



REQUEST FOR QUOTATION: Provision of Digital Transcription Software

Date of Issue: **20th of May 2022**

Closing Date: **27th of May 2022 @ 15H00**

Quotation Reference Number: **RFQ547/2022**

Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
Digital Transcription Software (DETAILED SPECIFICATIONS BELOW)			

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FOR SECRETARY TO PARLIAMENT
(BUSINESS UNIT OR SCM TO SIGN HERE)

GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 Scoring System
- ✓ 80 points allocated for price and 20 points allocated for BBBEE & Preferential Procurement
- ✓ Points will be awarded to bidders for attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status level of contributor	Number of points	Points claimed by the bidder
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non –compliant contributor	0	

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to mtvolweni@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from Antoinette Owen-Jones <aowen-jones@parliament.gov.za>
- ✓ All quotations received after the closing date will not be accepted
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy
- ✓ All suppliers are required to fill in and submit the Declaration of Interest Certificate below
- ✓ A current list of references where similar work was undertaken should be supplied
- ✓ All suppliers must submit valid tax clearance certificates and Broad Based Economic Empowerment Status Level Certificates

SPECIFIC CONDITIONS

- ✓ The appointment of the service provider will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost, market related prices will be negotiated with the preferred service provider.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The declaration of interest form must be filled in, signed and returned with the quotation.
- ✓ Failure to complete and stamp the declaration of interest form may result in the disqualification of the quotation.
- ✓ Failure to submit all documents as required will result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in quotation process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request service providers to provide additional pricing information to be utilised for comparative purposes during evaluations.

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
BBBEE STATUS LEVEL		
BBBEE CERTIFICATE EXPIRY DATE		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

1. **PRODUCT OR SERVICE DESCRIPTION**

PRODUCT/SERVICE DESCRIPTION

<p>Overview / Description of Service</p> <p>Background:</p> <p>Hansard is the official record of Parliament. The creation of this record comprises the digital recording of proceedings of the Houses of Parliament and the verbatim transcription thereof. The individual transcriptions are edited and then concatenated into debates. Such debates are edited one more time and then formatted into a single volume for publication.</p> <p>Problem Statement:</p>
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Parliament has a digital recording system that does not make provision for the transcription function required to produce a verbatim record of proceedings of the Houses. The Reporting Unit had to implement stopgap measures for the transcription function in order to produce verbatim transcripts. These stopgap measures are cumbersome and do not facilitate ease of work as well as a compatible transcription software would. The Hansard production process is under considerable pressure and cannot afford to lose the time that is lost to inadequate/inappropriate tools of trade.

Primary Objectives:

This project aims at achieving the following primary objectives:

- Provide Parliament with a quality digital transcription software that adequately meets the needs of the Hansard production process;
- Provide a transcription software that is used for all transcription and transcription-related processes, compatible with Windows 10 and/or later versions.
- Provide compatible foot pedals for use with the software;
- Provide a free/trial version that can be tested prior to purchasing of software along with a demonstration of the functionality of the software.

Within the above-mentioned context, Parliament, as part of its process to acquire a digital transcription software, requests all interested service providers to provide comprehensive proposals to enable Parliament to better make an informed decision regarding the roll-out of a project of this nature.

Provided below are the Business and Functional Requirements for a Digital Transcription Software required by Language Services.

The Service Provider must please indicate by ticking YES/NO on the schedule below if their software meets the requirement and provide supporting documents where possible:

BR#	BUSINESS REQUIREMENT	Yes	No
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BR001	Ease of Use		
1	<p>Language Services requires a transcription software that is easy to download, install and use. The users must not require any technical skills to be able to operate and use the software efficiently.</p>		
BR002	Audio Controller (a.k.a media player)		
1	<p>Language Services requires a software that has a media player to allow the user to do the following:</p> <ul style="list-style-type: none"> • Play an audio file of any of the popular formats (mp3, WMA, WAV, etc...), • Play audio files of any length or size, • Pause the playback of an audio file, • Adjust the speaker volume, • Fast-forward and rewind an audio file, • Adjust the audio file's playback speed. <p>The software must support foot pedal control by allowing all the above-mentioned functions to be controlled by a foot pedal.</p>		
FR#	FUNCTIONAL REQUIREMENT	Yes	No
FR001	Usability - The Transcription software must be easy to navigate and use. The software must not require any specific technical skills from the users to use it efficiently.		
FR002	Security – The software must be access controlled by a login password and multi-factor authentication is applied.		
FR003	Availability - Parliament requires that the transcription software be available 24/7 and up to 95% of the time. Maintenance must be done only after normal office hours.		
FR004	Scalability - The software must be able to handle multiple users using it at the same time.		

FR005	Performance – The software must be highly responsive, and the user must not wait for more than 10 seconds for an audio file to load.		
FR006	Installation – The transcription software must be installed as per recommendation by Parliament's ICT department.		

Mandatory Submission Requirements

All quotations that fail to submit the required documents will be disqualified.

1. Service Providers must have a five (5)-minute PowerPoint Presentation with audio-visual demonstrations that could be made during/at a meeting of the evaluation committee, showcasing technical capabilities in practice.
2. The proposal must also demonstrate requisite capacity and competency to carry out the assignment successfully.
3. Service Providers must submit three reference letters from contactable institutions of a similar size and complexity as Parliament, reflecting on work done in the last five (5) years.
4. Detailed price quotation on the company's letterhead must be submitted.
5. Proof of the following compliance or certification:
 - Information Security Management System: ISO/IEC 27001
 - General Data Protection Regulation compliance

PROPOSED PRICING SCHEDULE

DESCRIPTION	QUANTITY	TOTAL

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.

2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company

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(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company.

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DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- a Member of Parliament or a member of the Cabinet
- A Member of a provincial legislature or a member of a provincial Executive Council;
- A Municipal Councillor;
- A person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a Director or has a controlling or other substantial interest

COMMISSIONER OF OATHS STAMP