

**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**

**SBD1  
PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	OCJ2019/03	CLOSING DATE:	02/08/2019	CLOSING TIME:	11:00
DESCRIPTION	TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS TO PROVIDE TRANSLATION SERVICES FOR ALL THE SUPERIOR COURTS FOR THE PERIOD OF THIRTY SIX (36) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>OFFICE OF THE CHIEF JUSTICE</b>					
<b>188 14<sup>TH</sup> ROAD NOORDWYK, MIDRAND</b>					
<b>1685</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Matshidiso Nkotsoe</b>		CONTACT PERSON	<b>Shamilla Nakool</b>	
TELEPHONE NUMBER	<b>010 493 2677</b>		TELEPHONE NUMBER	<b>010 493 2563</b>	
FACSIMILE NUMBER	<b>None</b>		FACSIMILE NUMBER	<b>None</b>	
E-MAIL ADDRESS	<b>BidEnquiries@judiciary.org.za</b>		E-MAIL ADDRESS	<b>BidEnquiries@judiciary.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
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	MAAA



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				DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>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.</b></p>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.



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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: .....

**SBD 2**



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**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



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**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: \_\_\_\_\_

2.2 Identity Number: \_\_\_\_\_

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_

2.4 Company Registration Number: \_\_\_\_\_

2.5 Tax Reference Number: \_\_\_\_\_

2.6 VAT Registration Number: \_\_\_\_\_



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2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES/NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: \_\_\_\_\_

Name of state institution at which you or the person  
connected to the bidder is employed : \_\_\_\_\_

Position occupied in the state institution: \_\_\_\_\_

Any other particulars:

\_\_\_\_\_  
\_\_\_\_\_



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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have **YES/NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:





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**3 Full Details of Directors / Trustees / Members / Shareholders**

FULL NAME	IDENTITY NUMBER	PERSONAL TAX REFERENCE NUMBER	STATE EMPLOYEE NUMBER / PERSAL NUMBER

**4 DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.



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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

**SBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT  
PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.



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- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.2.1	If so, furnish particulars:		



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4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



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**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.



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- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:



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(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;



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- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> 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.

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder





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**SBD 10**

**GOVERNMENT PROCUREMENT:**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**



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## **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## **TABLE OF CLAUSES**



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**General Conditions of Contract**

**1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.



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- 1.7 “Day” means calendar day.
- 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.



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- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
  - 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
  - 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
  - 1.21 “Purchaser” means the organization purchasing the goods.
  - 1.22 “Republic” means the Republic of South Africa.
  - 1.23 “SCC” means the Special Conditions of Contract.
  - 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
  - 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application** 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding
- immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General** 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be



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obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

4. **Standards** 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. **Use of** 5.1 The supplier shall not, without the purchaser's prior written consent, **contract** disclose the contract, or any provision thereof, or any specification, **documents** plan, drawing, pattern, sample, or information furnished by or on **and** behalf of the purchaser in connection therewith, to any person other **information;** than a person employed by the supplier in the performance of the **inspection.** contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
  - 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
  - 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
  - 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. **Patent rights** 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. **Performance** 7.1 Within thirty (30) days of receipt of the notification of contract award, **security** the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
  - 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
  - 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
    - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the



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- purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses** 8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.





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8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing** 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery** 10.1 Delivery of the goods shall be made by the supplier in accordance with **and documents** the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental** 13.1 The supplier may be required to provide any or all of the following **services** services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and



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- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty** 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.



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15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment** 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices** 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract** 18.1 No variation in or modification of the terms of the contract shall be **amendments** made except by written amendment signed by the parties concerned.

**19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the** 21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the **performance** purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties,



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in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination** 23.1 The purchaser, without prejudice to any other remedy for breach of **for default** contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract;  
or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.



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- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction



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and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the **Majeure** supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination** 26.1 The purchaser may at any time terminate the contract by giving written **for insolvency** notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of** 27.1 If any dispute or difference of any kind whatsoever arises between the **Disputes** purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his



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intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of 28.1** Except in cases of criminal negligence or willful misconduct, and in liability the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing 29.1** The contract shall be written in English. All correspondence and other language documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable 30.1** The contract shall be interpreted in accordance with South African law laws, unless otherwise specified in SCC.

**31. Notices 31.1** Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and 32.1** A foreign supplier shall be entirely responsible for all taxes, stamp duties duties, license fees, and other such levies imposed outside the



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32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33.  
Industrial  
Participation  
Programme**

**National  
(NIP)**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



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**Restrictive practices**      34.1      In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2      If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

**34      Prohibition                      of**

34.3      If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



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**Bid number: OCJ2019/03**

**Date issued: 12 July 2019**

**Closing date and time: 02 August 2019, 11:00 AM**

**Bid validity period: 90 days**

**TENDER BOX ADDRESS:**

ADDRESS 188 14<sup>th</sup> Road Noordwyk

ADDRESS Midrand

ADDRESS Johannesburg

ADDRESS 1685



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## 1 GLOSSARY

ITEM	DEFINITION
Court Documents	Emanating from Superior Courts, in the ordinary course of business. This includes but not limited to records, exhibits, policies, procedures, judgments and/or communications.
Finalised Translated	Text from the source language and the entirety of the message are translated with fidelity in the target language and produced in the format as set out herein below
High Court Division	Any Division of the High Court as contained in section 6(1) of the Superior Courts Act 13 of 2010
OCJ Representative	Shall mean any official of the National and Provincial Offices, Court Managers, Registrars and any other official duly authorised by the OCJ to act for the purposes of this contract.
OCJ	The Office of the Chief Justice
Service Provider	Shall mean the bidder and all of its employees responsible for the provisioning of a transcription service
Source Documents	Original court document provided to the service provider that a written message is to be translated
Source Language	The ten official languages of the Republic of South Africa, other than English being the target language. The language into which translation is required.
Specialised Courts	A court with a specialised function, created by an Act of Parliament and with a status similar to a High Court as defined in the Constitution of the South Africa
Target Language	South African English

## 2 INTRODUCTION

- 2.1 The Office of the Chief Justice (OCJ) was established to render support to the Chief Justice in exercising administrative and judicial powers and duties as the Head of the Judiciary and the Head of the Constitutional Court.
- 2.2 The OCJ supports the Judiciary in its mandate which includes entrenching the Rule of Law and protection of constitutional democracy.



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- 2.3 The OCJ supports the Superior Courts to provide Translation services in respect of criminal and civil matters, inclusive of other ad hoc processes and proceedings.
- 2.4 The OCJ has the sole responsibility to translate all court documents emanating from the courts. The OCJ currently requires the appointment of service providers to execute the OCJ obligations for the provision of translation services.
- 2.5 Currently the OCJ appoints service providers by following the prescribed supply chain management process, when a request for translation services is received.

### **3 PURPOSE**

- 3.1 The purpose of the Terms of Reference (ToR) is to request proposals from prospective service providers to provide translation services for all Superior Courts for the period of thirty-six (36) months.
- 3.2 The OCJ seeks to appoint suitable service providers with the ability to render translation services in all official South African languages.
- 3.3 This is an invitation to potential bidders to submit bids for the services as detailed in the specification hereunder.

### **4 LEGISLATIVE FRAMEWORK OF THE BID**

#### **4.1 Tax Legislation**

- 4.1.1 Bidder or bidders must be compliant when submitting a proposal to the OCJ and remain compliant for the entire contract term with all applicable



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tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

4.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

4.1.3 It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

4.1.4 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

4.1.5 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**4.2 Procurement Legislation**

4.2.1 The OCJ has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000), Preferential Procurement Regulations of 2017 and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

**4.3 Technical Legislation and/or Standards**

4.3.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.



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## 5 COMPULSORY BRIEFING SESSIONS

- 5.1 A compulsory briefing and clarification session will be held at the OCJ National Office at 188 14th Road Noordwyk, Midrand at 11:00 AM on 23 July 2019 to clarify to bidders the scope and extent of work to be executed.
- 5.2 Failure to attend the compulsory briefing session will result in automatic disqualification from the bidding process.

## 6 TIMELINE OF THE BID PROCESS

- 6.1 The period of validity of tender and the withdrawal of offers, after the closing date and time is 90 days. The project timeframes of this bid are set out below in table 1:

*Table 1: Timelines of Bid Process*

Activity	Due Date
Bid closing date	02 August 2019 at 11:00 AM
Notice to bidders	The OCJ will endeavor to inform bidders of progress until conclusion of the tender.

- 6.2 All dates and times in this bid are South African standard Telkom time.
- 6.3 Any time or date in this bid is subject to change at the OCJ's discretion.
- 6.4 The indication of date and time in this bid does not create an obligation on the part of the OCJ to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established.
- 6.5 The bidder accepts that, if the OCJ extends the closing date for bid submission for any reason, the requirements of this bid apply equally to the extended closing date.

## 7 CONTACT AND COMMUNICATION

- 7.1 A duly nominated official of the bidder can make enquiries in writing, to the delegated OCJ official through email to SCM: [BidEnquiries@judiciary.org.za](mailto:BidEnquiries@judiciary.org.za) Technical: Shamilla Nakool [snakool@judiciary.org.za](mailto:snakool@judiciary.org.za) or 010 493 2563. Bidders must reduce all telephonic enquiries to writing and send it to the above email address.
- 7.2 The delegated official of the OCJ may communicate with bidders where clarity is sought on the bid proposal.



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- 7.3 Any communication by the bidders with an official or a person acting in an advisory capacity for the OCJ in respect of the bid between the closing date and the award of the bid, is prohibited.
- 7.4 All communication between the bidders and the OCJ must be done in writing.
- 7.5 Whilst all due care has been taken in connection with the preparation of this bid, the OCJ makes no representations or warranties that the content of the bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete.
- 7.6 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the OCJ other than minor clerical matters, the bidders must promptly notify the OCJ in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the OCJ an opportunity to consider what corrective action is necessary if any.
- 7.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the OCJ will, if possible, be corrected and provided to all bidders without disclosing to the bidders who provided the written notice.
- 7.8 All persons including bidders obtaining or receiving the bid and any other information in connection with the bid or the tendering process must keep the contents of the bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

### **8 LATE BIDS**

- 8.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidders.

