



The provision of speech data collection services for Automated speech recognition (ASR) for the Voice Computing Research team at the CSIR

Request for Quotation (RFQ) No: 5966.1/15/12/2022

Date of issue	Friday, 09/12/2022
Closing Date and Time	Thursday, 15/12/2022 at 16:30
RFQ Number	5966.1/15/12/2022
Contact details	For submission of quotations or any other enquiries: tender@csir.co.za

1 INVITATION FOR QUOTATION

Quotations are hereby invited for the provision of speech data collection services for Automated speech recognition (ASR) for the CSIR Voice Computing Research team.

2 QUOTATION REQUIREMENTS

All bidders are requested to quote as per specification requirements listed below

- Crowd source a total of 6 hours of speech data from school learners
- Native language of learners: isiZulu
- Gender of learners: an equal number of males and females
- Age of learners: 8 years to 11 years old
- Number of learners: 24 learners in total (in other words, 3 male and 3 female from each of the 4 age groups)
- Recording length per learner: 15 minutes (in other words, 24 x 15 minutes = 360 minutes 6 hours total)
- Text prompts for learners: isiZulu sentences to be provided by the CSIR

- Recording devices: a mix of the most popular expensive and inexpensive Android smartphones in South Africa today, distributed among the learners; to be provided by the data collection company
- Recording app: Android app to be provided by the data collection company
- Recording format: PCM, 44kHz sample rate, mono, WAV files
- Supervision of the learners to ensure correct reading of text prompts: isiZulu language practitioner (or similar capability) to be provided by the data collection company.
- Recordings containing mistakes must be identified, retained (as evaluation data) and can be re-recorded.
- Packaging of resultant text and speech data: text prompt (.txt) and speech recording (.wav) per sentence (e.g. “data_001_female_09_0001.txt” and data_001_female_09_0001.wav”) in a subdirectory for each learner (e.g. “001”); the gender and age meta data included in the file names.

NB: Data collected during this service will remain the property of the CSIR for future research and commercial use.

3 EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 3.3 No order will be issued or no contract will be signed without a valid CSD number.
- 3.4 No B-BBEE scores will be allocated to service providers if they do not provide the following;
 - Valid B-BBEE Certificate issued by an accredited verification agency and bearing a SANAS logo; **or**
 - Valid sworn affidavits made on dti designed templates; **or**
 - dti issued sworn affidavit; **or**
 - CIPC issued B-BBEE certificate.

4 ELIMINATION CRITERIA

- 4.1 Bidders that submit late bids will not be considered.
- 4.2 Bidders that submit to the incorrect location or email address will be eliminated.
- 4.3 Bidders that are listed on the NT database of restricted suppliers will not be considered.
- 4.4 Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- 4.5 Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 Form will not be considered.

5 PRICING QUOTATION

- 5.1 Price needs to be provided in South African Rand (excl. VAT) or (Inc VAT) where applicable, with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

6 OTHER TERMS AND CONDITIONS

- 6.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 6.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 7 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

8 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: 5966.1/15/12/2022.

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No. **5966.1/14/12/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this RFQ as the principal liable for the due fulfilment of this RFQ process.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other RFQ proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:

Annexure “A”

RFQ No. 5966.1/15/12/2022

BIDDER’S DISCLOSURE SBD 4 FORM

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder’s declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....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 not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 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.

3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN

TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder