

**APPOINTMENT OF A SERVICE PROVIDER TO
SUPPLY THE CBE WITH A SIGN LANGUAGE
INTERPRETATION SERVICE FOR THE BUILT
ENVIRONMENT INAUGURAL COLLOQUIUM ON
THE INTERNATIONAL DAY OF PERSONS WITH
DISABILITIES**

BACKGROUND

The Council of the Built Environment (CBE) is a statutory body established in terms of the Council for Built Environment Act (No. 43 of 2000) and an entity of the Department of Public Works and Infrastructure (DPWI). The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

Sections 3(c) and (d) of the CBE Act mandate it to promote ongoing human resource development in the built environment, and to facilitate participation by the built environment professions in integrated development in the context of achieving national goals. It is an overarching body that lead, regulate, coordinate, and advise the six Professional Councils namely: Architectural Profession, Landscape Architectural Profession, Engineering Profession, Property Valuers Profession, Project and Construction Management Professions, and Quantity Surveying Profession. The CBE also entered into a working relationship with the following professional bodies as part of the built environment family – South African Council for Planners, Environmental Assessment Practitioners Association of South Africa, and South African Geomatics Council. In the main, the central mandate of the Council for the Built Environment is to:

- Transform the Built Environment Industry
- Create skilled Built Environment professionals
- Expedite the empowerment of women, youth and persons with disabilities

The objects of the CBE are to:

- Promote and protect the interests of the public in the built environment;
- Promote and maintain a sustainable built environment and natural environment;
- Promote ongoing human resource development in the built environment;
- Facilitate participation by the built environment professions in integrated development in the context of national goals;
- Promote appropriate standards of health, safety and environmental protection within the Built environment;
- Promote sound governance of the built environment professions;
- Promote liaison in the built environment in the field of training, both in the republic and Elsewhere, and to promote the standards of such training in the republic;
- serve as a forum where the representatives of the built environment professions may Discuss the relevant required qualifications; standards of education; training and Competence; promotion of professional status; and legislation impacting on the built Environment.

- ensure the uniform application of norms and guidelines set by the councils for the professions throughout the built environment.

Built Environment-Inaugural Colloquium on the International Day of Persons with Disabilities

This project is conceptualized in terms of the following sections of the Council for the Built Environment (CBE) Act, (Act 43 of 2000):

3(a) promote and protect the interests of the public in the built environment

3(b) promote and maintain a sustainable built environment and natural environment

3(e) provide appropriate standards of health, safety and environmental protection within the built environment

4(a) Advise government on any matter falling within the scope of the built environment, including resource utilisation, socio-economic development, public health and safety and the environment, and for this purpose carry out such investigations as it or the relevant Minister deems necessary.

South Africa celebrates the National Disability Rights Awareness Month (DRAM) annually from 3 November to 3 December. The 3 December is reserved for both National Disability Rights Awareness Day and the International Day of Persons with Disabilities. “Consolidate and Accelerate Rights of Persons with Disabilities into the Future” is the national theme of this year. The DRAM therefore serves as a time to raise awareness of persons with disabilities and to take stock of the efforts undertaken by the built environment in advancing the built environment’s obligations relative to the disability sector. Although prospects for women in the blue sector and ocean economy have gained prominence.

The CBE established Transformation Collaborative Forum (TCF) in 2020 as part of its mandate and response to government priorities to address policy constraints and associated processes hindering transformation in the Built Environment. The primary objective of these Forums is to establish clear and practical programmes working with the sector and the state’s respective policy makers, government departments and entities responsible for infrastructure projects.

Universal Design aims to create inclusive environments that are accessible to all individuals, regardless of their age, physical ability, or other characteristics. By adopting Universal Design principles, public sector buildings can ensure equal access and participation for all citizens, promoting social inclusion and sustainable development, especially for persons with disabilities.

Historically, public sector buildings in South Africa have often lacked the necessary infrastructure and facilities to accommodate the diverse needs of these sectors of the population. Children, women, elderly persons, and especially people with disabilities are often not able to perform to the best of their abilities or to achieve a decent quality of life. They are prone to unsafe and unhealthy environments, and experience increased stress levels due to the lack of universal design in their built environments for the services offered to the public. The lack of access not only limits accessibility but excludes PWD from participating in the mainstream economy of the country.

Part of the Health, Safety, Public Protection and Universal Access (HSPPUA) TFC's primary mandate is to advocate for persons with disabilities to be treated fairly and gain access to increased participation in the built environment. The CBE Council approved the hosting of a built environment International Day of Persons with disabilities to help to promote, support, educate and advance the participation of persons with disabilities in the sector through the HSPPUA TCF. The CBE will be honouring the council resolution by hosting the Built Environment's Inaugural Colloquium on the International Day of Persons with Disabilities on the 04 December 2023 celebrated under the theme "**Co-creation of spaces which entrench Universal Access**"

The engagement is proposed as follows:

Built Environment Inaugural Colloquium on the International Day of Persons with Disabilities

Venue: To be confirmed (Reasonably accommodating and central location in the Gauteng Province)

Time: 09:00 – 14:00

2. PROJECT PROPOSAL

South African Sign Language, was officially included in the Constitution of the Republic of South African, Act 108 of 1996 as the primary language used by the Deaf community in South Africa, as well as in Sub-section 6(4) of the South African Schools Act , Act 84 of 1996, as an official language for purposes of learning at a public school. South African Sign Language is acknowledged **as a fully-fledged language that is indigenous to South Africa**. President Cyril Ramaphosa signed the South African Sign Language Bill into law on the 19th of July 2023 making it the **12th Official Language**.

The CBE requires the services of an experienced and suitably qualified sign language interpreter (two key resources to be provided) to supply the following as detailed in Paragraph 3 of this document. The CBE will consider proposals from potential service providers or individual who demonstrates/supplies the following:

- i. The selected service provider or individuals shall Perform:
 - a. Sign language interpretation from English
 - b. Sign language interpretation from isiZulu or Xhosa
 - c. Sign language interpretation from Northern and/ or South Sesotho and/ or Setswana.
- ii. The scope of the service will include, but may not be limited to providing sign language services in the following areas:
 - a. Translate facilitators' and participants' remarks, questions, tasks, and so on into sign language for deaf participants.
 - b. Providing sign language services for the hearing-impaired audience during the event; when required submit translation in word processed documents, incorporating any suggested changes as may be recommended.
 - c. Interpret/Translate communication products in sign language.
 - d. Interpret the deaf individuals' questions, comments and responses to the chairperson from sign language to voice.
 - e. To prevent missing translations or poor interpretation quality during an event, mobilize and coordinate additional interpreters (if necessary).
 - f. The Service Provider is responsible for making sure the Sign Language Interpretation Services are of consistently high quality and satisfy the Client's needs.
 - g. Complete the work within the stipulated time frame (09h00-14h00)
 - h. Ensure the clarity and accuracy of interpretation by understanding and familiarizing themselves with relevant subject matters and terminologies.
- iii. Bidders must complete the Price Schedule provided in Table 1 in this document. Failure to submit the pricing in the prescribed schedule will result in the disqualification of your proposal.

3. INTERPRETER SPECIFICATIONS

- 3.1** The bidder must have a minimum of 3 years of experience as a sign language interpreter, one that has experience preferably in large events such as conferences or a large event. Please provide a Company Profile or CV of the **two key resource** proposed.
- 3.2** Bidders must have a Bachelors Degree in Sign Language Interpretation.
- 3.3** A referenceable track record to illustrate proficiency and competence. Bidders must provide a minimum of two (2) signed reference letters for similar work undertaken for previous clients.

4. Required Expertise

- 4.1.1 Understands the needs of individuals with impairments.
- 4.1.2 A professional who is punctual and can convey complex ideas and concepts.
- 4.1.3 The service providers must meet the following requirements: Fluent in Sign Language (English) and proficient in spoken languages; English, Northern and/ or South Sotho or Setswana and isiZulu and/ or isiXhosa.
- 4.1.4 An ability to work in a fast paced and multicultural environment while maintaining a degree of proficiency, while being able to be sensitive.