### **9 COUNTER CONDITIONS**

- 9.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders or qualifying any bid conditions will result in the invalidation of such bids.





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**10 FRONTING**

- 10.1 Government supports the spirit of broad based black economic empowerment (BBBEE) and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution of the Republic of South Africa and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 10.2 The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder or contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the OCJ may have against the bidder / contractor concerned.

**11 SUPPLIER DUE DILIGENCE**

- 11.1 The OCJ reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information to determine possible risks such as the availability of adequate facilities, financial standing, capacity and capability to deliver, previous performance in terms of quality and service delivery, as well as attainment of goals.

**12 SUBMISSION OF PROPOSALS**

- 12.1 Bid documents must be endorsed with the words 'BID INFORMATION SECURITY' and must be hand-delivered and deposited into the tender box situated at ground floor of the OCJ National Office, 188 14th Road, Noordwyk, Midrand, Johannesburg on or before the closing time and date.
- 12.2 This tender is a two (2) stage bidding process two (2) files or envelopes are required for mandatory documents, prices and BBBEE.



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12.3 Bid documents will only be considered if received by the OCJ on or before closing time and date.

12.4 The bidders are required to submit two (2) sets of file of each file one (1) original and one (1) duplicate and one (1) CD-ROM with content of each file on or before 11:00 AM, 02 August 2019. Each file and CD-ROM must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the CD-ROM must be labelled and submitted in the following format in table 2:



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*Table 2: Format of Bid Submission*

<b>FILE 1 (TECHNICAL FILE)</b>	<b>FILE 2 (PRICE &amp; BBEE)</b>
<b>Exhibit 1:</b> Pre-qualification documents <i>(Refer to Section 17.1.1 - Gate 0: Pre-qualification Criteria (Table 5))</i>	<b>Exhibit 1:</b> Pricing Schedule SBD 3.1 SBD 6.1 B-BBEE
<b>Exhibit 2:</b> <ul style="list-style-type: none"> <li>• Technical response</li> </ul>	
<b>Exhibit 3:</b> <ul style="list-style-type: none"> <li>• General Conditions of Contract (GCC)</li> <li>• Draft Service Level Agreement</li> </ul>	
<b>Exhibit 4:</b> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Any other supplementary information</li> </ul>	

12.5 Bidders are requested to initial each page of the tender document.

### **13 PRESENTATION OR DEMONSTRATION**

13.1 The OCJ reserves the right to request presentations from the shortlisted bidders as part of the bid evaluation process.

### **14 DURATION OF THE CONTRACT**

14.1 To provide translation services for all Superior Courts for the period of thirty-six (36) months.

### **15 SCOPE OF WORK FOR SERVICES REQUIRED**

15.1 The OCJ requires translation services of Court documents in all eleven (11) official South African languages for all the superior courts in the country. Work will be delivered or



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executed across all the offices in the provinces under the OCJ as per the lists provided in table 3 below:

*Table 3: Courts and Physical address*

<b>NO</b>	<b>COURT NAME</b>	<b>PROVINCE</b>	<b>PHYSICAL ADDRESS</b>
1.	Constitutional Court	Gauteng	1 Hospital Road,Braamfontein,2017
2.	Supreme Court of Appeal	Free State	Cnr Mirriam Makheba & President Brand Street, Bloemfontein, 9301
3.	Competition Appeal Court	Pretoria	Block C, The DTI Campus,77 Meintjies Street, Sunnyside, Pretoria
4.	Labour and Labour Appeal Court, Johannesburg	Gauteng	Arbour Square Building, 6th and 7th Floor,c/o Jutta & Melle Street,Braamfontein,2001
5.	Labour and Labour Appeal Court, Cape Town	Western Cape	113 Loop Street, Twinell House Building ,1st Floor, Cape Town ,8000
6.	Labour and Labour Appeal Court, Durban	Kwazulu Natal	269 Anton Lembede street, Durban, 4001
7.	Labour and Labour Appeal Court, Port Elizabeth	Eastern Cape	No 2, Bird Street, Central, Port Elizabeth,6001
8.	Eastern Cape Division of the High Court, Grahamstown	Eastern Cape	No 104 – 106,High Street,Grahamstown,6140
9.	Eastern Cape Local Division of the High Court, Port Elizabeth	Eastern Cape	No 2, Bird Street,Central,Port Elizabeth,6001
10.	Eastern Cape Local Division of The High Court, Bisho	Eastern Cape	No 10 Independence Avenue,Bhisho,5605
11.	Eastern Cape Local Division of the High Court, Mthatha (Umtata)	Eastern Cape	No 15 Victoria Street, Mthatha,55530
12.	Free State Division of the High Court, Bloemfontein	Free State	Free State High Court, Cnr Fontein and President Brand Street, Bloemfontein,9300
13.	Gauteng Division of the High Court, Pretoria	Gauteng	Cnr Paul Kruger& Madiba Street,PRETORIA,0002
14.	Gauteng Local Division of the High Court, Johannesburg	Gauteng	CNR Kruis & Pritchard Street,JOHANNESBURG,2000
15.	Kwazulu Natal Division of the High Court, Pietermaritzburg	Kwazulu Natal	301 Church Street, Pietermaritzburg, 3200
16.	Kwazulu-Natal Local Division of the High Court, Durban	Kwazulu Natal	151,Margaret Mncadi Avenue,Durban
17.	Limpopo Division of the High Court, Polokwane	Limpopo	36 Biccard Street,Polokwane,0699



