



**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196  
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

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**REQUEST FOR QUOTATIONS**

**APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO INTERPRET AND CO-ORDINATE VIDEO FOOTAGE OF THE 27<sup>TH</sup> NEDLAC NATIONAL ANNUAL SUMMIT INTO SIGN LANGUAGE**

**1. PURPOSE**

Nedlac requires a service of a qualified and accredited sign language service provider to interpret and co-ordinate video footage of the 27<sup>th</sup> Nedlac National Annual Summit into sign language.

**2. BACKGROUND**

- 2.1 Nedlac is the vehicle by which Government, Labour, Business and Community formations seek to cooperate, through problem-solving and negotiation, on economic, labour and developmental issues as well as related challenges facing the country.
- 2.2. As mandated in the Nedlac protocol, Nedlac is required to host a national summit each year. The national summit of 2022 took place on 09 September 2022.
- 2.3. The function of the summit is to provide feedback on Nedlac's activities in a transparent manner, and to obtain inputs from organisations or persons not normally involved in the Nedlac structures and also to establish a broader ownership of council. Additionally, the annual summit provides a platform for the council to present an overview of the of the past year's performance.
- 2.4. A total of +-250 people attended the summit at the venue and approximately 300 people watched it online, through online streaming platforms.
- 2.5 The summit was attended by high profile leadership including government ministers and their deputies.

### **3. SCOPE OF WORK**

3.1 The service provider is expected to provide the following:

3.1.1 Interpret and co-ordinate video footage/recording of the 27th Nedlac National Annual Summit into sign language for the Deaf.

3.1.2 Translate video footage/recording of the 27th Nedlac National Annual Summit.

### **4. REQUIREMENTS OF THE BIDDER**

4.1. The service provider must have relevant years' experience in sign-language interpretation to corporate companies and government departments.

4.2. Be accredited by the South African Translators Institute (SATI).

4.3. Provide their own equipment related to the project.

4.4. Cover all project related costs.

4.5. The service provider must provide the following:

4.5.1. A project proposal indicating how they would respond to the scope of work set out above.

4.5.2. A brief company profile.

4.5.3. Point of contact including name, title, phone number and email address.

4.5.4. Details of up to five projects conducted in past, that are similar in nature.

4.5.5. Contactable references linked to these projects.

### **5. SUBMISSION OF DOCUMENTS**

5.1 In addition to the requirements of 4.5. above, service providers must submit the following documents:

5.1.1 Detailed budget indicating the maximum amount for the assignment.

5.1.2 Proof of CSD registration.

5.1.3 BBBEE certificate or affidavit.

## 6. SELECTION AND EVALUATION CRITERIA

### 6.1. Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

<b>A. Competence and expertise of the service provider measured in years of experience</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Availability of appropriate skills and resources to facilitate the process. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the fields set out above.	5= five and above years' experience. 4=four years' experience 3=three years' experience. 2= two years' experience. 1 = one year's experience	50%
<b>B. Similar projects completed</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Work performance on previous assignments (service providers to specify area of speciality) successfully completed in the areas set out above (supported by signed reference letters).	5=five and above successfully completed projects 4=Four successfully completed projects 3=Three successfully completed projects 2=Two successfully completed projects 1=one successfully completed projects	20%

<b>C. Project Plan</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Project plan demonstrates understanding of the assignment	5 = excellent understanding, elements of innovation 4 = good understanding, good quality proposal 3= adequate understanding of the assignment, competent proposal 2 = inadequate proposal 0 = no proposal submitted	30%

## **6.2 Selection Criteria**

- 6.2.1 Bidders that attain a minimum score of 70% on functionality will be evaluated further for price and BBBEE.
- 6.2.2 The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
- 6.2.3 Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.
- 6.2.4 Bidders must be ready and available to commence work immediately after appointment.

## **7. BID SUBMISSION AND ENQUIRIES**

- 7.1. Bidders should send their completed quotations and accompanying relevant documentation to SCM unit at [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by **12 October 2022 at 11h00**.
- 7.2. Note that no late proposals will be considered.
- 7.3. Technical enquiries regarding this Terms of Reference should be emailed to Ms Charlotte Kopano van Rooyen at [charlotte@nedlac.org.za](mailto:charlotte@nedlac.org.za).
- 7.4. Procurement enquiries regarding these terms of reference should be emailed to [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za).

## **8. PAYMENT TERMS**

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.