5. IMPORTANT NOTES FOR THE SERVICE PROVIDER

5.1 Quality Assurance

- 5.1.1 The appointed service provider will enter into an agreement with the CBE on the delivery of quality work, within agreed timelines for the scope of work outlined above.
- 5.1.2 The appointed service provider will take the responsibility to ensure that all work conforms to the highest professional standards.

6. COST

The price proposal should include a clear breakdown of items, considering all relevant expenditure necessary for the delivery of requested services, including VAT (if applicable). Pricing for this service must be **firm**.

The following table must be used to populate the bidders' pricing:

Table 1: Price Schedule

PART A:			
ITE M	UNIT Of MEASURE	UNITS	TOTA L
1. Interpreter	R/hour	5 hours	Rx
2. Interpreter	R/hour	5 hours	Rx
Total Amount			

1. CONDITIONS TO BE RESPECTED DURING THE CONTRACTING PERIOD

The service provider will work with the CBE Transformation unit on the project. The delivery of the services and all the records thereof shall pass into the exclusive ownership of the CBE.

2. EVALUATION PROCESS

The following evaluation process shall be followed:

Pre-qualification Criteria (Bidders must meet the following pre-qualification criteria. *Failure to meet these requirements shall result in the disqualification of your proposal*):

- Potential service providers must be registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This proposal will not be awarded to any bidder who is not registered on the CSD, or whose tax matters are not in order and/or who is a restricted supplier.**

**** The CBE reserves the right to verify the authenticity of the information submitted. The results of the verification will take precedence.**

a. Evaluation Phases:

i. Phase 1: Technical Evaluation

The bidders' proposal will be evaluated against the set criteria indicated below. A form will be used which will reflect the name of the bidder, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be

effected on a basis of consensus.

The following scoring matrix will be used:

Unable to evaluate	Does not comply with the requirements	Partial compliance with requirements	Full compliance with requirements	Exceeds requirements	Exceptionally exceeds requirements
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$Ps = \left(\frac{So}{Ms} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by proposal under consideration
- So = Total score of proposal under consideration
- Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 60% in order to proceed to the due diligence process.

A due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract.

The CBE reserves the right to utilise any one or more of the below due diligence methods:

- Presentation by bidders with pre-determined questions being posed by the CBE. A set of pre-determined questions based on the submitted proposal will be posed. This will be evaluated based on a grading scheme of either consistent or not consistent with the proposal. Should more than 20% of the responses not be consistent with the bidder's proposal their proposal will be disregarded.
- An investigation by the CBE of the bidder's previous contracts carried out, availability of skills or knowledge, existing workload
- Confirmation of the authenticity and content of the reference letters submitted (bidders must provide a minimum of **two** signed reference letters of similar work undertaken even if this method is not selected for due diligence).

Should negative feedback be obtained from the aforementioned that will render the bidder unsuitable to execute the assignment, their proposal will be disregarded at this point, and they will not proceed for further evaluation.

It must be noted that if a service provider has previously undertaken work for the CBE to which a positive report is on record, such report may be used for the purpose of due diligence in the event that the selected method(s) above is/are unsuccessful.

Should the bidder meet the requirements of due diligence, their proposal will proceed to Phase 2.

ii. Phase 2: Calculation of points

Please note that the proposals will be evaluated using the 80/20 preference point system.

- a) 80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution.

- b) An original or originally certified copy (**it must be fresh ink and not a copy**) of the B-BBEE certificate OR valid original sworn affidavit (whichever is applicable) must be submitted to confirm your B-BBEE Level. Failure to submit a B-BBEE certificate or sworn affidavit will result in the forfeiture of points. Failure to submit a correct and valid certificate or affidavit will result in the forfeiture of B-BBEE points. Only points for price will be allocated. Any enquiries in respect of B-BBEE Status Level Verification Certificates may be directed to the B-BBEE Commission at 012-649 0918. Bidders must note that affidavits must adhere to the requirements set out in The Broad Based Black Economic Empowerment Practice Guide 1 of 2022, Determining the validity of a Broad-based Black Economic Empowerment verification certificate, B-BBEE certificate and affidavit, paragraph 17. (Please ensure that your affidavit complies with the requirements set out under this paragraph. If one or more requirements are not met, it will render the affidavit invalid).

