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Request for Proposal (RFP) for the provision of translations and editing services to the Accounting Standards Board (ASB) at Midridge Office Estate (South), cnr Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand

RFP No 01/16/03/2020

Date of issue	Wednesday, 12 February 2020
Closing Date and Time	Monday, 16 March 2020 at 11h00. <i>(Late proposals will not be considered)</i>
Contact details	For submission of proposals or any other enquiries: Email info@asb.co.za <i>(Please use RFP No. as subject reference)</i>

1. INVITATION FOR PROPOSAL

The ASB's mandate is to set standards of Generally Recognised Accounting Practice (GRAP) in line with the language policy of the ASB, and to complying with the requirements of the Use of Official Languages Act, Act No. 12 of 2012. these standards must be translated into SeSotho, IsiZulu and Afrikaans

In light of the above, the ASB would like to invite suitably experienced, skilled and competent service providers to apply for appointment into the ASB's panel of translators and editors.

Board Members: Mr V Ngobese (chair), Ms F Abba, Ms L Bodewig, Mr C Braxton,
Mr K Hoosain, Ms I Lubbe, Mr K Makwetu, Ms P Moalusi, Ms N Themba
Alternate: Ms M Sedikela
Chief Executive Officer: Ms E Swart, Technical Director: Ms J Poggiolini

Inclusion on the panel do not guarantee receiving work from the ASB. The ASB will solicit Proposals from the appointed panel of service provided as and when the need arises.

Examples of the documentation issued by the ASB can be found at www.asb.co.za.

Service providers are advised to familiarise themselves with the format , style, branding and especially terminology used in the documents.

2. SCOPE OF WORK AND PROPOSAL REQUIREMENTS

The service provider is required to:

- Provide translation and editing services: English to IsiZulu, English to SeSotho and English to Afrikaans.
- Translate documents ensuring i) efficient, timely and qualitative translations ii) the usage of proper terminology based on the nature of the documents, accuracy and consistency in language and structure.
- The service provider is expected to perform terminology research to ensure the accuracy and appropriateness of all translations. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to the ASB.
- Failure to comply with the points bulleted above, may lead to disqualification from the panel.

The ASB will categorise the translation services in three categories based on the language translations required. Service providers are allowed to select one or more category (ies).

CATEGORY	CATEGORY DISCRIPTION	(Mark with X)
1	English to IsiZulu	
2	English to SeSotho	
3	English to Afrikaans	

3. DURATION OF SERVICE:

The contract shall be for a period of five (5) years, on a ‘as and when required basis’.

Where work is in progress on the contract expiry date, the expiry date will be the date on which the work is finalised.

4. MANAGEMENT OF ASSIGNMENTS

A terms of reference will be compiled for each individual assignment and circulated to all members in the required category. Only those who submit proposals for the assignment will be considered.

Out-of-pocket expenses will be paid by the ASB at cost within an agreed ceiling and does not form part of the service provider’s remuneration. All claims for travel and other legitimate disbursement expenditure must be pre-approved by the CEO before they are incurred and must be supported by original documents.

5. MINIMUM REQUIREMENTS

5.1 The service provider must have:

- A degree/diploma in the relevant language (s) or be a sworn or accredited translator with experience in document translation and editing services.
- Have experience in providing translation and editing services to organisations/companies in the language category selected.
- Familiar with accounting standards and terminology used in those standards.
- Evidence of past achievements and translations of documents with similar complexities as accounting standards

6. PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

6.1 Only Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 4, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this contract

6.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.

6.3 Indicate CSD number (National Treasury Central Supplier Database) on proposal. If not registered yet on CSD, use www.csd.gov.za to register.

6.4 No contract will be signed without a valid CSD number.

6.5 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of proposals;
- If supplier does not have any experience in the provision of translation and editing services - meaning if they have **NOT** rendered such services in the past as the **main** contractor.
- Submission at wrong location or incorrect email address (***Please submit electronically to info@asb.co.za***);
- Non-submission of relevant company profile;
- If the supplier fails to submit any of the mandatory/returnable documents or make changes to any documents.

7. EVALUATION CRITERIA

7.1 **Phase 1 – Compliance:** During this phase responses will be reviewed for the purpose of assessing compliance with this TOR requirements as listed in point 10 below.

7.2 **Phase II – Functionality evaluation as per this TOR**

7.2.1 Responses will be evaluated strictly according to the table below.

7.2.2 Service Providers must, as part of their response submit supportive documentation for all functional requirements as indicated in the table below. The ASB evaluators responsible for scoring the responses will evaluate and score all responses based on their submissions and the information provided.

7.2.3 Service Providers will not rate themselves but need to ensure that all information is provided as required. The evaluation committee will evaluate and score all qualifying responses and will verify all documents submitted by the service provider.

7.2.4 The panel members will individually evaluate the responses received against the following criteria as set out below:

FUNCTIONAL SCORECARD			
	CRITERIA	SCORING	MAX POINT
1	Qualifications Degree or diploma specialising in the required languages (IsiZulu, SeSotho and Afrikaans) Or Sworn or accredited translated Provide Proof		10
2	Experience translating and editing document of a technical nature. Submit published documents or examples of work	5=>10 yrs 4=.5-10 yrs 3=.2-5 yrs 2=1-2 yrs 1=,1 yrs	55
3	Submission of contactable and reputable references Submit 3 reference letters	5=Excellent 4=Very Good 3=Good 2=Average 1=Poor	10
4	Demonstration of the specific skill by submitting a comprehensive resume Submit resume	5=Excellent 4=Very Good 3=Good 2=Average 1=Poor	25
	Total functional score		100
	Total Threshold		70%

7.2.5 Evaluators will rate each individual criterion on the score sheet using the following scale:

1-Poor; 2-Average; 3-Good; 4-Very Good; 5-Excellent

7.2.6 Individual value scores will be multiplied with the specific weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. The score will be converted to a percentage and only service providers who have met or exceeded the minimum threshold of 70% for functionality will be disqualified and not considered any further.

7.3 Phase III – Pricing stage

7.3.1 The price will not be evaluated at this stage, instead the price will be considered as and when a need arises I.e. for a specific assignment

8. SUB-CONTRACTING

- 8.1 A supplier will not be awarded points for B-BBEE status level if it is indicated in the proposal documents that such a supplier intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a supplier qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 8.2 A supplier awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 8.3 If the supplier intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total quoted amount. The supplier must also indicate the name(s) of the company / contractor and experience in terms of this TOR.
- 8.4 All BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBEE.
- 8.5 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

9. MANDATORY DOCUMENTS REQUIRED / RETURNABLES:

- 9.1 Interested service providers must comply with the minimum conditions below, If they would like to be evaluated in phase II, functionality. Failure to submit or comply will render the proposal non-compliant.
- 9.2 Service Providers are required to complete and submit appropriately signed Standard Bid Documents (SBDs), failing which their bid response will be disqualified. These documents are as follows:
- SBD 1 – Invitation to bid – and all related documents
 - SBD 4 – Declaration of interest.
 - SBD 8 – Abuse of Supply Chain Management System
 - SBD 9 – Certificate of Independent Bid Determination
 - CSD Registration