



The provision of voice artists and recording studio services to the CSIR

Request for Quotation (RFQ) No: 5848/22/06/2022

Date of issue	Wednesday, 08/06/2022
Closing Date and Time	Wednesday, 22/06/2022 at 16:30
RFQ Number	5848/22/06//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 voice artists and recording studio services to the CSIR.

2 QUOTATION REQUIREMENTS

Details of service requirements are as follows: -

Part 1

- 1 x Male or Female isiZulu adult speaker (home language)
- Accent should be as close to a native isiZulu speaker as possible ie., not English accented
- Age: > 21 years
- +-2 hours of speech data recordings required
- Voice artist should be fluent in reading isiZulu prompts

Part 2

- 1 x Male or Female isiZulu child speaker (home language)
- Accent should be as close to a native isiZulu speaker as possible ie., not English accented
- Age: between 7 and 9 years old
- Minimum of 4 hours of speech data recordings required
- Child should be fluent in reading isiZulu prompts

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 original or certified copy of the 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 PRICING QUOTATION

- 4.1 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.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the CSIR Payment Terms and Conditions.

5 OTHER TERMS AND CONDITIONS

- 5.1 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.

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

6 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.

7 DECLARATION BY TENDERER

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

RFQ No: 5848/22/06/2022.

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. **5848/22/06/2022** 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: