

TENDER NO: 236S/2025/26

DESCRIPTION: ESTABLISHMENT OF PANELS OF LANGUAGE PRACTITIONERS TO PROVIDE PROFESSIONAL INTERPRETING AND TRANSLATION SERVICES FOR THE CITY OF CAPE TOWN AS AND WHEN REQUIRED

SESSION DATE: 18 May 2026

SESSION TIME: 09:00 – 10:45

SESSION TYPE: Teams meeting

SESSION: Non-compulsory briefing session

1. Welcome and introduction

- The clarification meeting was non-compulsory and aimed to highlight key aspects of the tender. CCT welcomed attendees, introduced the relevant officials, and provided an overview of the tender document. Bidders were requested to submit their details via the chat to receive the meeting minutes.
- The tender (236S/2025/26) relates to the appointment of panels of professional language practitioners to provide interpreting and translation services to CCT on an as-needed basis. It was explained that this is a supplementary tender to address gaps in previously appointed panels, and successful bidders from the earlier tender need not reapply.
- The tender period runs until 30 June 2029, with commencement expected soon after 1 July 2026. The closing date of 8 June 2026 at 10:00 is strictly enforced, and late submissions will not be accepted.
- All further enquiries must be directed to SCM via the provided email address SCM.Tenders20@capetown.gov.za to ensure a fair and formal process, with bidders encouraged to submit questions at least five days before the closing date.

2. SPECIFICATIONS

- Section C.5 of the tender document was covered in detail. The nature of work outlined in paragraph 5 was explained, including Panels A1, A2, and A3. The City's Language Services Unit requires interpreting services in English, Afrikaans, Xhosa, and South African Sign Language across various City communities, including areas such as Gordon's Bay, Mamre, and Simon's Town. Consecutive interpreting is required for community engagements and staff disciplinary hearings and may also be needed after hours.
- Simultaneous interpreting, using City audio equipment, is required for Council meetings held in the Council Chambers at the Civic Centre between 10:00 and 18:00, while consecutive interpreting is required for virtually broadcast Council meetings held in other rooms at the Civic Centre. All interpreting services must be provided on site.
- It was noted that transport and catering are not provided. Interpreting assignments may range from one hour to a full day and an after hours rate applies.
- For Panels B1 and B2, high-level technical and legal translation from English to Xhosa is required, necessitating formal translation expertise, relevant qualifications, and experience. For tenderers who are companies, emphasis was placed on the individuals proposed, as the work will be performed by those specific candidates; therefore, their names and detailed information must be submitted.
- Lastly, attention was drawn to page 9 of the tender document, highlighting the five panels and the number of service providers required for each.

Panel	Description	Maximum number of service providers needed
A1	Interpreting: English to Xhosa and vice versa	4
A2	Interpreting: English to Afrikaans and vice versa	2
A3	Interpreting: English to SA Sign Language and vice versa	3
B1	Translation: English to Xhosa (technical texts)	4
B2	Translation: English to Xhosa (legal texts)	4

