

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



REQUEST FOR QUOTATION

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

Date issued	10 November 2022	RFQ number	COMS/AGM SERVICES/2022
Closing Date:	17 November 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:	SIGN LANGUAGE INTERPRETATION SERVICES – AGM		

BACKGROUND AND PURPOSE

CATHSSETA seeks to appoint a suitable company/service provider for the provision of Sign Language Interpretation Services for CATHSSETA Annual General Meeting (AGM) 2022 on 02 December 2022.

SCOPE OF WORK

- Provide South African Sign Language Interpretation Services for the hearing impaired/deaf CATHSSETA stakeholders during the live streaming of the AGM.
- Service provider must be able to translate corporate terminology relating to the core of CATHSSETA business at the AGM.
- Proficiency in English and understanding of Sepedi, Zulu, Xhosa and Sotho
- Sound verbal communication skills
- Sound interpersonal skills
- Skills in simultaneous interpreting/Sign language interpreting
- Ability to work independently and under pressure in executing the responsibilities of the task.

Board chairperson: Mr David Themba Ndhlovu

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

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- Service provider must arrive at the venue 30 minutes before the AGM
- Must dress in formal Attire

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.

AGM DETAILS:

Date: 02 December 2022

Venue: Anew Hotel Centurion

Time: 10:00 am to 14:00pm

Virtual Guests: 700

Studio Guests: 60

Duration of the AGM: 4 Hours

Live Presenters and presentations: 5 (Board Chair/CEO/ACFO/GBV Speaker/MC)

CONDITIONS OF THE CONTRACT

- The sign language interpreter is expected to work with the CATHSSETA staff and stakeholders on the day of the AGM.
- Provide proper, clear, and faithful interpretation during the AGM, using standard, clear and accurate language;
- Check the appropriate reference to ensure proper appreciation and use of CATHSSETA corporate terminology

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ADMINISTRATIVE REQUIREMENTS

Proposal must contain Pricing with clear breakdown of all activities and resources allocated and RFQ total inclusive of VAT

- Completed and signed Bidder's Disclosure **SBD4** and **SBD 6.1**
- Valid Tax Compliance Certificate issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Technical enquiries must be sent via e-mailed and proposals must be forwarded to this email address supplychain@CATHSSETA.org.za on or before the closing date as indicated above for consideration.

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