

Terms of reference for the appointment a pool of suitably qualified service providers to provide Interpreting services in QAA-School Qualifications unit for a period of three years (36 months)

1. Background

Umalusi, the Quality Council for General and Further Education and Training as provided for in the GENFETQA Act, is responsible for Quality Assurance processes for all qualifications registered in its sub-framework.

The subject South African Sign Language (SASL) Home Language (HL) has unique requirements that are different from the other languages, hence it requires the services of both the SASL HL moderator and an interpreter time to interpret all the quality assurance processes as well as during any quality assurance processes where deaf moderators or deaf stakeholders are involved. To date Umalusi has contracted four external moderators (one deaf) and one interpreter for a period of five (5) years for the following processes:

- Moderation of question papers
- Moderation of School Based Assessment (SBA)
- Monitoring of writing
- Marking guideline discussions and Verification of marking
- Audit of appointed markers
- Training/Workshop
- Monitoring of the writing and marking
- Other

Due to the uniqueness of the subject, each deaf moderator, when assigned for any duty must be accompanied by either one or two interpreters, depending on the duration of the assignment.

2. Scope of work

Interpreters need to clearly interpret spoken language in sign language for easy comprehension of the information or communication by the moderator. They also need to provide interpretation services during the annual training of moderators and the report writer training. Furthermore, the service will be required during the monitoring of the writing of the SASL HL examinations and during the marking guideline discussion meetings.

Interpreters are also required to provide interpretation services during the onsite moderation of SBA.

3. Evaluation Criteria

3.1 The quotations will be evaluated and adjudicated as follows:

3.1.1 **Phase 1 Pre-Qualification – evaluation of compliance with Qualifying Criteria**

Only those Bidders which satisfy all of the Qualifying Criteria will be eligible to participate in the bidding Process further. Bids which do not satisfy all of the Qualifying Criteria will not be evaluated further.

3.1.2 Each bidder must confirm to these conditions to be eligible for further evaluation. An offer that fails to meet these conditions may be disqualified.

3.1.3 **Phase 2: Mandatory Qualification-** Evaluation in bid responses as per the evaluation criteria specified in the RFQ documents, i.e Mandatory Evaluation (Bidder/s who meet the mandatory requirements will be further evaluated for functional evaluation).

3.1.4 **Phase 4: price and preferential points**

- a) Those Bidders which have passed the initial and first stages of the bidding Process will be scored on the basis of price and preference point allocation in accordance with the applicable legislation.
- b) The successful Bidder will typically be the Bidder that scores the highest number of points on Phase 4 of the Bid evaluation, unless Umalusi exercises it's right to cancel the TENDER or finds that there are valid businesses or transformative reasons that justify the award to a company that did not obtain the highest score.

3.1 Pre-Qualification: Qualifying Criteria

- a) The following Pre-Qualifying Criteria will be applied in the initial stage of the evaluation. **Bidders who do not meet the Pre-Qualifying Criteria may not be considered for the next stage of evaluation.**
- b) Bidders are required to complete the table below by indicating whether they comply with the requirement by marking the appropriate column with an 'X' on the table below. Bidders are required to corroborate each requirement, where applicable.

Requirements	Non-Compliant	Compliant	Comment or reference to section in the bid Document
1. A valid SARS Tax Status Certificate / SARS tax pin.			
2. Central Supplier Database proof of registration.			
3. Companies and Intellectual Property Commission, Company Registration.			
4. Bidder has submitted all returnable documentation to Umalusi (Annexures and SBD forms) (SBD1; SBD 2; SBD 3.1 or 3.2; SBD 4; SBD 6.1; SBD 8 & SBD 9)			
5. Company profile(s) indicating expertise of key personnel			
6. General Conditions of Contract – signed or Initialled on all pages			

3.2 Mandatory criteria

Bidder(s) shall provide full and accurate answers to the mandatory questions posed in this document, and, where required, explicitly state either Yes or No 'No regarding compliance or non-compliance with the requirements.

The following requirements must be met by the Bidder(s) and it will be expected of the Bidder(s) to supply proof or confirm their commitment where applicable.

The Bidder(s) must meet the following technical mandatory criteria. The Bidder(s) who do not meet all the technical and functional mandatory criteria shall be disqualified.

Description	Action required	Comply	Not comply
<p>References</p> <p>A proven track record from recognized institution substantiated by five (5) reference letters for which interpreting services have been rendered during the past five (5) years. This shall include the following information for each project undertaken:</p> <p>a) Entity name;</p> <p>b) Contact name and telephone number;</p> <p>c) Date when service was rendered;</p> <p>d) Description of service;</p>	<p>Provide five (5) reference Letters and letters must be submitted on a letterhead of the entities</p>		
<p>Qualifications</p> <p>Must have certification in interpreting SASL</p>	<p>Attach CVs and qualifications</p>		
<p>Professional registration</p> <p>Be registered with a nationally recognised SA Sign Language organisations</p> <p>Attach certificates from recognised professional bodies</p>	<p>Attach certificates from recognised professional bodies</p>		

21.1 Price and Preferential Points Evaluation

21.4.1 Subsequent to the evaluation of Pre-Qualifying Criteria, Mandatory criteria and functional criteria, Points will be allocated to Bidders at

this stage of the evaluation in accordance with PPPFA Regulations, as follows:

Price points 80
Preferential procurement points 20

21.4.2 Price points

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

$$P_s = 80(1 - (P_t - P_{min}) / P_{min})$$

Where:

P_s = Points scored for comparative price of Bid or offer under consideration;

P_t = Comparative price of Bid or offer under consideration; and

P_{min} = Comparative price of lowest acceptable Bid or offer

21.4.3 Preferential procurement points

A maximum of 20 points may be awarded in respect of preferential procurement, which points must be awarded to a bidder for attaining their B-BBEE Status Level in accordance with the table below:

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

An unincorporated trust, consortium or Sub-contractors 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.

4. Please take note of the following requirements

- Availability
Must be available for extended period of time

Be available to travel countrywide

Have own transport

- Suppliers to indicate capacity to provide services per province (please tick next to each province to indicate capability)

Provinces	Availability
Limpopo	
Gauteng	
North west	
Mpumalanga	
Free state	
Kwa-Zulu Natal	
Northern Cape	
Eastern Cape	
Western Cape	

- The appointed service providers must be able to provide interpreters on a need basis.

5. Pricing schedule

Description	Year 1	Year 2	Year 3
Interpreter rate per hour (Excluding VAT)			
After hours rate (Excluding VAT)			

Disbursements:

Pricing is subject to CPI annual increases.

In addition to the tariff set out above, Umalusi shall pay the Service Provider for

Disbursements incurred in providing the Services, subject to the following provisions:

All disbursements shall be charged at actual costs without any margin or mark-up;

Travelling expenses: A Successful Bidder will be requested to specify dates, purpose, as well as expenses for the distance travelled with regard to any matters. The Successful Bidder will be governed by the Umalusi Travel Policy and National Treasury Cost Containment Instruction Notes. No travelling expenses to and from school may be charged where the Successful Bidder's office is located within 60 km from the school.

6. Submission of proposals

Proposals should be submitted by means of hard copies to be delivered at Umalusi, on or before **17 May 2019 at 12:00**

NO BRIEFING SESSION

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