



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

BID : BV 876/2021

**DESCRIPTION : PROFESSIONAL INTERPRETATION AND TRANSLATION SERVICES FOR THE PERIOD
ENDING 30 JUNE 2024**

**MINUTES OF COMPULSORY CLARIFICATION MEETING HELD ON WEDNESDAY, 3 MARCH 2021 AT 12:00 VIA
MICROSOFT TEAMS**

1. ATTENDANCE

1.1 PRESENT

Mrs.	I. Roos	: Manager Administration and Support Services (Chairperson)
	V. Amsterdam	: Chief: Committees
Mr.	H W. Bells	: Supply Chain Officer: Procurement)
	C. Cupido	: Senior Clerk: Procurement

External: (See attached clarification meeting attendance register)

APOLOGIES

None

ABSENT

None

- 1.2 An attendance register is circulated. All present at the meeting were requested to enter their particulars on the attendance register. The attendance register is attached.

2. WELCOME

- 2.1 Mrs. Roos opened the meeting and welcomed the attendees present at the Clarification/ Site Meeting.
2.2 The Chairperson declares that the meeting is properly constituted and representatives from the municipality and the services providers are present.
2.3 The Bid is for the professional interpretation and translation services for the period ending 30 June 2024.

3. DISCUSSION

- 3.1 A brief description on the background of this tender was given, which involves the professional interpretation and translation services for the period ending 30 June 2024. The Municipality seeks to appoint a suitable contractor for the professional interpretation and translation services for the period ending 30 June 2024.
3.2 General discussion of the Bid Document took place and the following matters were highlighted:
3.2.1 Mrs. Roos notified the bidders that all technical queries will be directed at herself to the contact details provided in the tender document. In addition, Mr. Bells notified the representatives that all SCM queries must be directed at himself as indicated in the tender notice and invitation. Alternatively, Mr. Cupido who can be contacted at 023 348 2947 or emailed at charlton@bvm.gov.za.

3.2.2 Mrs. Roos discussed the eligibility criteria, as stated in the tender document and mentioned that only bidders who satisfy the following criteria shall be eligible to submit tenders:

- i. Interpreting services
 - (a) who have at least two (2) years relevant experience for interpreting services rendered:
 - 1. to government or organs of state; and
 - 2. in labour matters (hearings).
- ii. Translation services
 - (a) who have at least completed three (3) contracts in translation services rendered for the following fields:
 - 1. general texts;
 - 2. technical texts; and
 - 3. legal texts.
 - (b) who are fully computer literate in MS office suite, the internet, email, etc. (proof of formal training to be submitted with tender.

A question was raised in terms of the type of proof of formal training in respect to computer literacy is required, whereby Mrs. Roos indicated that the proof can be in the form of any certificate indicating some short of training in Microsoft has been completed.

3.2.3 Mrs. Roos discussed the scope of tenders and emphasized that the interpreting as well as translation services is for three languages English, Afrikaans and Xhosa, whereby interpreting as well as translation need to be done in English, Afrikaans and Xhosa and vice versa. In addition, Mrs. Roos highlighted that the requirement for interpreting from English to Sign Language and vice versa is not mandatory but will be considered as an added advantage. In addition, Mrs. Roos emphasized that a comprehensive CV must accompany the tender.

3.2.4 Mrs. Roos discussed the contract duration of the tender and highlighted that the tender is a multi-year tender running over three financial years ending 30 June 2024.

3.2.5 Mrs. Roos discussed the performance measure of the tender and emphasized that a Service Level Agreement will be signed and completed by both the employer (Breede Valley Municipality) and the employee (successful bidder) after the award of the tender.

3.2.6 Mrs. Roos discussed the evaluation of tenders and explained to the representatives that the tender evaluation includes a functionality criterion, whereby bidders will be tested on experience interpreting for government or organ of state, experience interpreting at disciplinary hearings, experience interpreting at training interventions, workshops, conferences and public events experience in consecutive interpreting and experience in simultaneous interpreting. Mrs. Roos clarified that bidders must score a minimum 70 points (70%) out of 100 points to be eligible to participate further on price.

3.2.7 Mrs. Roos discussed the pricing conditions of the tender and emphasized that service providers are urged to take into account all the necessary costs of bringing the services to the Breede Valley Municipality, when casting their price. In addition, Mrs. Roos highlighted that all prices must be inclusive of all applicable taxes.

3.2.8 Mrs. Roos also discussed the validity of the tender and highlighted that the tender shall be valid for ninety (90) days.

3.2.9 Mrs. Roos discussed the pricing schedule, whereby Mrs. Roos highlighted that bidders should cast their rate per hour for interpreting services and per word for translating services.

3.2.10 Mr. Bells discussed the returnable documents of the tender and emphasized that each returnable schedule must be fully completed and signed, and supporting documents requested, as per returnable schedule, must be submitted with the tender document to avoid any delays during evaluation. Furthermore, Mr. Bells emphasized that the form of offer must be completed and signed in full, failing to do so will result in automatic disqualification.

3.2.11 No further concerns were raised in terms of the specifications and requirements of the tender.

4. CONCLUSION

- 4.1 It was agreed that bidders must take all discussions and related matters as discussed in the meeting into consideration when submitting this tender.
- 4.2 It was also agreed that the tender closing date shall remain as is, which is 26 March 2021 at 11:00am.
- 4.4 It was also agreed that a copy of the minutes be submitted with the tender document at the closing date.
- 4.5 The meeting adjourned at 12:32.

5. APPROVAL OF MINUTES

I, I. Roos, the Chairperson of before mentioned meeting hereby approve the minutes.


MRS. I. ROOS
CHAIRPERSON

4/3/2021
DATE