



## TERMS OF REFERENCE

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## TERMS OF REFERENCE

### TRANSLATION OF THE SABFS PAIA MANUAL

Reference Number: SABFS017.2024  
Advertisement Date: 04 September 2024  
Closing Date: 17 September 2024  
Closing time: 17:00  
Tender Type: Public

## **1.BACKGROUND**

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

## **2. THE CORE OBJECTIVES OF THE SABFS ARE TO:**

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

## **3.OBJECTIVES**

The South African Board for Sheriffs is seeking to appoint a suitably qualified and experienced service provider with the capacity to translate PAIA document from English to various languages.

## **4.SCOPE OF WORK**

The preferred service provider will be required to translate the SABFS PAIA manual from English to additional two of South Africa’s official Languages as detailed below:

### **4.1. DELIVERABLES**

**4.1.1.** The SABFS requires accurate translation and editing of the PAIA manual from English into the following official languages:

- a. Afrikaans
- b. IsiZulu

**4.1.2.** The POPIA document has the following details to take into account when generating a quote:

- a. Number of pages – 23
- b. Number of Words – 5206

**4.1.3.** Notes:

- a. Final work is expected to be reported/submitted to the SABFS within 8 working days
- b. A copy of the PAIA Manual will be provided to the service provider upon appointment.
- c. Translated document to be aligned according to the originally submitted PAIA Manual.

## 5. EVALUATION CRITERIA

### 5.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

<b>Criteria</b>	<b>Points</b>
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	40
Methodology and Approach	30
Qualifications and experience of team members	30
<b>TOTAL</b>	<b>100</b>

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

### 5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

#### 5.2.1. Supervision

The successful service provider will be regularly in contact with the Acting Compliance Officer whenever applicable.

#### 5.2.2. Completion Criteria and Payment

- a. Payment will be made based on an agreement between the SABFS and the successful bidder.

#### 5.2.3. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

<b>Item</b>	<b>Quantity</b>	<b>Unit Price in (R)</b>	<b>Total Price in (R)</b>
<b>Additional Costs</b>			
<b>VAT</b>			<b>R</b>
<b>TOTAL AMOUNT</b>			<b>R</b>

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

## 6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

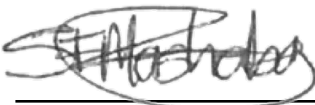
- a) Certificate of Registration
- b) Translation Certificate
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- e) Proof of banking details.
- f) Pricing Schedule
- g) Declaration of Interest

### **NB:**

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

7. All inquiries relating to the tender must be communicated in writing only by no later than **12h00** on the **17 September 2024**. All written communication should be sent to the following email address only: [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: **SABFS017/2024 – Translation of the SABFS PAIA manual.**
8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
9. Each applicant is required to submit one (1) Softcopy to [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), no later than the stipulated closing date and time.
10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

**Approved**



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**Mrs. S Mashaba**

**Executive Manager: South African Board for Sheriffs**