Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

OFFICE OF THE PREMIER
THE EASTERN CAPE PROVINCE
SUPPLY CHAIN MANAGEMENT
2026 -11- 16
REF NO: OTP-26/27-313
Specification verified by:
Signature:

SPECIFICATION FOR TRANSLATION SERVICES OF OTP'S PAIA MANUAL FROM ENGLISH INTO AFRIKAANS

1. BACKGROUND

1.1. The Office of the Premier (OTP) is required, in terms of **Section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)**, to compile and make available a PAIA Manual that is accessible to the public in at least 3 (three) official languages. To enhance accessibility and compliance, the OTP seeks professional translation services to translate its PAIA Manual into **Afrikaans**.

2. OBJECTIVE

2.1. The objective of this project is to obtain high-quality, accurate and legally sound translations of OTP's PAIA Manual that:

2.1.1. Preserve the original legal meaning and intent

2.1.2. Use appropriate South African legal and administrative terminology

2.1.3. Are suitable for publication and public consumption

3. SCOPE OF WORK

Translation Services

3.1. The successful Service Provider will be required to:

3.1.1. Translate OTP's PAIA Manual from:

- **Source language:** English
- **Target language:** Afrikaans

3.1.2. Ensure the translations are:

- Meaning-based and not literal
- Recognised Afrikaans terminology reflected in official legislation and government documents must be used, while ensuring consistency with the authoritative English text of PAIA
- The Information Regulator's PAIA Manual and PAIA Guides in Afrikaans must be used as guidance
- Clear, formal, and accessible to the public

Documents

3.2. One English PAIA Manual must be translated into Afrikaans. The translated document must be made available in Microsoft Word and PDF versions.

3.3. The source document (the English PAIA Manual) is 34 pages in length and contains approximately 6750 words.

3.4. Source document format: Microsoft Word and PDF

3.5. Content includes:

3.5.1. Main PAIA Manual text

3.5.2. Tables, headings, footnotes, and statutory references

4. QUALITY REQUIREMENTS

4.1. The service provider must ensure that:

4.1.1. The translation is reviewed and proofread prior to submission

4.1.2. A minimum **two-step quality control process** is applied (translation + editing/proofreading)

4.1.3. Terminology is consistent throughout all documents

4.1.4. MS Word formatting conventions of source document must be maintained

4.1.5. The translated text complies with:

- PAIA
- POPIA (where referenced)
- South African government language conventions
- The Information Regulator's use of language as per its PAIA Manuals and Guides

4.1.6. Formatting of the text must be professional and aligned to that of the original English PAIA Manual.

4.1.7. Artificial Intelligence platforms may be used only as translation support tools and may not replace the translator's responsibility for the accuracy, quality and legal correctness of the translation.

4.2. The service provider shall accommodate at least one round of reasonable revisions arising from OTP's review at no additional cost.

5. QUALIFICATIONS AND EXPERIENCE

Mandatory Requirements

5.1. Service providers must demonstrate proven experience in legal or administrative translations, with at least 3 (three) completed translation projects. Examples of previously translated documents include:

5.1.1. Legislation (Principal Acts or Regulations)

5.1.2. PAIA Manuals

5.1.3. Policies

5.1.4. Standard Operating Procedures

5.1.5. Government Reports

5.2. Service providers must submit the following:

5.2.1. **CV of the translator and editor each** assigned to the project demonstrating at least a Law Degree or a BA Degree in Languages, Linguistics, Language Practice, Translation Studies or an equivalent 3-year tertiary qualification. The translator and the editor must possess one of these qualifications.

AND

5.2.2. **At least 3 (three) completed translation projects** from English to Afrikaans. Documentary proof demonstrating that the legal or administrative translation services were successfully rendered. To comply with this requirement, any one of the following will suffice for each of the three (3) completed translation projects:

- **a letter from a previous client confirming the nature and successful completion of the translation services rendered; or**
- **a purchase order with accompanying invoice; or**
- **contract with accompanying invoice.**

6. TERMINOLOGY AND STYLE

6.1. Standard South African legal and administrative terminology must be used

6.2. OTP reserves the right to:

6.2.1. Provide preferred terminology; and

6.2.2. Request revisions where terminology is inconsistent or inappropriate

6.3. Consistency across all manuals is mandatory

7. TURNAROUND TIME

7.1. The turnaround time for the submission of the translation of the PAIA Manual must be no later than 30 calendar days from the date of appointment.

