P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 22/2026/27

Supply Chain enquiries: 016 973 8740/3/4 & 8611/12/55/71

Date: 09 November 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER TO INTERPRET AT COUNCIL MEETINGS, FOR ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **16 November 2026 before 11H00 AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement where the company is the lessee.**
- The bidder must attach at least **02 signed reference letters for previous work done in Government Institution, related to the scope of work, on the client's letterhead.**

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price (80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

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SCOPE OF WORK

The service provider will be required to interpret at Council meetings with Sesotho/English, Afrikaans/English and isiXhosa/English languages. We will require:

- Six (6) interpreters (2 interpreters per language)
- Full interpreting equipment
- Three (3) x roaming microphones
- Recording of the meeting

Language services requirements

Service providers shall be required to render services in a professional, skilled and competent manner of the following:

- Simultaneous interpreting services: During the Council meetings in English/Sesotho, English/Afrikaans, and English/isiXhosa as well as consecutive interpreting at public engagements, and disciplinary hearings as and when required.
- Translation, editing and proofreading services: The service provider shall render professional and competent translation, editing and services on all official documents (policy documents, reports, correspondence, etc.) into English, Sesotho, Afrikaans, and isiXhosa.
- Transcription Services: Recording and transcription of proceedings, with provision of CD / memory stick and verbatim (word-by-word).
  Editing and Proofreading: Review and correction of official municipal documents.
- Subtitling: Subtitling for virtual and hybrid meetings as and when required

- Proper, clear and faithful interpretation during various meetings by using standard, clear and accurate language.
- Ensure availability of personnel during high demand periods and provide or assign interpreters at the same level and at the highest quality.
- One Interpreter per language. Additional will be required as and when it is anticipated that the meeting will take longer.
- One Project Team Leader.
- Sign Language Interpreter(s) will be requested as and when the need arises.

Equipment requirements

- Provision and transportation of equipment and technical support (for own equipment): Deliver/supply, installation, and operation of interpreting equipment (earphones, microphones, memory sticks, etc.).
- Technical support for Council Chamber, onsite, and hybrid meetings.
- Administer the logistical aspects of providing simultaneous online interpretation services at Municipal Council meetings.
- Perform any other related duties that may be assigned.

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Deliverable and what the Service provider needs to adhere to for submission of transcripts and Braille

- Interpreters and Translators are required to be at the venue two hours before the meeting(s) starts to prepare and set up their equipment.
- In the event that the service provider fails to establish, commence or complete the required setup within the allocated timeframes, thereby causing delays in the proceedings, the municipality reserves the right, at its sole discretion, to determine or prohibit the continuation of such services.
- In such circumstances, the service provider shall have no claim for compensation, damages or any other remedy against the municipality.
- In the event that service delivery, proceedings, or any related activity fails to proceed due to unforeseen circumstances attributable to the Municipality, the service provider shall be entitled to compensation equivalent to the standard rate of three (3) hours.
- Interpreters and Translators will be required to be located inside booths for the duration of the meeting, unless nature calls.
- Adhere to turn-around times of a minimum of three days and a maximum of 3 three days after the sitting of each meeting.
- Meet the delivery date and time.
- Uphold the quality of the rendered service as per the standards set by the Metsimaholo Local Municipality and the requirements of the municipal corporate identity.
- To be assured of good quality of work, the bidders are to be affiliated with the Pan South African Language Board, which is part of the Department of Arts and Culture and provide proof of affiliation thereof.
- Service providers are advised that meetings may collapse and as a result
- thereof, service providers will only be paid for the hours worked including the se-up time.
- Transcripts are to be sent back to the municipality as a final product and not as a draft version. Punitive measures will be placed on service provider who does not adhere hereto.
- Expected to deliver good quality transcripts and recordings and backup recordings for all meetings and required to provide a back-up recording
- for all meetings.
- To ensure that they are equipped with a noise cancellation device to ensure good quality sound when transcribing.
- The Extra Ordinary and Special meetings are not included in the year planner of the Metsimaholo Local Municipality, therefore, notification
- will be given to the service provider twenty-four (24) hours before the date of the meeting.
- The duration of the meeting is not fixed; therefore, the municipality cannot guarantee that the meeting will or will not run past midnight on the said date, therefore, the municipality will not be liable for transport nor accommodation should the meeting take longer or past midnight.
- Interpretations would be required in line with the Language policy of the Metsimaholo Local Municipality, which may be amended from time to time.
- Upon award, the service provider will be expected to transcribe and record all meetings including the transcriptions for the meetings that took place since July 2021 (The Directorate to include the recorded meetings for transcripts).

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- Confidentiality and None-disclosure
- Service providers shall be required to enter into None-Disclosure Agreement (NDA) with the municipality. All information, documents and materials obtained in the course of rendering services shall be treated as confidential and may not be disclosed to any external party without prior written concern of the municipality.

Locations

- Sasolburg
- Deneysville
- Oranjeville
- Heilbron