Special note: Bidders must please ensure that affidavits indicate the title of the deponent i.e. director or member or owner (please circle/underline the relevant title applicable to you); and the full financial year must be stated i.e. date, month and year (not only the calendar year).

During phase 2, points for price will be calculated for all shortlisted bidders in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P_s = Points scored for price of proposal under consideration
 P_t = Rand value of proposal under consideration
 P_{\min} = Rand value of lowest acceptable proposal

iii. The final points will be calculated as follows:

Points for price:	80 points
B-BBEE Status Level of Contribution:	<u>20 points</u>
Final points:	<u>100 points</u>

In accordance with section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the CBE reserves the right to apply the following objective criteria, based on current case law, in determining the final outcome of the award irrespective of which bidder scores the highest final points:

- (1) the rotation of contracts amongst suppliers; following two (2) awards by the CBE to the same supplier within a period of 12 months
- (2) protection of the environment
- (3) the receipt of an abnormally low or high price i.e. more than 10% below the estimated price or more than 5% above the estimated price

A recommendation for award will then be formulated for approval by the relevant delegated authority.

3. EVALUATION CRITERIA

The following criteria and weights shall apply when considering the proposal:

CRITERIA FOR TECHNICAL EVALUATION	WEIGHT	SCORING GUIDELINE
Bidders must have a minimum of 3 years of experience as a professional sign language interpreter.	40	5 = 6+ yrs experience 4 = 4-5 yrs experience 3 = 3 yrs experience 2 = 1-2 yrs experience 1 = less than 12 months experience 0 = Not submitted/No experience
Bidders must have a Bachelors Degree in Sign Language Interpretation. Please submit a copy of your qualification as proof.	10	5 = Masters Degree in Sign Language Interpretation 4 = Honors Degree in Sign Language Interpretation 3 = Bachelors Degree in Sign Language Interpretation 2 = Diploma in Sign Language Interpretation 1 = Qualification mentioned but no supporting evidence provided 0 = No qualification submitted
Provide a minimum of two (2) signed reference letters for similar work undertaken for previous clients. The reference letters must: <ul style="list-style-type: none"> • contain valid contact details • be on an official letterhead • not be older than three years. 	40	5 = 4+ signed referee letters 4 = 3 signed referee letters 3 = 2 signed referee letters 2 = 1 signed referee letter 1 = List of contactable references 0 = No reference letters submitted or unsigned/undated letters or letters not relevant to the assignment
Empowering Supplier Status The CSD report shall be used to determine the ownership statistics of the bidder. The CBE reserves the right to verify the authenticity of the information submitted.	10	5 = 100% black female and/or youth owned entity 4 = 100% Black owned entity 3 = More than 51% black owned entity 0 = No information submitted An additional point will be allocated if an entity has demonstrated that it has a disabled employee(s) or is owned by disabled persons

Total	100	
Threshold Score	60	

4. IMPORTANT CONDITIONS

- Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request/Bid for quotations/request for proposals or tender document is/may be required to fulfil the requirements for submitting a bid. All bidders agree that the CBE may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.
- Bidders shall note that any personal information that they may disclose to or share with the CBE pursuant to this request/Bid may be processed by the CBE in terms of the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). By disclosing or sharing any personal information, the bidder is unconditionally consenting to the processing thereof by the CBE, its stakeholders or partners of such personal information for purposes related to this request/Bid. Further, the bidder declares all consents required by the POPI Act or any other law applicable in respect of all personal information disclosed has been duly and legally obtained. Thus, the bidder hereby indemnifies the CBE against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information disclosed to the CBE pursuant hereto.
- Bidders are required to submit a detailed breakdown of their pricing using the Price Schedule provided under Table 1. Failure to complete the pricing on this schedule shall result in the disqualification of your proposal.
- The price quoted must be inclusive of VAT (if applicable) and prices must be firm.
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include SBD 1, 4 and 6.1.
- Bidders must submit the company registration documents (CIPC), share certificate and ID documents of all Directors.
- Any award made to a Bidder under this proposal is conditional upon the Bidder accepting

the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the CBE is prepared to enter into a contract with the successful Bidder.