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18.	Limpopo Local Division of the High Court, Thohoyandou	Limpopo	Old Parliament Building, East of Khoroni Hotel, Mphephu Drive,Thohoyandou,0950
19.	Mpumalanga Division of the High Court, Mbombela	Mpumalanga	30 Brown Street, Nedbank Centre, NELSPRUIT, 1200
20.	North West Division of the High Court, Mahikeng (Mmabatho)	North West	High Court Building,Cnr Hector Peterson & University Drive,Mmabatho,2735
21.	Northern Cape Division of the High Court, Kimberley	Northern Cape	05 Sol Plaatjie Drive,Kimberley,8301
22.	Western Cape Division of the High Court, Cape Town	Western Cape	35 Keerom Street,Cape Town,8001
23.	Land Claims Court	Gauteng	Trust Bank Centre,Randburg Mall,Corner of Hill Street and Kent Avenue,RANDBURG,2194
24.	Electoral Court	Free State	Cnr President Brand &Elizabeth Streets,Bloemfontein,9300

## **16 DELIVERABLES**

16.1 The finalised translated document must be provided in an editable electronic format being Microsoft Word as per the following time lines:

16.1.1 Normal translations: Any request for a translation in a normal course of business to be submitted electronically within five (5) working days of the request.

16.1.2 Overnight translations: Any request for a translation that is noted as ordered by the Presiding Officer to be submitted electronically by 09h00 the following morning

16.1.3 Urgent translations: Any request for a translation of a portion (not exceeding 8 pages) of a court document that the Presiding Officer has indicated is required to be submitted electronically within 2 working hours

16.2 The service provider must be able to provide translations in terms of all eleven (11) official languages of the Republic of South Africa as per individual request.

16.3 The person who prepares the translation shall be required to certify the translation as having been made to the best of their ability as being a true and accurate record of the source



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document. The service provider must at own cost provide a translator's certificate for each and every translation.

16.4 The service provider must ensure that the finalised translated document be stored in a separate file document for the duration of the contract.

16.5 The service provider must send the finalised translated document to the relevant OCJ representative.

16.6 The format of translation must meet the following print layout requirements:

16.6.1 Typed in size 12 Arial font.

16.6.2 Typed in double line spacing.

16.6.3 Every tenth line numbered sequential on left hand side.

16.6.4 With maximum number of 25 lines per page

16.7 Page layout and margin must adhere to the following specifications:

16.7.1 Paper size A4

16.7.2 Portrait

16.7.3 Top: 2.54cm

16.7.4 Bottom: 2.54cm

16.7.5 Left: 4.00cm

16.7.6 Right: 2.54cm

16.7.7 Gutter: 0.00cm

16.7.8 Gutter position: Left

16.8 The quality of translation must be of high quality and accurate in terms of conversions from source language to target language.

16.9 Translation tariff be quoted per page, and prices must be fixed for the duration of the contract period.



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16.10 Translator must have knowledge and experience of legal structure and exact content of original source document.

### **17 EVALUATION AND SELECTION CRITERIA**

The OCJ has set minimum standards known as gates, which are minimum standards that bidders need to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following table 4:

Table 4: Evaluation and Selection Criteria

<b>Pre-qualification Criteria (Gate 0)</b>	<b>Technical Evaluation Criteria (Gate 1)</b>	<b>Price and B-BBEE Evaluation (Gate 2)</b>
Bidders must submit all documents as outlined in paragraph 17.1.1 (Table 5) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70% to proceed to Gate 2 (Price and BEE).	Bidder(s) will be evaluated on Price and B-BBEE out of 100 points(80/20). Gate 2 will only apply to bidders who have met minimum and exceeded the threshold of 70%.

#### **17.1 Gate 0: Pre-qualification Criteria or Mandatory Requirements**

17.1.1 Without limiting the generality of the OCJ's other critical requirements for this bid, bidders must submit the documents listed in Table 5 below. All documents must be completed and signed by the duly authorised representative of the prospective bidders. During this phase bidders' responses will be evaluated based on compliance with the listed



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administration and mandatory bid requirements. The bidder's proposal may be disqualified for non-submission of any of the documents.

*Table 5: Pre-qualification Documents*

<b>DOCUMENTS THAT MUST BE SUBMITTED TO OCJ</b>		
<b>MANDATORY DOCUMENTS</b>	<b>HOW TO COMPLETE THE DOCUMENTS</b>	<b>DISQUALIFICATION FOR NON SUBMISSION</b>
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	YES
Tax Status Tax Clearance Certificate – SBD 2	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.1.3) Proof of Registration on the Central Supplier Database (Refer Section 4.1.4) Vendor number In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.	YES
Pricing Schedule Firm Prices- SBD 3.1 <b>(Attached Separately)</b>	Complete the supplied pro forma document	Yes
Declaration of Interest – SBD 4	Complete and sign the supplied pro forma document	Yes
Preference Point Claim Form – SBD 6.1 <b>(Attach Separately)</b>	Non-submission will lead to a zero (0) score on B-BBEE. The B-BBEE status level certificate will be invalid if SBD 6.1 is not submitted or attached.	No
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	Complete and sign the supplied pro forma document	Yes





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Certificate of Independent Bid Determination – SBD 9	Complete and sign the supplied pro forma document	Yes
Registration on Central Supplier Database (CSD)	The Service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration.	No
Competency Certificate	The service provider must provide sufficient proof that they are competent by supplying OCJ with documents from a recognised Institution of Higher Learning, which is subject to verification.	Yes
Reference Letters	The service provider must attach a minimum of three (3) contactable reference letters for service rendered in the past twenty four months and complete Table 6 below in line with the attached reference letters.	Yes
Pricing Schedule <b>(Attach Separately)</b>	Submit full details of the pricing proposal as per in a separate envelope	Yes





188, 14th Road, Noordwyk, Midrand, 1685  
 Private Bag X10, Marshalltown, 2107  
**Tel:** +27 10 493 2500 (Switchboard)  
**E-mail:** enquiries@judiciary.org.za  
 www.judiciary.org.za

*Table 6: Reference letters information*

Company name of main contractors	Name of Sub Contractor	% Work of Sub Contractor	Name of Department or Company	Date work done		Value of contract in Rands	Contact details	
				Start date	End date		Telephone	Email Address



## 17.2 Gate 1: Technical Evaluation Criteria = 100%

17.2.1 All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist as per table 7. **The functionality minimum threshold is 70%**

*Table 7: Functionality Scoring*

NO	FUNCTIONALITY CRITERIA	WEIGHT
1.	The Bidder must have at least three (3) years' experience in the translation industry or related service (Interpreting services) complete as per Table 6 above. 1.1. For 3 Years' Experience = <b>3 Points → 18%</b> 1.2. For 4 Years' Experience = <b>4 Points → 24%</b> 1.3. For 5 Years' and more Experience = <b>5 Points → 30%</b>	<b>30%</b>
2.	Completeness of description of methodology, process, structure and work plan [Bidder should provide a description of the methodology to be used, description of proposed translation quality standards and assurance mechanisms that shall be put in place]. Refer to 17.2.2 for scoring and allocation of points.	<b>15%</b>
3.	The bidder shall submit the translated text and a summary report to demonstrate the following: 3.1. Fidelity to the original text. The text from the source language and the entirety of the message are translated with fidelity in the target language. Using their specific knowledge of the field, the translator knew how to properly integrate terms specific to the field. The language used in the target is of an equivalent level as that of the source. <b>4 Points→ 12%</b> 3.2. Mastery of linguistic rules. <b>2 Points→ 6%</b> 3.3. Ability to detect and understand nuances in original text and appropriately translate into English. <b>2 Points→ 6%</b> 3.4. Readability of the translated text (reader with average proficiency in English). <b>1 Point→ 3%</b> 3.5. Description of how terms for which there is no equivalent in the English language are handled. <b>1 Point→ 3%</b>	<b>30%</b>
4.	The bidder must prove that it has the experience, expertise, qualifications required or expected to ensure proper or quality execution of the assignment: 4.1 100% of team with certifications in respective area of speciality. <b>5 Points→ 15%</b> 4.2 80% of team with certifications in respective area of speciality. <b>4 Points→ 12%</b> 4.3 60% of team with certifications in respective area of speciality. <b>3 Points→ 9%</b> 4.4 40% of team with certifications in respective area of speciality. <b>2 Points→ 6%</b> 4.5 20% of team with certifications in respective area of speciality. <b>1 Points→ 3%</b>	<b>15%</b>
5.	Provide proof of membership for professional bodies in translation (SATI, PanSALB, etc)	<b>10%</b>
<b>TOTAL SCORING ALLOCATED</b>		<b>100%</b>



17.2.2 Bidder will be rated on formula: Rate x Weight÷ Maximum weight, where 0=Very Poor, 2= Poor,3=Good, 4= Very Good, 5= Excellent.

### 17.3 Gate 2: Price and BBBEE Evaluation (80+20) = 100 points

17.3.1 Only bidders that have meet the Pre-Qualification criteria in (Gate 1) will be evaluated in Gate 2 for price and B-BBEE. Price and B-BBEE will be evaluated as follows:

17.3.2 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- a) The bid price (maximum 80 points)
- b) B-BBEE status level of contributor (maximum 20 points)

#### 17.3.3 Stage 1 – Price Evaluation (80 Points)

- a) The following formula will be used to calculate the points for price:

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{min}$  = Comparative price of lowest acceptable bid

Criteria	Points
<b>Price Evaluation</b> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

#### 17.3.4 Stage 2 – BBBEE Evaluation (20 Points)

#### 17.3.5 Stage 3 (80 + 20 = 100 points)

17.3.6 The Price and BBBEE points will be consolidated.

#### 17.3.7 B-BBEE Points allocation

- a) A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table 8 below:



*Table 8: B-BBEE Points Allocation*

B-BBEE level of contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- b) The B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:
- i. A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
  - ii. The B-BBEE Certificate.

## **18 TRUSTS, CONSORTIUMS AND JOINT VENTURES**

- 18.1 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 18.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 18.3 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The OCJ will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 18.4 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of



attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## **19 SUB- CONTRACTING**

19.1 Bidders or tenderers who want to claim Preference points will have to comply fully with Regulations 11(8) and 11(9) of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA Act) with regard to sub-contracting.

19.2 The following is an extract from the PPPFA Act:

19.2.1 Section 11(8) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”

19.2.2 Section 11(9) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

## **20 GENERAL CONDITIONS OF CONTRACT**

20.1 Any award made to a bidder under this bid is conditional, amongst others, upon:

20.2 The bidders accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which OCJ is prepared to enter into a contract with the successful bidders.

20.3 The bidders submitting the General Conditions of Contract to OCJ together with its bid, duly signed by an authorised representative of the bidder.

## **21 SERVICE LEVEL AGREEMENT**

21.1 The OCJ and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the OCJ more or less in the format of the draft Service Level Indicators included in this tender pack. Refusal to sign the service level agreement will lead to termination of the contract.

21.2 The OCJ reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.



21.3 Bidders are requested to:

- 21.3.1 Comment on the draft Service Level Indicators and where necessary, make proposals to the indicators;
- 21.3.2 Explain each comment and/or amendment; and
- 21.3.3 Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

21.4 The OCJ reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the OCJ or pose a risk to the organisation.

## **22 SPECIAL CONDITIONS OF THIS BID**

22.1 The OCJ reserves the right not to make an award of any of the responses on this bid.

22.2 The Bidders must respond on all services required for the specific Province that is translation in indigenous languages.

22.3 Bidders must provide an undertaking that reference checks in connection with services rendered may be conducted by the OCJ from previous clients where similar services were provided.

22.4 The OCJ may vary the scope outlined in this bid to include reasonable additional work within the wider scope of services required.

22.5 The bidders must be accessible to the OCJ at all times

22.6 The service provider shall treat as confidential all information supplied by the OCJ under this Contract. The service provider shall not divulge confidential information to any person except to its own employees, agents or representatives and then only to those employees, agents or representatives who need to know. The service provider shall ensure that its employees, agents or representatives are aware of and comply with the provision of this clause. The foregoing obligations shall be applicable after the termination of this Contract.

22.7 The service provider will establish and maintain such security measures and procedures as are reasonably practicable to provide the safe custody of the OCJ's information, data records and exhibits in its possession and to prevent unauthorised access or use thereof or loss and damage



- 22.8 No information concerning state activities may be furnished to the public or news media by the service provider/s or his/her employees. If the State establishes that any information has been furnished to the public or news media by any employee(s) of the service provider, the service may be terminated with immediate effect.
- 22.9 The service provider may not make use of or reproduce or allow the use or reproduction of any information, record, transcription, report, document, software, data, or any other particulars whatsoever of a confidential nature relating to the business or affairs of the OCJ.
- 22.10 The service provider will not permit any person local or overseas to assist in the provision of the services unless such person has signed an undertaking with regard to the above provisions in clauses 22.9 to 22.9
- 22.11 The original court records of the proceedings or any parts thereof remain the property of the OCJ.
- 22.12 The copyright and all other intellectual property rights of whatever nature in the records and transcriptions in any medium as a consequence of the work to be performed shall vest in the OCJ
- 22.13 The bidder may not make any copies of any documentation that belongs to OCJ unless required for the specific service requested and all original and/or copies shall be returned upon the termination of the agreement.
- 22.14 The service provider may not sell or hand over a copy or part of a translated record to a private person or institution unless an electronic copy of the translated record is supplied free of charge to the OCJ.
- 22.15 The OCJ reserves the right in its discretion to make copies of all translations and to make such available to any person/party or organization including other State Departments, Universities and Statutory bodies.
- 22.16 It is the bidder's responsibility to at all times have competent and capacitated number of staff available to ensure that the stipulated turn-around times are adhered to and the quality requirements for the translation for the relevant Province are adhered to.
- 22.17 The bidder undertakes that all resources to be utilised to provide the services in connection with this bid shall be vetted and evaluated in terms competency by the bidder before commencing duties.





- 22.18 The bidders shall have sufficient numbers of staff that will be competent to transcribe in indigenous languages or the ability to contract such services on short notice when required for *ad hoc* requests.
- 22.19 The bidder confirms that all resources utilised by the bidder/s, are suitably qualified and experienced, in order for services to be rendered as per the bid requirements, and that any omission, or oversight in this respect will be for the bidder's account with no additional cost implications to the OCJ.
- 22.20 The OCJ reserves the right to contact the references provided for verification purposes as well as to source further references.
- 22.21 The bidder shall nominate in writing upon the signing of this Contract the person who will act as a representative and contact person for the purpose of this Contract and who will be responsible for providing any information which may be required by the OCJ to perform its obligations hereunder; as well as attending all meetings reasonably required by the OCJ for the proper performance of this Contract.
- 22.22 In case of defaults and backlogs, the OCJ has the right to refer the translation work to another translation supplier or competent person, or employ or contract persons until satisfactory arrangements to proceed with these conditions have been made with the service provider. All additional costs shall be for the account of the service provider and may be collected by the OCJ by means of set off. Additional costs shall not be for the account of the service provider in the event of *vis major*.
- 22.23 The bidder accepts that in the discharging of its services, no travelling, parking, accommodation will be reimbursed by OCJ and therefore travel between the prospective contractor's home, place of work to any of OCJ premises and vice versa will not be for the account of the OCJ, including any other disbursements.
- 22.24 Translations will be prepared based on specific requests from the OCJ.
- 22.25 Such requests will normally be made in advance and giving the service provider sufficient time to make the necessary preparations for the collection of the records from the relevant service points.
- 22.26 All translated work is required to be quality assured by the service provider before being forwarded to the OCJ to ensure that the transcripts meet the quality requirements as specified in the contract.



- 22.27 Once electronically submitted the OCJ will retain, improve, amend as per the Judicial Officers requirements and attach the required further certificates from the officials editing the documents so as to render such the final court translation.
- 22.28 Where errors on the e-document exceed the quality standards the OCJ reserves the right to investigate and monitor performance levels and take appropriate actions where such is unsatisfactory
- 22.29 Payments will be made upon delivery of services in accordance with the pricing schedule of the successful bidder.
- 22.30 Each court must be invoiced separately per service request and no payments will be made on statements.
- 22.31 Penalties will be imposed on the invoices for payments, where applicable. The OCJ reserve the right to check the premises of the service provider to ensure that the service provider complies with the provisions of the contract.
- 22.32 Normal translation-If delayed for a period of up to 24 hours – 5% of the invoice amount will be deducted .If delayed for a period of up to 48 hours - 10% of the invoice amount will be deducted. If delayed for a period of more than 48 hours - 15% of the invoice amount will be deducted. If the service is delayed unreasonably for a period exceeding 72 hours the OCJ reserves the right to cancel the service request and to issue such to any other service provider available to complete the translation.
- 22.33 Overnight and urgent translation-If delayed for a period of up to 5 hours - 10% of the invoice amount will be deducted. If delayed for a period of more than 5 hours up 12 hours - 20% of the invoice amount will be deducted.
- If delayed for a period of 12 hours up to 24hrs - 50% of the invoice amount will be deducted. If the service is delayed unreasonably for a period exceeding 24 hours the OCJ reserves the right to cancel the service request and to issue such to any other service provider available to complete the translation.
- 22.34 The service provider will be liable for all damage or loss suffered by the OCJ as a result of the service provider's own or its employee's negligence or intent, in the execution of the contract, irrespective of whether penalties are imposed



- 22.35 Should the service provider fail to deliver a translation after having received the relevant documents or proceedings with a formal service request, the service provider may not bill for services or any part thereof.
- 22.36 The failure to provide deliverables on two or more occasions shall entitle the OCJ to consider the option of contract termination.
- 22.37 The service provider should provide all the necessary storage and archival services for translations generated in the contract period. This must include inventory control, effective storage and archiving of current and past translated records.
- 22.38 Proper care must be taken to ensure the fullest security and confidentiality of all translation while in the control and custody of the service provider.
- 22.39 Any work in progress at the end of the contract shall be completed within the specified period as determined by the contract
- 22.40 All records of translations received shall be returned to the relevant court within a period of five (5) days prior to the end date of the contract..
- 22.41 At the end of the contract a proper handing-over must be made and documented as per handing-over certificate to the OCJ representative.
- 22.42 The service provider shall be held financially liable and accountable for the loss of records and any litigation that follows and hereby indemnifies the OCJ against any such claims and costs
- 22.43 The service provider shall provide monthly reports to the OCJ representative for each relevant court in the Province. This report is to be provided on the last day of the month and shall contain written reasons why turnaround times were not met per service request.
- 22.44 A direct communication channel must be established between the OCJ representative of the respective court(s) and the manager of the service provider.
- 22.45 The service provider or its representative and the OCJ representatives are required to conduct formal meetings at a minimum on a monthly basis and on *ad hoc* basis as and when required. Discuss and assess performance and performance related issues for the preceding months. Table and discuss monthly reports which will include all outstanding translation related matters. Discuss and agree on remedial measures in the event of non-performance or non-compliance with the service requirements as stipulated in the SLA.



Table any other translation related reports and/or notices which may be relevant and/or required. Agree and adopt measures to improve service delivery.

22.46 The costs incurred for the travel and accommodation of the contractor will be of service provider's own account.

22.47 The meeting shall take place at a venue as prescribed by the OCJ

22.48 The measurement of each services criterion shall be done by means of spot check audits by the OCJ representative on any work performed by the service provider with or without prior notice.

22.49 Additional spot check audits may be performed following an audit that reveal any sub-standard quality performance and material for follow-up audits, may be collected by the OCJ at the time of the spot check audits.

22.50 The OCJ reserve the right to increase or decrease the services or courts with one month's written notice from the National Office representative

22.51 The OCJ reserve the right to terminate the contract at any stage of the period by issuing 60 (sixty) days notification should the OCJ proceed to provide the services internally

22.52 The OCJ shall have the right to extend the terms of this contract by a prior written notice of three (3) months to the service provider and the service provider shall in that event continue to provide the services in whole or in part as requested to the OCJ on the same terms and conditions for a further period as specified in the notice

22.53 The service provider shall not assign or otherwise transfer this Contract or any part of its rights and obligations whether in whole or in part without the prior written consent of the OCJ.

22.54 In the event of labour unrest incidents the parties must in such an event negotiate to come to an agreement on the methods to ensure continuation of the translation service.

22.55 When services are interrupted because of labour unrest or labour dispute by the personnel/staff of the service provider, the OCJ will have the right to obtain the services of another translation service provider for the duration of the labour unrest or labour dispute, without prejudice to any rights that the OCJ may have.



22.56 Should the service provider not be able to render services for more than 30 (thirty) days due to internal labour unrest at the service provider, the OCJ shall be entitled to terminate the contract

22.57 The service provider acknowledges that the OCJ does not give any exclusive right to the service provider to provide the services to the OCJ and that the OCJ may enter into similar contracts with any third party during the term.

22.58 The service provider acknowledges that he/she has been supplied with sufficient information to enable him/her to provide to the OCJ a comprehensive translation service which complies fully with the requirements set out in the specification. The service provider shall not be entitled to any additional payment nor be excused from any liability under this Contract as a consequence of any misinterpretation by the service provider of any matter of fact relating to the specifications, the said requirements or any other provisions of this Contract.

## **23 DECLARATON REQUIREMENTS FOR BIDDERS**

23.1 In the bidder's technical response, bidders are required to declare the following:

23.1.1 Confirm that the bidders:

- a) Act honestly, fairly and with due skill, care and diligence, in the interests of the OCJ;
- b) Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c) Act with circumspection and treat the OCJ fairly in a situation of conflicting interests;
- d) Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e) Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the OCJ;
- f) Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g) To conduct their business activities with transparency and consistently uphold the interests and needs of the OCJ as a client before any other consideration; and
- h) To ensure that any information acquired by the bidders from the OCJ will not be used or disclosed unless the written consent of the client has been obtained to do so.



## **24 CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

24.1 The OCJ reserves its right to disqualify any bidder who either itself or any of whose members ,save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange, indirect members being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange, directors or members of senior management, whether in respect of the OCJ or any other Government organ or entity and whether from the Republic of South Africa or otherwise "Government Entity":

24.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

24.1.2 Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

24.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the OCJ's employees or other representatives;

24.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

24.1.5 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

24.1.6 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

24.1.7 Has in the past engaged in any matter referred to above; or

24.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or



director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

## **25 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

25.1 The bidder should note that the terms of its tender will be incorporated in the proposed contract by reference and that the OCJ relies upon the bidder's tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

25.2 It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the OCJ against the bidder notwithstanding the conclusion of the Service Level Agreement between the OCJ and the bidder for the provision of the service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

## **26 PREPARATION COSTS**

26.1 The bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the OCJ, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this bid.

## **27 INDEMNITY**

27.1 If a bidder breaches the conditions of this bid and, as a result of that breach, the OCJ incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the OCJ harmless from any and all such costs which the OCJ may incur and for any damages or losses the OCJ may suffer.

## **28 CONFLICT OF INFORMATION PROVIDED**

28.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.



## **29 LIMITATION OF LIABILITY**

- 29.1 A bidder participates in this bid process entirely at its own risk and cost. The OCJ shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the bidder's participation in this bid process.

## **30 TAX COMPLIANCE**

- 30.1 No tender shall be awarded to a bidder who is not tax compliant. The OCJ reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the OCJ or whose verification against the Central Supplier Database (CSD) proves non-compliant. The OCJ further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **31 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

- 31.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The OCJ reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another Government institution.

## **32 GOVERNING LAW**

- 32.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African Superior Courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **33 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

- 33.1 A bidder is responsible for ensuring that its personnel including agents, officers, directors, employees, advisors and other representatives, its sub-contractors, if any and personnel of its sub-contractors comply with all terms and conditions of this bid. Where that the OCJ allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the OCJ will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.





## **34 CONFIDENTIALITY**

- 34.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s), will be disclosed by any bidder or other person not officially involved with the OCJ's examination and evaluation of a tender.
- 34.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the OCJ, remain proprietary to the OCJ and must be promptly returned to the OCJ upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- 34.3 Throughout this bid process and thereafter, bidders must secure the OCJ's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

## **35 OFFICE OF THE CHIEF JUSTICE PROPRIETARY INFORMATION**

- 35.1 Bidder/s will on their bid cover letter make a declaration that they did not have access to any of the OCJ's proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidders.

## **36 TERMINATION OF SERVICES**

- 36.1 The OCJ may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the rendering of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of the termination.



### 37. PRICING SCHEDULE

**Note: Pricing schedule must be attached separately along with SBD3.1, SBD 6.1 AND B-BBE.**

Prices must be broken down as per the below table and bidder/s must submit full details of the pricing proposal in a separate envelope to the bid documents.

*Table 9: Year 1 Pricing Schedule*

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)			



*Table 10: Year 2 Pricing Schedule*

<b>Item</b>	<b>Normal Price Per Page (Including VAT)</b>	<b>Overnight Price Per Page (Including VAT)</b>	<b>Urgent Price Per Page (Including VAT)</b>
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			
<b>TOTAL (INCLUDING VAT)</b>			



Table 11: Year 3 Pricing Schedule

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)			

