

**RFB 01 2025****Description: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TRANSCRIPTION SERVICES FOR A PERIOD OF THREE (3) YEARS.**

<b>No</b>	<b>Bidders' Questions</b>	<b>DOJ&amp;CD Response</b>
1	Do we fill in the SBD forms on the RFQ doc or must we download and submit them separately?	Bidders are required to complete all relevant SBD forms as advertised by completing the SBD forms directly from the copies attached to the tender document.
2	Given that we are registered on the CSD do we need to provide a TCS certificate or any other document, aside from BBBEE, in hard copy?	Bidders are required to submit all the requested documents in accordance with the instructions outlined in the bid document. Refer to paragraph 2 on page 68 of the tender document regarding the TCS certificate.
3	Do we need to provide an original BEE certificate as our original is currently housed at the offices of the Western Cape Supplier Evidence Database?	Bidders may submit certified BBBEE Certificate or Sworn Affidavit.
4	JAVS transcription software is now free for download and so in that case please confirm that proof of certification would not be required?	While JAVS transcription software may currently be available for free download, the department does not have official confirmation of this. Therefore, to ensure compliance and capability, bidders are still required to provide proof of certification.
5	Would a CIPC registration document suffice as proof of being the accredited representative?	Section 9.2 Special Conditions of a contract, number 23 on page 55 clearly states that: The bidder shall nominate in writing upon the signing of the contract the person who will act as a representative and contact person who will be responsible for providing any information which may be required by the Department to perform its obligations hereunder; as well as attending all meetings reasonably required by the department for the proper performance of the contract.
6	The copy of the transcribers certificates for all listed resources – does this refer to sworn transcriber certificates?	Yes, transcribers certificates refers to sworn transcriber certificates.
7	As asked in the briefing meeting, can we submit bids for certain provinces and not others?	Yes, bidders are allowed to bid for one or more province(s). Please refer to paragraph 9.2 (c ) on page 49 of the tender document
8	Page 2:No closing time (only date)	The closing date and time of RFB 01 2025 is indicated on the Cover page on page One (1)
9	Page 23 3.8 Content of Quality Check Paragraph 3.8.5 line 2 refers to "quality check above in paragraph 11.85 the transcript will be retained,..."	The reference to paragraph 11.85 was made in error; the correct reference should be paragraph 3.8.1. An addendum to correct this will be published on the 27 May 2025 on the National Treasury e-Tender Portal as well as the Department of Justice and Constitutional Development's official website.
10	Page 58 9.3 Declaration of Compliance In the block section where it defines the Accept all / Do not Accept all. "Special condition of the Contract as specified in section 8.9.2 above.."	The reference to section 8.9.2 was made in error; the correct reference is section 9.2. An addendum to correct this has been published on the National Treasury eTender Portal as well as the Department of Justice and Constitutional Development's official website.
11	Page 62 11.6 Declaration of Acceptance, In the block section where it defines the Accept all / Do not Accept all. "Costing and Pricing conditions as specified in section 1.11.2.." Point 1 and 2 also differs from each other.	The reference to section 1.11.2 and 10.2 was made in error; the correct reference is section 11.2. An addendum to correct this has been published on the National Treasury eTender Portal as well as the Department of Justice and Constitutional Development's official website.
12	Is the bidder allow to quote for province of their choice?	Yes, bidders are allowed to bid for one or more province(s). Please refer to paragraph 9.2 (c ) on page 49 of the tender document.