- The General Conditions of Contract (GCC) are to be acknowledged and returned with your bid.
- All parties forming a joint venture or consortium for the purpose of this assignment must submit a separate CSD report for each party and all SBD forms and GCC must be completed by each party to the joint venture or consortium and submitted accordingly.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements (where applicable). The CBE will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract that subsequently led to the cancellation of said contract in the last five years. Documentary evidence of poor performance without a cancellation of the contract may also result in the disqualification of the bidders' proposal.
- Any communication between the closing date and the award of the proposal by Bidders is discouraged.
- Whilst all due care has been taken in connection with the preparation of this proposal, the CBE makes no representations or warranties that the content of the proposal or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The CBE and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- If a Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this proposal or any other information provided by the CBE (other than minor clerical matters), the Bidder(s) must promptly notify the CBE in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the CBE an opportunity to consider what corrective action is necessary (if any).
- Any actual discrepancy, ambiguity, error or inconsistency in the proposal or any other

information provided by the CBE will, if possible, be corrected and provided to all Bidders without attribution to the Bidder(s) who provided the written notice. Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such proposals.

- The CBE supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the CBE condemns any form of fronting.
- The CBE, in ensuring that Bidders conduct themselves in an honest manner may, as part of the evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the proposal / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CBE may have against the Bidder / contractor concerned.
- A Bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this BID. In the event that the CBE allows a Bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the Bidder and the CBE will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.
- If a Bidder breaches the conditions of this proposal and, as a result of that breach, the CBE incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds the CBE harmless from any and all such costs which the CBE may incur and for any damages or losses the CBE may suffer.
- **Proposals must be emailed to** both sthembile@cbe.org.za and afika@cbe.org.za

- Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit.
- The original or originally certified BBEE Certificates or original sworn affidavits must be hand delivered to 2nd Floor, Lourie Place, Hillcrest Office Park, 179 Lunnon Road, Hillcrest, Pretoria and deposited into the bid box before the closing date and time stipulated below.
- It is the responsibility of prospective bidders to ensure that their proposal documents are submitted before the closing date and time of the proposal.
- Proposals received after the closing time and date will not be considered for evaluation.
- The award of this RFP may be subject to price negotiation with the preferred bidders.
- The CBE reserves the right not to award this contract.
- The CBE will enter into a formal contract with the successful bidder.
- Any change of information provided in the bid document that may affect service delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- It must be noted that payment will be made upon satisfactory delivery of the service and receipt of an invoice.
- The invoice will be paid within 30 days of receipt thereof. No deposit, advance, and lump-sum payments will be made. A shorter payment period may be agreed upon by the CBE and the successful supplier and a supplier development agreement will be signed in this regard. To be considered for the shorter payment period the service provider must meet the following requirements:
 - ✓ Be at least 51% black-owned.
 - ✓ Be an Exempt Micro Enterprise (EME) (Turnover under R10 million) or a Qualifying Small Enterprise (QSE) (Turnover less than R50 million), subject to the specific Sector Code.
- The closing date for submission of proposals is **13 November 2023 at 11:00am**.
- Proposals will be valid for a period of **30 days** after the closing date of the proposal.

**** Special Note: The CBE reserves the right not to award two contracts that are in direct conflict with each other to the same service provider.**

5. ENQUIRIES

All queries must be directed to the relevant officials as follows:

Supply Chain Management:

Procurement Officer

Ms Sthembile Madonsela

Email: sthembile@cbe.org.za

Transformation:

Transformation Programme Specialist:

Mr Joseph Komane

Email: Joseph@cbe.org.za