3 Evaluation Criteria

- The importance of fully completing the track record sheets in Schedule F13 for each panel and for each candidate was emphasised, as these will be used to assess compliance with the functionality requirements.
- It was noted that evaluation can only be based on the information and evidence provided. Detailed information must be submitted for each candidate, as individual capabilities will be assessed. The focus is on the number of relevant assignments completed, not years of experience. Each assignment must be clearly specified, including the date and a contact person. Scoring will strictly be based on the number of applicable assignments listed to ensure a consistent and objective process.
- A minimum score of 70 is required to be deemed functionally responsive. Bidders who meet this threshold proceed to the second stage, where they are ranked based on price and preference points. Only the required number of top-ranked bidders per panel will be appointed. It was also highlighted that, in previous tenders, some bidders failed to provide sufficient information to meet responsiveness requirements. The five-year period for experience is calculated retrospectively from the tender closing date.
- Copies of qualifications must be submitted as proof; qualifications cannot be scored without supporting documentation. Bidders may apply for multiple panels, provided the relevant scoring sheet is completed for each.
- Regarding compliance requirements under the MFMA, bidders must be registered on both the City of Cape Town supplier database and the National Treasury database. While registration is not required at the time of submission, it must be completed before an award is made.
- Tax compliance with SARS must be in order at the time of award. Non-compliant bidders will be given a short period to rectify their status, failing which they will be disqualified. Any outstanding municipal accounts must also be settled. Preference points will be forfeited if the certificate has expired at the closing date.
- The tender is evaluated on an 80/20 basis, with 80% allocated to price and 20% to preference points. Bidders must ensure that all required supporting documentation is submitted at closing, as failure to claim or prove preference points will result in lost points. Once bidders are deemed functionally responsive, they are ranked according to preference points.
- It was stressed that key forms (C1 and C2) must be completed at submission stage, while C3 is only required upon acceptance.
- Pricing must be provided for each year; failure to complete all years will result in the bid being deemed non-responsive. Evaluation is conducted per panel, with preference given to lower-priced bids. All applicable rates must be completed.
- Successful bidders must have insurance cover of R2 million in place prior to commencement. No advance payments will be made; payment is based on work completed following the issuance of a purchase order.

- High standards of professionalism are required, with penalties and possible termination applicable for non-performance. Contract price adjustment does not apply; fixed rates per year are required for the full contract period.
- The Form of Offer is to be signed only at the acceptance stage.
- An appeal process is available after award, allowing a period of three weeks for appeals to be lodged and considered by an independent decision-making body.

4. Conclusion

- Attendees were thanked for their participation and time, and it was noted that comprehensive bids are anticipated.
- Following the briefing, an apology was issued for a scheduling error, as the meeting commenced at 09:00 instead of the advertised 10:00 in the tender document. The briefing was subsequently repeated at 10:00 to accommodate all attendees.

QUESTIONS ASKED AT THE BRIEFING

No.	Question	Response
Q 1.	I need clarity on how ranking works?	<p>All responsive bids that are deemed responsive (in other words who got 70 and more out of 100 points for functionality) are sent to SCM for ranking. They have a formula based on 80% for price and 20% for preference points.</p> <p>They add it to come up with a number. The highest number is ranked 1, second best ranked 3 etc. So, if your price is good and you've got good preference points, you could be number 1. So, if we need 4 panel members for a panel, we will take the top 4 who are successful. Number 5 will unfortunately fall off if we only need 4.</p>
Q 2.	Let's say the first 4 who ranked successfully are then awarded a tender. Does that mean the allocation of work is according to that ranking?	<p>No, when they become part of the panel, everybody will be offered work equitably and fairly over a year period. That is one of the requirements of the tender that we must use the panel equitably. So, we cannot always start with number 1, we have to rotate the people on the panel, offering all the opportunity. The theory is that everybody should at least be offered the same amount of work over a year. Let's say there is a job on 15 March, we will offer it to number 1. On 20 April there is another job, which should be offered to number 2. If number 2 is not available at that stage, then we go to number 3. The whole intention is that the amount of work in a panel is allocated fairly between the panellists over a period.</p>

No.	Question	Response
Q 3.	As this tender was advertised as a result of certain requirements not being met in the previous tender, when is this tender expected to kick off?	As early as possible after 1 July 2026 – that is the earliest that we can legally start. This tender was advertised because for example we needed 8 on a panel and only got 4 in the previous tender and we now re-advertised to get more. So, this tender needs to synchronise with the previous tender, which is kicking off in 1 July.
Q 4.	Does a PO count as evidence of work done?	Note what is required as evidence and check whether it applies.

MEETING ADJOURNED @ 10:45 am

The Chairperson of the briefing meeting confirms that the above minutes are correct and a true reflection of discussions at the meeting.

SIGNATURE OF THE CHAIRPERSON: _____ DATE: _____
(In consultation with attendees of the briefing meeting)