



REQUEST FOR PROPOSALS

APPOINTMENT OF A PANEL OF SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO TRANSLATE PRESIDENTIAL CLIMATE COMMISSION DOCUMENTS AND PUBLICATIONS FOR A THREE (3) YEAR PERIOD

DATE OF ISSUE	02 July 2024
CLOSING DATE	19 July 2024, 16:00

1. BACKGROUND

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society. The commission comprises of government ministers and Commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour, and youth.

The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

As part of delivering on the procedural justice on its consultations and publications, the PCC seeks to appoint a suitably qualified, experienced panel of service providers with the capacity to supply translation services for a period of 36 Months.

2. INTRODUCTION

As part the of the PCC's communication objective, translation of its publications to promote access to information and increase public awareness, as well as individual and collective action to address the global crisis of climate change is pivotal.

PCC publications are written in English, therefore, there is a need for PCC to adapt and upscale-up its communications efforts to reach target groups in their homes and places of work more so in languages that they understand across the 12 official languages of South Africa.

3. SCOPE OF WORK

The Scope of Work encompasses the appointment of a panel of service providers to provide the translation of various PCC publications, including but not limited to bulletins, data explanations, brochures, corporate reports, and administrative documents. The objective is to maintain high standards of quality and coherence throughout the translation process.

3.1. CORE DELIVERABLES - TO PROVIDE TRANSLATION SERVICES FOR THE PRESIDENTIAL CLIMATE COMMISSION.

- 3.1.1 Translation** - All South African language - Checked against Editorial Quality and Language Review by PanSALB and Selected African Union languages.
- 3.1.2 Editing** – Pro-Final Check Editing of translated documents such as reports, publications, and any other documents. Focus areas: spelling, punctuation, consistency, grammar, syntax, sentence construction, fragments, wordiness, basic diction correction and cross-referencing.
- 3.1.3 Language Review and Proof-reading** – Final check against editorial quality and language review by PanSALB for South African Languages

3.2. DELIVERABLES & TIMEFRAMES

This project is scheduled to begin on **05 August 2024** for a period of 36 months. In fulfilling the scope of work as detailed above the service providers will participate in the inception meeting, as organised by the PCC, post the appointment to clarify working channels and processes which will guide the overall implementation on the scope of this project.

The appointed service providers will be assigned work in terms of the above scope on a rotational basis based on individual cost estimate per project.

4. REQUIREMENTS OF SERVICE PROVIDER

Any person (natural or juristic) may make an offer/s in terms of this invitation to bid. In accordance, service providers **must** submit the following documents as part of response to this request for Proposals:

4.1 COMPLIANCE DOCUMENTATION

- 4.1.2 CIPC Company registration documents.
- 4.1.3 Tax Clearance Certificate issued by SARS.

4.2 PROPOSALS DOCUMENTATION

To be considered, a proposal must contain the following, with a table of contents, referenced by number and in the order below.

4.2.1 BRIEF COVER LETTER

Name and address of vendor, name and address of person submitting the proposal, including management and directorship responsibilities (who is authorised to make representations for the organization).

4.2.3 COMPANY PROFILE

Brief description and history of the bidder's firm, and of any proposed subcontractor(s). Include length of time in business, number of employees, and core competencies. If using sub-contractor(s), please, include the same information as above for anyone else assisting with the project.

4.2.4 QUALIFICATIONS OF CORE PROJECT TEAM

Description of experience translating and editing publications and documents for large non-profit and for-profit organisations. Staff who will be involved in this project, titles, and their respective qualifications, including percentage of staff to be allocated to this project and their languages of specialisation.

4.2.5 TRADE REFERENCES

Client references including contact information and work performed.

4.2.6 COST ESTIMATES, PROPOSAL AND BUDGET

The Service provider is required to provide hourly and/or per word rates for all deliverables per project. The table below outlines the broad framework for costing and not descriptive and solely depends on the services and the assignment.

SERVICE PROVIDER	COST UNIT COST ELEMENT	BIILLING
1. Project Manager-Account Executive	Client Liaison	• Hourly Rate
2. Specialist Translators, Writers and Editors	1) Translation 2) Editing and proofing	• Fixed rate per word
3. Director Costs and Consumable	Travel and Accommodation for Physical Consultation	Pre-approved Direct Cost to PCC

5.CONTRACTING & CONTRACTUAL ARRANGEMENTS

5.1 CONTRACTING PARTIES

The **African Climate Foundation** (ACF) is the fiscal host of the PCC for some of its donor funds and will serve as the contracting party for this work. Invoices linked to this contract shall be directed to ACF.

5.2 CONDITIONS FOR THE APPOINTMENT OF THE PANELS OF SERVICE PROVIDERS

- 5.2.1 The contract will be awarded to a minimum of three (3) and maximum of five (5) bidder (s) who score the highest total number of points during the evaluation process,
- 5.2.1 The appointed provider/s will be issued with a formal correspondence when there is a need for any services.
- 5.2.2 There is no guarantee that any panel member will be issued with any or a specific number of tasks during the duration of the contract.
- 5.2.3 Should the successful bidders not be able to provide PCC with the required services, the PCC then reserves the right to contact other service providers.

5.3 TO NOTE

- 5.3.1 The PCC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.
- 5.3.2 All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a requirement of this RFP, or if it is incomplete or contains irregularities, the proposal may be rejected.
- 5.3.3 The PCC will review all written proposals and select vendors who will be invited for presentation and Q&A should it be required.
- 5.3.4 The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.
- 5.3.5 The PCC reserves the right to cancel this bid or ultimately decide not to appoint any bidder.

6 SECTION AND EVALUATION CRITERIA

To meet the requirement for appointment into the panel of preferred service providers, the bidders should demonstrate competence and expertise and will be evaluated in terms of the following criteria:

5=Excellent; 4=Very good; 3=Satisfactory; 2=Fair; 1=Poor

SELECTION AND EVALUATION CRITERIA		WEIGHT (%)
A: Competence and expertise and Services of bidder measured in years of experience		
What is required?	Application of evaluation criteria	
Detailed company profile indicating the number of years offering translation services	Detailed profile demonstrating the expertise of translation for different languages with languages specified.	40%
B: Competence and expertise of bidder measured in years of experience and qualifications of project staff		
What is required	Application of evaluation criteria	

The number of years key personnel experience and qualifications – 1. Project Manager 2. Translators 3. Editors	Detailed CVs of project staff	30%
C: Competence and expertise of bidder measured in similar projects completed		
What is required?	Application of evaluation criteria	
Client reference letters for translation services rendered for a period of 5 years or more bearing a letterhead, contacts details and signed by that organisation's representative.	Testimonial must reflect the experience in translation services offered to previous clients.	30%

7. BRIEFING SESSION, SUBMISSIONS AND ENQUIRIES

7.1 SUBMISSION AND ENQUIRIES

7.1.1 The deadline for submission of proposals is **16h00, Friday 19 July 2024**. No extensions of the deadline will be considered.

7.1.2 Service providers should submit their proposal and accompanying relevant documentation to procurement@climatecommission.org.za **ONLY!**

7.1.3 All technical queries relating to the RFP can be directed to Ignicious Masilela at ignicious@climatecommission.org.za

7.1.4 Procurement enquiries regarding this RFP should be emailed to abdul@climatecommission.org.za