

SECTION 2.1: SPECIFICATIONS

Tenders are hereby invited for the provision of advertising and translating services to ensure that all advertisements of Hessequa municipality from various departments are published on specific dates in relevant media sources as per need for the duration of the contract period as well as ensuring that the advertisements are linguistically sound in Afrikaans, English and IsiXhosa. The translation service may also be utilised for other documents or notices that needs to be translated. The term of the contract will be for the period commencing on **01 October 2026** and terminating on **30 June 2029**.

Specifications	Comply Yes/No	Page to reference
<p>The placement of advertisements</p> <p>1. Tender Advertisements:</p> <p>a. All tender advertisements must be advertised on a Friday, unless otherwise indicated and as per instruction, in the following newspapers:</p> <ul style="list-style-type: none"> i. Cape Times – English ii. Die Burger – Afrikaans <p>b. Tender advertisements as requested on a Sunday, as per instruction, in the following newspapers:</p> <ul style="list-style-type: none"> i. Rapport – Afrikaans ii. Sunday Times - English <p>c. All advertisements must be translated, if and when required, in a manner not to compromise the quality, syntax, legibility and/or audibility with the transition from one language to another.</p> <p>d. The three most common sizes for the advertisement with the Hessequa logo are:</p> <ul style="list-style-type: none"> i. 10x2 ii. 12x2 iii. 13x2 <p>e. All tender advertisements should be in black and white</p>		
<p>2. Vacancy Advertisements:</p> <p>a. Vacancy advertisements as requested on weekdays as per instruction in the following newspapers:</p> <ul style="list-style-type: none"> i. Suid-kaap Forum – Afrikaans ii. George Herald – Afrikaans and/or English and/or IsiXhosa <p>b. Vacancy advertisements as requested on a Saturday, as per instruction, in the following newspapers:</p> <ul style="list-style-type: none"> i. Cape Times – English ii. Die Burger – Afrikaans <p>c. Vacancy advertisements as requested on a Sunday, as per instruction, in the following newspapers:</p> <ul style="list-style-type: none"> i. Rapport – Afrikaans ii. Sunday Times - English and/or IsiXhosa <p>d. All advertisements must be translated, if and when required, in a manner not to compromise the quality, syntax, legibility and/or audibility with the transition from one language to another.</p> <p>e. The two most common sizes for the advertisement with the Hessequa logo is:</p> <ul style="list-style-type: none"> i. 15x3 ii. 19x3 		

All vacancy advertisements must be in black and white, unless instructed otherwise.		
Specifications	Comply Yes/No	Page to reference
<p>3. General Advertisements and General Notices</p> <p>a. All general advertisements and general notices must be advertised daily, as per instruction, in the following newspapers:</p> <ul style="list-style-type: none"> i. Cape Times – English ii. Die Burger – Afrikaans <p>b. All advertisements must be translated in a manner that does not compromise the quality, syntax, legibility and/or audibility with the transition from one language to another.</p> <p>c. The size for a general advertisement with the Hessequa logo is 10x4.</p> <p>d. All general advertisements and general notices must be in black and white.</p>		
<p>4. Translating Services</p> <p>All ad hoc documents must be translated in a manner that does not compromise the quality, syntax, legibility and/or audibility with the transition from one language to another.</p> <p>Please note that all bidders must have a proven track record with regards to similar services. To substantiate this, please provide us with the following information which should be included with the tender document:</p> <ul style="list-style-type: none"> a. Qualification and Experience of Translator/s and Language Competencies. b. Certified copies of the translator/s Curriculum Vitae to be included in the tender document. c. Translator/s must be registered with the South African Translators' Institute. Proof thereof should be included in the tender document. d. To indicate/provide information/clarity with regards to quality assurance measures in place. 		

The prospective bidder to provide Hessequa municipality with the following information:

Language to be translated from	to be translated to	Responsible Individual for the translation service	Secondary responsible Individual for the translation service (if applicable)
Afrikaans	English		
Afrikaans	isiXhosa		
English	Afrikaans		
English	isiXhosa		

isiXhosa	Afrikaans		
isiXhosa	English		

If the translating service is to be outsourced, the bid must be accompanied with the agreement between the prospective bidder and relevant third party. Subcontracting should be indicated in section MBD 6.1 of this bid document.

2.1.2 General

- 2.1.2.1 Bidders must take cognizance of the fact that although it would be desirable for Hessequa Municipality to award the tender as a whole to one bidder, it reserves the right to award it in part to more than one bidder.
- 2.1.2.2 Hessequa municipality reserves the right to request, if and when needed, a form of agreement between the prospective bidder and any other third party other than the translating services during the term of the contract.
- 2.1.2.3 Bidders must provide an indication for the expected/actual price increase to a maximum of 8% for the outer two years of the expected contract period. Considering that price increases will be considered annually; the bidder must clearly stipulate the frequency/conditions to and of the expected price increase. Last mentioned can be provided separately or be incorporated in agreement/SLA as mentioned in 2.1.2.4 below (The 8% must be inclusive of all increases).
- 2.1.2.4 A draft agreement/SLA may be submitted with the tender proposal.
- 2.1.2.5 Bidder to provide the following information with regards to the turnaround time for services needed.

- i) Turnaround time for the Placement of tender advertisement, vacancies, general advertisements and notices.

Number of days: _____

Please provide, if relevant, any conditions for above mentioned:

ii) Turnaround time for the provisioning of translation services

Number of days: _____

Please provide, if relevant, any conditions for abovementioned:

Failure to provide the information as stated above, will result in your tender being declared non-responsive.

DECLARATION,

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY: DATE: