



sports, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

Private Bag X897 | VVWL Building | 202 Madiba Street | Pretoria, 0001 |
Email: info@dsac.gov.za | Tel: 012 441 3000 | Fax: 012 441 3699

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Email: info@dsac.gov.za | Tel: (021) 465 5620 | Fax: (021) 465 5624



SCM Enquiries : Ms M.E Thobakgale

Tel : 012 441 3417

Reference : MTRFQ 7

SUBJECT: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSISTANCE IN DRAFTING A NATIONAL TERMINOLOGY POLICY REQUIRED BY: DEPARTMENT OF SPORT, ARTS & CULTURE




1. Kindly furnish the Department with quotation for the above mentioned subject.
2. SBD 4, SBD 6.1, as well as forms are attached for completion.
3. Bidders are requested to submit quotation, attached SBD's together with proof of B-BEEE status level of contributor, shareholder certificate and certified copy of ID.
4. The quotations will be evaluated on 80/20 preference point system. Failure to submit Valid BBBEE Certificate, ID copy and shareholder certificates will result in zero points being awarded for B-BBEE and specific goals.
5. These forms must be returned with your quotation to the following e-mail address:
MokgadiT@dsac.gov.za
6. The closing is **29 June 2023 at 11:00am**.

Signature: _____

Date: _____

23 June 2023

**OFFICIAL SPECIFICATION FORM**

OFFICIAL OF EDUCATION FORM				
Specification for:	APPOINTMENT OF SERVICE PROVIDER TO ASSIST IN DRAFTING A NATIONAL TERMINOLOGY POLICY			
Directorate:	TERMINOLOGY COORDINATION			
Unit:	TERMINOLOGY COORDINATION			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	x
Departmental Assets	Yes		No	x
Item Description:				Quantity
APPOINTMENT OF SERVICE PROVIDER TO ASSIST IN DRAFTING A NATIONAL TERMINOLOGY POLICY				1
Requestor: Name (in print)	Signature		Date	
Solly Masisi			13/04/2023	
Director/ Delegate: Name (in print)	Signature		Date	
			13/04/2022	
Technical Enquiries: Name (in print)	Telephone Number	E-mail address		
Solly Masisi	0716819195	SollyM@dox.gov.za		

Note: Department doesn't provide tools of trade to the service providers



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1. SUBJECT: APPOINTMENT OF SERVICE PROVIDER TO ASSIST IN DRAFTING A NATIONAL TERMINOLOGY POLICY

2. INTRODUCTION

The Department of Sport, Arts and Culture (DSAC) would like to appoint a qualified potential service provider to assist with the drafting of the National Terminology Policy.

3. BACKGROUND

The National Language Service (NLS) of the Department of Sport, Arts and Culture, through its Terminology Coordination Section has been developing terminologies in many different fields for many years. Though, there are several published term lists developed for diverse users, the unit has been faced with several challenges when it comes to guiding collaborators and stakeholders involved in terminology development, as well as effective coordination of terminology developed nationally; hence a need to develop the National Terminology Policy. The policy will encourage terminology development stakeholders to use and follow the correct methodology when embarking in terminology development projects and also assist the Department in effectively coordinating terminology development nationally.





The developed policy will further assist in avoiding duplication of terminology projects and ensure that all official languages are not left behind in terminology for a given domain thereby allowing parity of esteem across all the official languages of the country as per section 6 of the Constitution of the Republic of South Africa, 1996.

4. SCOPE AND EXTENT OF THE TENDER / TASK DESCRIPTION

The Department requires the services of a duly experienced and knowledgeable service provider in undertaking the following tasks. To confirm that, the potential service providers have read and understood the task description; they should indicate as such in the relevant column below:

	LIAISON	YES/NO/NOTED
4.1	Draft a Policy that will provide an overall profile and analysis of the terminology development needs of the country.	
4.2	Produce a Policy that will be a comparative benchmark study with all stakeholders and collaborators involved in terminology development.	





