

Request for Quotation (RFQ) for the supply of voice and studio recording services - Voice computing RG for the CSIR

RFQ No. 5989/15/12/2022

Date of issue	Thursday 01 December 2022
Closing Date and Time	Thursday 15 December 2022 at 16:30
RFQ Number	RFQ No. 5989/15/12/2022
Contact details	For submission of quotations or any other enquiries: E-mail tender@csir.co.za (Please use the RFQ number as the subject reference)
CSIR Hours	08h00 – 16h30
Category	Computer Consumables

1 BACKGROUND TO THE CSIR

- 1.1 The Council for Scientific and Industrial Research (CSIR) was established through an Act of Parliament in 1945 and the organisation's Executive Authority is the Minister of Higher Education, Science and Innovation. The CSIR is a leading scientific and technology research organisation that researches, develops, localises and diffuses technologies to accelerate industrial development and support a capable state. Its core values are EPIC and they are the driving force behind the cutting-edge research and technological innovations conducted to improve the quality of life of South Africans.

2 INVITATION FOR QUOTATION

- 2.1 Quotations are hereby invited for the supply of voice and studio recording services - Voice computing RG to the CSIR Pretoria office

3 QUOTATION REQUIREMENTS

All suppliers must quote exactly as per the requirements stated below.

The required services will include the following:

- 1 x Male or Female isiZulu adult speaker (home language) must be > 21 years old

- 1 x Male or Female isiZulu child speaker (home language) must be aged between 7 and 9 years old. Child must be fluent in reading isiZulu prompts which will be provided by the CSIR.

- The recordings will belong to the CSIR and be royalty-free from the point of view of the recording studio and voice artist.

- Recording studio must be POPI compliant.

- Recording studio is based in Gauteng.

NB: The CSIR may find that the speech of the chosen voice artist has characteristics that are not suitable for building text-to-speech voices. In these cases, other voice artists must be provided. The service provider must provide the CSIR with the 5 minute sample of data per voice artist for analysis prior to executing the project to confirm compatibility for building text-to-speech voices

In your response to this RFQ, please ensure that the following is clearly quoted and/or specified:

- Cost for 3 x adult isiZulu (home language) voice artists to collect 5 minutes of studio recorded speech samples per voice artist to aid in voice artist selection
- Cost for 1 x adult isiZulu (home language) voice artist to collect 2 hours of speech data, requiring 12 or more hours of studio time with the voice artist. **Please specify cost per hour for voice artist and indicate voice artist's age, gender and home language.**
- Cost for 3 x child isiZulu (home language) voice artists to collect 5 minutes of studio recorded speech samples per voice artist to aid in voice artist selection
- Cost for 1 x child isiZulu (home language) voice artist to collect 4 hours of speech data requiring 24 hours or more of studio time with the voice artist. **Please specify cost per hour for voice artist and indicate voice artist's age, gender and home language.**

- Cost of recording studio hire and services. Please specify recording studio location. It is a requirement that the recording studio is located in Gauteng.
- Declaration that the recordings will belong to the CSIR and will be royalty-free with a once-off payment
- Evidence that the recording studio is POPI compliant. Supplier to include in quote that compliance to the POPIA is being adhered to, and all data gathered will not be shared/utilised for any other business purposes

4 ADDITIONAL REQUIREMENTS

- 4.1 The supplier must submit quotation on their official company letterhead.
- 4.2 The supplier must quote on all the items/services exactly as listed in the above specification.
- 4.3 Delivery is to be made at CSIR Pretoria: Maximum lead time of eight weeks for delivery after placing order.

5 EVALUATION CRITERIA

- 5.1 The RFQ will be evaluated as per the following:
 - a) Elimination Criteria
 - The bidders will be evaluated on the elimination criteria as stated in point 5.2.1 below.
 - Bidders who do not meet the criteria mentioned in point 5.2.1 will not be considered for further evaluation.
 - b) Price and B-BBEE
 - Bidders who have met the elimination criteria will be considered for further evaluation based on the 80/20 preferential point system.

5.2 Elimination criteria

- 5.2.1 Bidders will not be considered for further evaluation should the below criteria not be met:

- Late submission of quotes. Quotes received after the closing date and time mentioned above will not be considered for evaluation.
 - Submission to an incorrect email address (Only electronic submissions to tender@csir.co.za will be considered for evaluation)
 - Bidders who are listed as a restricted supplier or tender defaulter
 - Bidders who do not fully meet the quotation requirements as listed on section 3 on Quotation requirements (Bidders must quote on all items/services exactly as listed on RFQ requirements)
 - Fully completed and signed Standard bidding document (SBD) 1 and 4.
 - Bidders who are not registered on the Central Supplier Database (CSD).
- 5.3 Selection of suppliers will be based on the **80/20** preference point system.
- 5.4 Indicate valid B-BBEE status on quotation. No B-BBEE status will equal zero points.
- 5.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 5.6 No order will be issued or no contract will be signed without a valid CSD number.

6 PRICING QUOTATION

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

7 OTHER TERMS AND CONDITIONS

- 7.1 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.

7.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

8 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.

Annexure A

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BIDDER'S DISCLOSURE

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

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

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.
- 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

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.

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.

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Signature

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Date

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Position

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Name of bidder