quotations include transport expenses. The calculation of transportation costs should be based on the distance to be travelled to and from the designated destination, taking into account the prevailing petrol prices in the country at the time of submitting the quotation. Transportation costs will not be included in the process when evaluating competitive quotes of required services. Please ensure the below requirements are met when submitting quotes for required services:

a) A screenshot of the route from Google Maps that will be undertaken to travel to and from destinations per services required. Quotes must clearly stipulate the overall travelling distance/kilometres to and from the destination required service as a separate line item. The website address is as follows: <https://www.google.com/maps/dir/Adderley+St,+Cape+Town+City+Centre,+Cape+Town,+8001/7+Watsonia+St,+Lentegeur,+Cape+Town,+7786,+South+Africa/@-33.9783242,18.4884012,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x1dcc676394c4fafd:0xa50e61a31a4a60e0!2m2!1d18.4226348!2d-33.9224993!1m5!1m1!1s0x1dcc4f5538e3cd93:0x5aa6a35eb9717167!2m2!1d18.6192159!2d-34.0348118?entry=ttu> .

b) A screenshot of the current fuel pricing obtainable from the AA website displaying the type of fuel you will use. The screenshot must also display the date and time stamp of the device. The website address is as follows: <https://aa.co.za/fuel-pricing/> .

5.2.3 A brief CV describing relevant qualifications and experience, accompanied by certified copies of qualifications.

5.2.4 The CV should include:

- (i) Specifics of the candidate's mother tongue as well as fluency and skills in other languages.
- (ii) A description of the language services the candidate can provide.
- (iii) A description of any specialised subject areas (legal, finance, environment, etc.) in which the candidate worked, supported by examples of the work he or she has done.
- (iv) Three contactable references for clients or institutions that candidates have provided language-related services for.

5.3 The Department will only contract with suppliers registered on the National Treasury's Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB). Therefore, all prospective service providers who are currently not registered on the CSD and WCSEB, are requested to register as such, as applications will be regarded as non-compliant if found that they are not registered on the CSD and WCSEB. Information in this regard is included in this bid invitation.

5.4 The application will be valid for 90 days from date of closure.

6. EVALUATION OF APPLICATIONS

Applications will be evaluated as follows:

6.1 Phase 1: Compliance Evaluation

This Terms of Reference prescribes a number of requirements to be met by prospective service providers. Failing to comply with these requirements will render applications invalid and candidates will thus be disqualified in this phase.

Please ensure that these requirements are met by completing the checklist below with a ✓

Origin: Paragraph	Requirement	Checked	
		YES	NO
4.1.1	It is a requirement for applicants to possess an appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), and proven skills in language translation, editing and proofreading.		
4.1.2	SASL applicants need to possess an appropriate Sign Language qualification.		
4.1.3	Translators, editors, proofreaders and interpreters (including Sign Language applicants) are required to have at least five years' (within the last 10 years) relevant experience.		
5.2.1	Proof that the candidate's tax matters are in order or that they are in arrangement with SARS to bring it in order at time of bid closure. Proposals not complying with this condition will be considered non-responsive and will be disqualified.		
5.2.2 (i)	WCBD 1 (Invitation to Bid), completed and signed. If the bidding entity is an organisation, this form must be signed by an authorised representative of the organisation.		
5.2.2 (ii)	WCBD 3.1 (Pricing schedule: firm prices), completed. A schedule of rates proposed by the Department, and which is in line with industry standards (Annexure A), can be used as a guide.		
5.2.2 (iii)	WCBD 4 (Declaration of Interest), completed and signed.		
5.2.2 (iv)	WCBD 6.1 (Preference Points Claim Form), completed and signed. If preference points are claimed, an original valid B-BBEE status level verification certificate or affidavit (or certified copy thereof) should also be submitted.		
5.2.2 (v)	For jobs outside of Cape Town, interpreters who have been successfully added to the freelancers' list will have to ensure that their quotations include transport expenses. The calculation of transportation costs should be based on the distance to be traveled to and from the designated destination, taking into account the prevailing petrol prices in the country at the time of submitting the quotation. Transportation costs will not be included in the process when evaluating competitive quotes of required services. Agree to comply with paragraph 5.2.2 (v) including clause (a) & (b).		
5.2.3	A brief CV describing relevant qualifications and experience, accompanied by certified copies of qualifications.		
	Inclusive in CV:		

5.2.4 (i)	Specifics of the applicant's mother tongue as well as fluency and skills in other languages.		
5.2.4 (ii)	A description of the language services the applicant can provide.		
5.2.4 (iii)	A description of any specialised subject areas (legal, finance, environment, etc.) in which the applicant has worked, supported by examples of the work he or she has done.		
5.2.4 (iv)	Three contactable references for clients or institutions that applicants have provided language-related services for.		
5.3	Service providers must be registered on the National Treasury's Central Supplier Database (CSD) and the Western Cape Evidence Bank (WCSEB). Applications will be regarded as non-compliant if found that they are not registered on the CSD and WCSEB.		

6.2 Phase 2: Practical Assessment

- 6.2.1 Bidders will be required to complete either a practical assessment via e-mail (for translators, editors and proofreaders) or in-person (for interpreters). The assessment for translators, editors and proofreaders will consist of a source text to be translated/edited/proofread within a specified time and the interpreters will be assessed in person in Cape Town by qualified Language Practitioners.
- 6.2.2 Bidders need to achieve 75% in the assessments in order to be considered for inclusion on the database.
- 6.2.3 Travel costs for interpreters who take the practical assessment, will be for their own expense.

7. CLOSING DATE

Closing date for applications is **Tuesday, 12 September 2023 at 11:00**. Applications must be dropped into the bid box situated on the Ground Floor, Protea Assurance Building, Greenmarket Square, Cape Town.

8. BIDDING FORMS/BIDDING ENQUIRIES:

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9. SPECIFICATION ENQUIRIES:

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