7.2. Where revisions are required following OTP's review process after the first submission, revisions must be effected and the final translation returned to OTP within 5 working days.

7.3. Late delivery may result in penalties as per OTP SCM policies.

8. CONFIDENTIALITY

8.1. The service provider must:

8.1.1. Treat all documents and information as strictly confidential

8.1.2. Not disclose any information to third parties

8.1.3. Comply with POPIA and relevant government information security requirements

9. DELIVERABLES

9.1. The successful bidder must deliver a final translated PAIA Manual in Afrikaans which must be:

9.1.1. Editable in Microsoft Word format and PDF format. (Any track changes must be accepted and removed from the final version before submission.)

9.1.2. Have layout and formatting aligned with the source document.

9.1.3. Clean, final version ready for publication.

9.2. A final quality assurance certificate must be signed by the translator and the editor. This must be provided together with the final translated PAIA Manual.

9.3. All deliverables must be approved in writing by OTP.

10. PRICING

10.1. Bidders must provide pricing for 1 (one) Afrikaans translation of OTP's English PAIA Manual. The price must include VAT, if VAT registered.

10.2. The pricing must include all costs related to:

10.2.1. Translation

10.2.2. Editing

10.2.3. Proofreading

10.2.4. Review and revision

10.3. No additional costs will be accepted unless approved in writing

11. OWNERSHIP

11.1. All translated materials become the **property of the OTP**. The service provider may not reuse, publish or distribute the translations without written consent.

12. GENERAL CONDITIONS

12.1. OTP reserves the right to request all responsive bidders to:

12.1.1. Verify qualifications

12.1.2. Verify references

12.1.3. Request copies of translated works previously completed

Recommended by:

3 November 2026

Adv. Megan Puchert **DATE**

Principal State Law Advisor: CLS (PLS)

Approved by

4 November 2026

MR RUPERT FORTUNE **DATE**

CHIEF STATE LAW ADVISOR - PLS

Enquiries:

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Cell No.: 063 504 9451 (TF) or 063 504 8366 (MK)

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF OFFICE OF THE PREMIER					
RFQ NUMBER	**OTP-26/27-313**	CLOSING DATE	01/12/2026	CLOSING TIME:	**11:00**
DESCRIPTION	**TRANSLATION SERVICES**				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO Nomnikelo.Mavikela@ecotp.gov.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**MS N Mavikela**	CONTACT PERSON	
TELEPHONE NUMBER	**0798937864**	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**Nomnikelo.Nokwe@ecotp.gov.za**	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX] ☐ Yes ☐ No		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]

1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**1.1.1.2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE 2010 GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS WITH NON-COMPLIANT TAX STATUS AT DATE OF CLOSING OF BID/ QUOTATION WILL BER NOTIFIED AND GRANTED 7 WORKING DAYS TO RECTIFY THE STATUS.

2.3 SHOULD THE STATUS REMAIN NON-COMPLIANT AFTER 7 WORKING DAYS THE BID EWILL BE DEEMED NONRESPONSIVE WITHOU FURTHER CCOMMUNICASTION TO THE BIDDER.

2.4 FOR BIDDERS WHO ARE NONVATE VENDORS, ALL BID OFFERS ABOVE R 1 MILLION **MUST** INCORPORATE VAT.SHOULD A BID ABOVE R 1M BE AWARDED TO NONVAT VENDOR THE BIDDER WILL BE REQUIRED TO REGISTER FOR VAT PRIOR TO SIGNING OF CONTRACT.

2.5 WHERE BIDDER TENDERED ABOVE R 1 MILLION AND NOT INCLUIDED VAT THE TENDERED AMOUNT WILL NOT BE LATER ADJUSTED TO INCLUDE VAT.

2.6 THE COMPLIANT TAX STATUS REQUIREMENTS ARE ALSO APPLICABLE TO FOREIGN BIDDERS WHO WISH TO SUBMIT A TENDER OFFER.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....
.....

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/ NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to

the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

- Who has a disability – **attach doctor's letter confirming the disability**

- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no voting rights in elections before the 1983 and 1993 Constitution	3		
II. Who is Women	5		
III. Who has a disability	5		
IV. Who is youth	5		
V. Enterprise located in Eastern Cape	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:.....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) 0020The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown

in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME.....

DATE: .....

ADDRESS: .....

.....

.....