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3.3	Produce a summary of all engagements and consultations conducted with key relevant stakeholders and role players in all three spheres of government, public entities and enterprises.	
4.3	Ensure that the Policy is aligned to the Constitution of the Republic of South Africa, 1996, all relevant legislations, frameworks and policies including the National Policy Development Framework (NPDF).	
4.4	Provide a proposal with action plan stipulating the timeframes and milestones of all tasks to be performed and deliver the draft policy within the agreed timeframe.	
4.5	Submit a budget based on proposal and work plan including an implementation plan of the policy by all stakeholders.	
4.6	Provide monthly reports and the final report within one month after the completion of the project.	
4.7	Undertake the task within 4 months from the day of appointment.	



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4.8	Follow all relevant policy and legislative documents to carry out his/her responsibilities.	
4.9	Be a qualified and experienced person on public policy development.	
4.10	Be able to apply both qualitative and quantitative analysis within the public policy development environment and be capable to develop policy and strategies.	

5. EVALUATION PROCESS

- 5.1. The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) shall apply. The lowest acceptable bid will score 80 points for price and remaining 20 points for B-BBEE status level of contribution and specific goals.
- 5.2. Prospective bidders will have to score at least 70 out of 100 points allocated for functionality before the company's proposal will be considered for pricing.





6. EVALUATION CRITERIA

- All quotations will be evaluated first on functionality then price.
- For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to each of the evaluation criteria mentioned below.

Evaluation Criteria	Evaluation Criteria Maximum	Points
<p>1. Knowledge and experience in research and research methodology</p> <p>All bidders must have minimum of 2 research studies or reports undertaken.</p> <p>In order to substantiate the above, the service provider must provide:</p> <ul style="list-style-type: none"> - Demonstrate the knowledge and skills to conduct research. 	<p>10- 15 years = 30</p> <p>5-10 years = 20</p> <p>1-4 years= 10</p>	30





<ul style="list-style-type: none"> - Demonstrate the capacity to process data and compile reports/draft policies. - A list of the researchers/team and attach the certified copies of their qualifications and CVs - Outline the resources available to undertake the project. 		
2. Project Management skills <ul style="list-style-type: none"> - The project plan must incorporate the following: - Clear project plan with Milestones. - Outline the proper timelines, phases, and cost breakdown. - Detailed Project Schedule showing 	Good = 30 Above Average = 25 Average = 20 Below average = 15 Poor = 10	30





<p>realistic understanding of the scope of the project, the technical requirements of the project and an understanding of the language sector.</p> <ul style="list-style-type: none"> - Project Risk Management Plan. 		
<p>3. Experience in managing similar or related projects</p> <ul style="list-style-type: none"> - A list of all previous research and legislative framework undertaken. - Signed reference letters must be provided of previous or existing clients not more than 5 years. 	<p>A list of work done with:</p> <p>4 or more letters = 20</p> <p>3 letters = 15</p> <p>2 letters = 6</p> <p>1 letter = 4</p>	20
<p>4. Knowledge and experience in drafting legislative framework</p>	<p>≥10 years experience/examples= 20 points</p>	20





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<ul style="list-style-type: none"> - Demonstrate knowledge and practical experience in legislative drafting. A minimum of at least four examples of previous work similar to this assignment - Provide evidence of publications or articles or any other research output relevant to language field - Demonstrate practical Knowledge of Use of Official Languages Act and Pan South African Languages Board Act 	<p>8 years experience/examples = 15 points</p> <p>6 years experience/examples = 10 points</p> <p>4 years experience/examples = 5 points</p>	
		TOTAL 100

7. ENQUIRIES

For Bid Enquiries

Mr Tuelo Thubisi



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Tel: 072 604 7259

Email: Tuelot@dsac.gov.za

Ms. Refilwe Zulu

Tel: 082 677 5300

Email: Refilwez@dsac.gov.za

For Technical Enquiries:

Mr Solly Mnisi

071 681 9195

Email: Sollym@dsac.gov.za

OR

Dr Hatu Machaba

082 882 0644

Email: HatuM@dsac.gov.za



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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific goals	20
Total points for price and specific goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals claim points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status level of Contributor		10		

1		10		
2		9		
3		8		
4		5		
5		4		
6		3		
7		2		
8		1		
Non-compliant contributor		0		
Specific goals		10		
Women		4		
Youth		4		
People living with Disabilities		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

