

TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

**SBD 3.1
PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number:
Closing Time	Closing date:.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM PRICE IN RSA CURRENCY NO. ** (ALL APPLICABLE TAXES INCLUDED)	QUANTITY DESCRIPTION	BID
--	-----------------------------	------------

- Required by:



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

- At:
-
- **Brand and model**
- **Country of origin**
- **Does the offer comply with the specification(s)?**
***YES/NO**
- **If not to specification, indicate deviation(s)**
- **Period required for delivery**
- *Delivery: Firm/not firm**
- **Delivery basis**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

- 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
 company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES	
1.
2.

.....	
SIGNATURE(S) OF BIDDERS(S)	
DATE:
ADDRESS



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

YEAR 1 PRICING

Item	Normal Price Per Page (Including VAT)	Overnight Price Per Page (Including VAT)	Urgent Price Per Page (Including VAT)
Translate Afrikaans to English			
Translate IsiZulu to English			
Translate siSwati to English			
Translate IsiXhosa to English			
Translate Setswana to English			
Translate Sepedi to English			
Translate Sesotho to English			
Translate Tshivenda to English			
Translate Xitsonga to English			
Translate IsiNdebele to English			
TOTAL (INCLUDING VAT)			



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

YEAR 2 PRICING

Item	Normal Price Per Page (Including VAT)	Overnight Price Per Page (Including VAT)	Urgent Price Per Page (Including VAT)
Translate Afrikaans to English			
Translate IsiZulu to English			
Translate siSwati to English			
Translate IsiXhosa to English			
Translate Setswana to English			
Translate Sepedi to English			
Translate Sesotho to English			
Translate Tshivenda to English			
Translate Xitsonga to English			
Translate IsiNdebele to English			
TOTAL (INCLUDING VAT)			

Item	Normal Price Per Page (Including VAT)	Overnight Price Per Page (Including VAT)	Urgent Price Per Page (Including VAT)
Translate Afrikaans to English			
Translate IsiZulu to English			
Translate siSwati to English			
Translate IsiXhosa to English			
Translate Setswana to English			
Translate Sepedi to English			
Translate Sesotho to English			



TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS OCJ2019/03

Translate Tshivenda to English			
Translate Xitsonga to English			
Translate IsiNdebele to English			
TOTAL (INCLUDING VAT)			

YEAR 3 PRICING

