



National Gambling Board  
*South Africa*

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a member of **the dtic** group

## **REQUEST FOR QUOTATION**

**RFQ 054(2022/2023):**

**TRANSLATION SERVICES**

## 1. BACKGROUND

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- 1.1 The National Gambling Board (the NGB) hereby invites price quotations from service providers to render typing and transcription services.

## 2. PURPOSE OF REQUEST FOR QUOTATION

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- 2.1 The purpose of the request is to invite price quotations from service providers to render typing and transcription services.

## 3. SPECIFICATIONS

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- 3.1 The specifications for transcription services are as follows:

3.1.1 The PAIA manual may consist of between 32-40 pages;

3.1.2 There are approximately 6350 words in the document;

3.1.3 The document must be translated into 2 languages, namely IsiZulu and Setswana, constituting 2 separate documents; and

3.1.4 The translation services must be subject to quality assurance processes, inclusive of editing and proofreading.

3.1.5 The service provider must be accredited by or have membership to a South African professional body/association for translators or similar services (e.g. SATI or PEG-SA) and/or be in possession of certification from the South African High Court.

- 3.2 Service providers will be evaluated according to the below evaluation checklist:

Functional Evaluation	Service response	Provider's
Did the service provider quote for the PAIA manual consists of 32-40 pages?		
Did the service provider quote for translating approximately 6350 words in the document?		
Did the service provider quote for translation into 2 languages, namely IsiZulu and Setswana, constituting 2 separate documents?		
Did the service provider quote for quality assurance processes, inclusive of editing and proofreading?		

Is the service provider accredited by or have membership to a South African professional body/association for translators or similar services (e.g. SATI or PEG-SA) and/or in possession of certification from the South African High Court?		
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## 4. RFP TERMS AND CONDITIONS

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### 4.1 The following conditions will apply:

- 4.1.1 Prices quoted must be **firm** prices (inclusive of all applicable escalations e.g. statutory wage increase) and VAT inclusive;
- 4.1.2 Quotations must be valid for **30 days**;
- 4.1.3 All prospective service providers must be registered on National Treasury's Central Supplier Database (CSD) prior to submission of quotations;
- 4.1.4 Tax PIN or CSD registration number must be submitted;
- 4.1.5 The 80/20 Preference points system will apply in terms of Preferential Procurement Regulations 2017;
- 4.1.6 The following documents must be submitted with the quotation:
  - SBD 4;
  - Complete the SBD 6.1 form and further substantiate points claimed by submitting a valid B-BBEE Status Level Certificate issued by an authorized body or person; or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice in cases of EMEs and QSEs; and
  - A company resolution authorising a particular person to enter into a contractual agreement with the NGB.

**Failure to submit any of the documents as requested in 4.1.6 above will result in your quotation not being considered (disqualification).**

### 4.2 Evaluation criteria

Quotations will be evaluated in compliance with the above specifications functionality checklist, as per paragraph 3 above, price and B-BBEE. The service providers who do not comply with the specifications and functionality checklist as

per paragraph 3, will not be considered for further evaluation on price and BBEE.

### **Price and BBEE Status level of contribution**

#### **Points awarded for price**

The 80 preference points system for price will be utilised.

The following formula will be applied:

$$P_s = 80[1 - P_t - P_{min} / P_{min}]$$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

#### **Points awarded for B-BBEE status level of contributor**

**A maximum of 20 points will be awarded for B-BBEE Status Level of Contributor.**

<b>B-BBEE Status Level Of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **5. DISCLAIMER**

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5.1 The NGB reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation. The NGB reserves the right to:

5.1.1 Award the contract or any part thereof to one or more service providers.

5.1.2 Reject all quotations.

5.1.3 Decline to consider any quotation that does not conform to any aspect of the bidding process.

- 5.1.4 Request further information from any service provider after the closing date, for clarity purposes.

## **6. NOTES TO BIDDERS**

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- 6.1 The NGB will not be liable to reimburse any costs incurred by the bidder during the quotation process.
- 6.2 Evaluation of quotations will be carried out by the NGB. The NGB may, if necessary, contact bidders to seek clarity on any aspect of the quotation.
- 6.3 Payments shall be made promptly by the NGB, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier provided that services have been satisfactorily rendered.
- 6.4 The supplier shall furnish the NGB with an invoice upon fulfillment of obligations to the satisfaction of the NGB.
- 6.5 Prices charged by the service provider for services rendered under the contract shall not vary from the prices quoted by the supplier.

## **7. ENQUIRIES**

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- 7.1 Supply Chain Management: Contact Mr. Robert Gcaba Tel: (010) 003 3498 or e-mail to: [scm@ngb.org.za](mailto:scm@ngb.org.za)

## **8. DEADLINE FOR SUBMISSION OF QUOTATIONS**

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- 8.1 A quotation may be e-mailed or hand delivered for the attention of Mr. Robert Gcaba Tel: 010 003 3498, Email: [scm@ngb.org.za](mailto:scm@ngb.org.za)

Address: 420 Witch Hazel Avenue,  
Block C, Eco Glades 2,  
Eco Park,  
Centurion,  
The National Gambling Board,  
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- 8.2 The deadline for the submission of quotations is **09 December 2022, 16h00 Central African Time.**

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