

Postal Address
P.O. Box 1329, Rivonia
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270 George Road,
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Call Centre: 0860 100 221
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SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,
TOURISM, HOSPITALITY AND SPORTS SECTOR EDUCATION AND TRAINING
AUTHORITY (CATHSSETA)**

Date issued:	14 Nov 2023	RFQ number:	RFQ/OCE/063/2023
Closing Date:	17 Nov 2023	Closing Time:	11h00am
DESCRIPTION OF SERVICES	SIGN LANGUAGE INTERPRETATION SERVICES - AGM		

1. PURPOSE

CATHSSETA seeks to appoint a suitable company/service provider for the provision of Sign Language Interpretation Services for CATHSSETA's Annual General Meeting (AGM) 2023 on 24 November 2023.

2. SCOPE OF WORK

2.1 The service provider will be responsible for the following:

2.1.1 South African Sign Language Interpretation:

The service provider will be responsible for offering South African Sign Language interpretation services to ensure effective communication and participation of hearing-impaired stakeholders during the live streaming of the Annual General Meeting (AGM).

2.1.2 Terminology Translation:

The selected service provider must possess the capability to proficiently translate corporate terminology specific to CATHSSETA's core business. This

includes an understanding of specialized terminology commonly used in the context of the AGM proceedings.

2.1.3 Language Proficiency:

The service provider will be required to be proficient in the English language, which will be the primary medium of communication during the AGM. The interpreter should have a comprehensive understanding and be proficient with most spoken languages in South Africa to accommodate our diverse stakeholders.

2.1.4 Verbal Communication Skills:

The interpreter must demonstrate exceptional verbal communication skills to accurately convey messages, discussions, and presentations presented during the AGM.

2.1.5 Simultaneous Interpretation:

The service provider should possess the skillset required for simultaneous interpreting and sign language interpretation. This skillset will allow for real-time interpretation, enhancing the AGM experience for all participants.

2.1.6 Adaptability to Pressure:

The interpreter should have the ability to work independently and efficiently under pressure, as AGMs often involve dynamic and fast-paced discussions and presentations. The interpreter must be equipped to handle the responsibilities of the task effectively, even in challenging circumstances.

3. Additional Responsibilities:

In addition to the core scope of work mentioned above, the service provider may be required to: Collaborate with CATHSSETA to gather specific AGM-related materials in advance for thorough preparation. Attend pre-AGM meetings or briefings, if necessary, to align interpretations with the organization's goals and objectives. Maintain confidentiality regarding all AGM discussions and materials.

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4. Reporting and Feedback:

Post-AGM, the interpreter may be requested to participate in a feedback session to assess the quality and effectiveness of the interpretation services provided. Feedback received will be used for continuous improvement.

5. All interpreters must meet the following minimum requirements:

Grade 12 or NQF Level 4

A bachelor's degree or 3-year National Diploma with a major in the relevant language or a National Diploma in Language Practice (with relevant majors) and 3 years' relevant experience.

6. AGM DETAILS:

Date: 24 November 2023

Venue: Radisson Blu – Kempton Park

Time: 09:30am to 12:30pm

Virtual Guests: 700

Studio Guests: 70

Duration of the AGM: 3 Hours

Live Presenters and presentations: 5 (Board Chair/CEO/CFO/Guest Speaker/MC)

7. CONDITIONS OF THE CONTRACT

7.1.1 The sign language interpreter is expected to work with the CATHSSETA staff and stakeholders on the day of the AGM.

7.1.2 Provide proper, clear, and faithful interpretation during the AGM, using standard, clear and accurate language.

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- 7.1.3 Check appropriate reference to ensure proper appreciation and use of CATHSSETA technical terminology.
 - 7.1.4 Service provider must arrive at the venue 30 minutes before the AGM.
 - 7.1.5 Must dress in formal attire.

8. SERVICE PROVIDER MANDATORY REQUIREMENTS

The service provider should demonstrate the following competencies:

A good understanding of the CATHSSETA's operating environment and the six sub-sectors.

9. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of scope with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1.
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- Central Supplier Database (CSD) Supplier Report.
- All RFQ related responses must include the RFQ number as the subject.
- A valid CIPC document.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuzo • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane