

GOODS/SERVICES REQUISITION FORM

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

Date issued	23 July 2024	RFQ Number	RFQ/RME/031/2024
Closing Date:	29 July 2024	Closing Time:	11H00
DESCRIPTION:		Procure Services for Sign Language Interpretation	

1. SCOPE OF WORK

SPECIFICATIONS

1.1. Purpose

- 1.1.1. To provide two (2) professional sign language interpreters for the CATHSSETA Sector Skills Conference, ensuring accessibility for deaf and hard-of-hearing attendees for two (2) days on the 3rd and 4th of September 2024; and
- 1.1.2. The conference will take place in Gauteng, at a physical venue (to be confirmed) with approximately 250 participants and presenters. There will also be live streaming of the conference on social media platforms (YouTube and Facebook) and stakeholders can also join the conference remotely using commonly used platforms such as MS Teams and Zoom.

1.2. Requirements:

- 1.2.1. Two (2) certified sign language interpreters;

- 1.2.2. Two (2) day event including keynote sessions, breakout sessions, and networking events;
 - 1.2.3. Interpreters with a minimum of three (3) years of experience in conference settings;
 - 1.2.4. Coordination with event organisers to ensure seamless integration with the event schedule; and
 - 1.2.5. Pre-event briefing with the conference team to understand specific needs and terminology.
- 1.3. The service provider will be responsible for the following:
- 1.3.1. South African Sign Language Interpretation:**
The interpreters will be responsible for offering South African Sign Language interpretation services to ensure effective communication and participation of hearing-impaired stakeholders during the Sector Skills Conference.
 - 1.3.2. Terminology Translation:**
The selected interpreters must possess the capability to proficiently translate corporate terminology specific to CATHSSETA's core business. This includes an understanding of specialised terminology commonly used in the context of the conference proceedings.
 - 1.3.3. Language Proficiency:**
The interpreters will be required to be proficient in the English language, which will be the primary medium of communication during the conference. The interpreters should have a comprehensive understanding and be proficient with most spoken languages in South Africa to accommodate our diverse stakeholders.
 - 1.3.4. Verbal Communication Skills:**

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

1.3.5. Simultaneous Interpretation:

The interpreters should possess the skillset required for simultaneous interpreting and sign language interpretation. This skill set will allow for real-time interpretation, enhancing the conference's experience for all participants.

1.3.6. Adaptability to Pressure:

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

2. ADMINISTRATIVE REQUIREMENTS

- 2.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2. Completed and signed SBD4, SBD 6.1.
- 2.3. Valid Tax Compliance Pin issued by SARS.
- 2.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5. All RFQ-related responses must include the RFQ number as the subject matter.
- 2.6. Central Supplier Database (CSD) Summary Report.
- 2.7. Company Registration Document (CIPC).

3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.

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3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.