



REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES

RFQ REFERENCE NUMBER:	ATNS/SEC/RFQ144/17/04/2023/2024 Recording and Transcription
ISSUE DATE:	19 April 2023
CLOSING DATE:	03 May 2023
CLOSING TIME:	12h00, CAT
COMPULSORY BRIEFING SESSION:	N/A
QUOTATION VALIDITY PERIOD:	60 Days
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF THE RECORDING AND TRANSCRIPTION SERVICES FOR A PERIOD OF ONE (1) YEAR.
RFQ DOCUMENTS MAY BE ADDRESSED TO:	<p>Procurement Officer: Thoko Phukubye</p> <p>Email address: RFQs@atns.co.za</p> <p>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</p> <p>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.</p>
REQUIRED RETURNABLE DOCUMENTS	<ul style="list-style-type: none"> Central Supplier Database (CSD) Report Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1) General conditions of contracts (GCCs) -Initialled and signed. Quotation / Pricing Schedule on the Company Letterhead



REQUIRED ADMINISTRATIVE PRE-QUALIFICATION DOCUMENTS	<ul style="list-style-type: none"> • Valid Tax Pin Status • Valid B-BBEE Certificate or Sworn Affidavit – Certified • Banking Details with a Bank Stamp • Quotation on the Company Letterhead • CIPC registration Documents
MANDATORY DOCUMENTS: <i>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i>	<ul style="list-style-type: none"> • Provide three (3) proof of previous service relating to the recording and transcribing services for Board meetings and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ. • Provide a company profile indicating number of years in rendering recording and transcribing services for Board meetings in a public and /or private sector (Required: Minimum 5). • Provide details execution plan outlining how the scope of work will be delivered including dedicated resources for the project, their experience, and CVs.
<p style="text-align: center;"><u>PLEASE NOTE:</u></p> <p>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</p>	

PROCUREMENT OFFICER:	Thoko Phukubye
TELEPHONE:	011 607 1000
E-MAIL:	<u>RFQs@atns.co.za</u>



The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.

BIDDING STRUCTURE

Indicate the type of Bidding/Tendering Structure by marking with an 'X'

Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	
If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	
If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	



VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	



1. PURPOSE OF THE BID

The acquisition of the service provider for the provision of the recording and transcription services of Board and Board Committee meetings for a period of one (1).

2. BACKGROUND

1.1. Recording and Transcription Services

1.1.1 The Office of the Company Secretary currently uses small recorders to record the proceedings of ATNS physical meetings for the Board, Board Committees and Executive Management whilst virtual meetings are being conducted and recorded on Ms Teams. The Board requested the Office of the Company Secretary to procure a more appropriate system with transcription features to ensure better security of recordings of Board and Board Committee meetings.

1.1.2 Studies have shown that transcriptions help employees to retain information and to focus better during the governance structures' deliberations during the meetings. Generated transcripts will limit the need for ATNS Committee Secretaries to take rushed notes in the middle of the meeting and thereby providing them with time to concentrate and provide strategic governance support (as a copy of the entire proceeding will be automatically generated) to the Board and Board Committees meetings.

1.1.3 Provision of the recording and transcription services of meetings will assist ATNS to provide a historical record that can be used at future meetings for verification of decisions, and as a reminder of past events and actions.

1.1.4 Recording and transcribing meeting proceedings will provide reliable evidence of, and information about, 'who, what, when, and why' something transpired. In some cases, the requirement to keep certain records is clearly defined by law, regulation, or professional practice.



3. SPECIFICATION

1.2. Job overview

1.2.1. ATNS is looking for a credible service provider who has the capability, experience and infrastructure to deliver the recording and transcription services for a one-year period for the Board and Board Committees meetings for the 2023/24 financial year. The credibility of the service provider becomes crucial due to the nature of the meetings.

1.3. Terms of Reference

1.3.1. The services shall include, amongst others, the following:

- 1.3.1.1. Recording of the proceedings of meetings, produce and deliver professionally typed and fully captured transcripts.
- 1.3.1.2. Provision of own recording equipment which should include Audio Visual Equipment (PA Systems, Conference microphones) and the set-up of recording equipment at the venues of the meetings.
- 1.3.1.3. The service provider will be expected to:
 - a) attend and transcribe meetings or related activities hosted ATNS.
 - b) deliver a soft/hard copy of transcript within 5 days of each meeting or activity assigned.
 - c) Provide its own recording equipment which should include Audio Visual Equipment (PA Systems, Conference microphones) and the set-up of recording equipment at the venues of the meetings.
 - d) Translate the details accurately and review the documents to check for any inconsistencies and grammatical errors.
 - e) Have the ability to manage deadlines and a keen eye for detail will be advantageous.
 - f) Be able to maintain the confidentiality of any sensitive information.
 - g) Consider any formatting or notation requests from ATNS.



1.4. Requirements

- 1.4.1. Bachelor's degree in communications or journalism or English or any related field.
- 1.4.2. Five (5 years proven work experience as a Transcriber, Speech Writer, or a similar role in the public or private sector)
- 1.4.3. Understanding and knowledge of the public sector rules, regulations, and confidentiality guidelines
- 1.4.4. Infrastructure / Equipment to deliver the recording and transcription services.



NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.



THE EVALUATION OF THE RFQ:

STAGE 1	ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION
STAGE 3	PRICE AND ATNS SPECIFIC GOALS

The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- Reject the bid and not evaluate it, or
- Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

STAGE 2: MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION

FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED

Mandatory Criteria	Proof Required
Provide three (3) proof of previous service relating to the recording and transcribing services for Board meetings and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.	Yes
Provide a company profile indicating number of years in rendering recording and transcribing services for Board meetings in a public and /or private sector (Required: Minimum 5).	Yes
Provide details execution plan outlining how the scope of work will be delivered including dedicated resources for the project, their experience, and CVs.	Yes



Functionality Evaluation

Bidders will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify to proceed to Stage 3 of the evaluation process. All bids that fail to achieve the minimum overall qualifying score of 70 points on functional/technical requirements will not be considered for further evaluation.

Functional criteria			Points
Item	Criteria	Description	Weighting
1.	Detailed Company Profile	Providing a company profile indicating number of years in rendering recording and transcribing services for Board meetings: (i) More than 10 years = (25 points) (ii) More than 5 years = (20 points) (iii) Less than 5 years = (0 points)	25
2.	Company track record and contactable references	Provide details of similar work done in relation to recording and transcription services. References must be in a form of a signed reference letter/s on a client's business letterhead stating the scope and description of the services rendered successfully, contract duration, with contact name, contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this tender. (i) More than 5 reference letters = (25 points) (ii) 4 reference letters = (20 points) (iii) 3 reference letters = (10 points) (iv) Less than 2 reference letters = (0 points)	25



3.	Capabilities:	Provide detailed CVs and qualifications of the key personnel with the following profiles:	
		<p>a. Years of experience in recording services/stenographer:</p> <p>(i) More than 10 years and over = (10 points)</p> <p>(ii) More than 5 years = (5 points)</p> <p>(iii) Less than 5 years = (0 points)</p>	10
		<p>b. Years of experience in transcription services / transcriber:</p> <p>(i) More than 10 years and over = (15 points)</p> <p>(ii) More than 5 years = (10 points)</p> <p>(iii) Less than 5 years = (0 points)</p>	15
4.	Project Execution/methodology and resource	<p>Provide proof approach and methodology in response to the scope of work:</p> <p>(i) Proof Provided on methodology/execution approach and with resources = (25 points)</p> <p>(ii) No Proof Provided = (0 points)</p>	25
Total Points:			100
Minimum threshold			70



STAGE 3: PRICE AND ATNS SPECIFIC GOALS: **Evaluation for Price and ATNS specific goals**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

PRICE	80
ATNS SPECIFIC GOALS	20

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit pricing schedule as per the table below on a company

Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>



This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.

ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.



SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Email address: RFQs@atns.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thoko Phukubye		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1000		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	thokop@atns.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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 THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: