

REQUEST FOR INFORMATION

RFI NUMBER: RFI14-2025/2026

REQUEST FOR INFORMATION: COSTING FOR SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES FOR PERIOD OF FIVE (5) DAYS AT THE ANNUAL CONFERENCE AND BRICS AT MARKET RELATED PRICE

This Request for Information ("RFI") calls for costing of Simultaneous Interpretation and Translation Services for a period of five (5) days at the Annual Conference and BRICS. Provide this information to the Competition Commission of South Africa ("CCSA") on or before **07 July 2025**.

Issue date: 01 July 2025

Closing date: 07 July 2025

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding of the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier and /or expert.

REQUEST FOR INFORMATION (RFI)

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RFI TITLE: COSTING FOR SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES FOR PERIOD OF FIVE (5) DAYS AT THE ANNUAL CONFERENCE AND BRICS AT MARKET RELATED PRICE

EXPECTED TIMEFRAME:

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	01 July 2025
RFI Available from	01 July 2025
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	07 July 2025 (14:00)
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1 Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1 **“RFI”** - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 **“RFI response”** - a written response in a prescribed form in response to an RFI.
- 2.3 **“Respondent”** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

4. The manner of submission of the RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 4.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

5. BACKGROUND

- 5.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 5.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 5.3 Therefore, the CCSA is requiring **RF14-2025/2026**. The details of the scope of work attached below reflecting quality and quantities – brand referenced aligns to the Commissions quality expectations in terms of required costing.

6. DELIVERABLES

- 6.1. Professional interpretation and translation services for the Annual Conference and BRICS, ensuring seamless multilanguage communication among delegates from BRICS and other participating countries.
- 6.2. Bidders are required to indicate the availability of required quantities.
- 6.3. The simultaneous interpretation and translation services breakdown is as follows:
 - 6.3.1 Dates: 08 – 12 September 2025, 07:00 to 17:30
 - 6.3.2 Venue – Century City Conference Centre, Cape Town
- 6.4. **Scope of Work**
 - 6.4.1 **Languages Required:**
 - 6.4.1.1 Core BRICS+ Languages
 - 6.4.1.1.1 English
 - 6.4.1.1.2 Russian
 - 6.4.1.1.3 Chinese (Mandarin)
 - 6.4.1.1.4 Portuguese
 - 6.4.1.1.5 Hindi
 - 6.4.1.1.6 Arabic

6.4.1.1.7 Other languages as per participating nations

6.4.2 **Simultaneous Interpretation:**

6.4.2.1 Required for plenary sessions, high-level discussions, and panel discussions

6.4.2.2 Interpreters to work in pairs per language

6.4.2.3 Use of soundproof interpreter booths with ISO 4043 compliance

6.4.2.4 Conference-grade headsets and microphones

6.4.3 **Consecutive Interpretation:**

6.4.3.1 Used for bilateral meetings, press briefings, and networking events

6.4.3.2 Professional interpreters with expertise in diplomatic and economic terminology

6.4.4 **Whispered Interpretation:**

6.4.4.1 Required for small group meetings where only one or two delegates need interpretation

6.4.5 **Remote/ Hybrid Interpretation:**

6.4.5.1 Support for remote attendees through a digital platform

6.4.5.2 Integration with conferencing software (Zoom, Teams, etc.)

6.4.6 **Document Translation:**

6.4.6.1 Pre-conference materials (agendas, speeches, position papers)

6.4.6.2 Conference reports, resolutions, and press releases

6.4.6.3 Post-conference summary documents

6.4.7 **On-Site Translation:**

6.4.7.1 Real-time translation of communiqués and official documents

6.4.7.2 Urgent document translation with quick turnaround

6.4.8 **Post-Conference Transcription and Translate:**

6.4.8.1 Transcription of recorded speeches and discussions

6.4.8.2 Translation of transcripts for archiving and publication

6.4.9 **Equipment Requirements:**

6.4.9.1 **Interpretation Booths:** ISO-certified, soundproof

6.4.9.2 **Interpreter Consoles:** Multi-channel, adjustable settings

6.4.9.3 **Headsets & Receivers:** High-quality, noise-cancelling

6.4.9.4 **Microphones:** Conference-standard

6.4.9.5 **AV Support:** Integration with venue sound system

6.4.10 Interpreter and Translator Qualifications:

6.4.10.1 Minimum **5 years of experience** in high-level international conferences

6.4.10.2 **Expertise in diplomatic, economic, and political terminology**

6.4.10.3 **Familiarity with BRICS+ themes** (trade, investment, geopolitics)

6.4.10.4 Confidentiality agreement compliance

6.4.11 Staffing Requirements:

6.4.11.1 **Simultaneous interpreters:** Minimum two per language pair

6.4.11.2 **Consecutive interpreters:** One per language as required

6.4.11.3 **On-site translators:** Available for urgent tasks

6.4.11.4 **Technical team:** Sound engineers and AV specialists

6.4.12 Service Delivery and Quality Assurance:

6.4.12.1 **Pre-conference briefings for interpreters and translators**

6.4.12.2 **Real-time quality monitoring by language coordinators**

6.4.13 Logistics and Venue Support:

6.4.13.1 **Early setup and testing of equipment**

6.4.13.2 **Standby interpreters for emergency coverage**

6.4.13.3 **Coordination with conference organizers for language distribution**

6.5 Pricing Schedule

No.	Description of Good/ Services	Quantity	Rate	Sub-Total
1.	ANNUAL CONFERENCE AND BRICS – SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES Events Details: Date: 9 – 12 September 2025 Venue: Century City Conference Centre, CAPE TOWN	5 days		

VAT@ 15%	
Gross Total	

7. TIMEFRAMES & PROVISIONAL PRICING

- 7.1. Bidders must provide an information related to the above-mentioned requirements including the potential costs associated to the delivery this service within the prescribed time.

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT