



<p><b>TERMS OF REFERENCE</b></p> <p><b>FOR</b></p> <p><b>REQUEST FOR INFORMATION – CONVERSION OF AUDIO AND LIVE RECORDINGS INTO TEXT</b></p>
<p><b>CLOSING DATE: 22 JULY 2016</b></p> <p><b>CLOSING TIME: 14H00</b></p> <p><b>RFI REF: NDA20/CSO01/16</b></p>
<p style="text-align: center;"><b>SUBMISSION OF INFORMATION/PROPOSALS</b></p> <p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is: <b>26 Wellington Road, Parktown, Johannesburg, 2193</b></p> <p><i>Service providers can send proposal documents using door to door courier services but NO documents can be sent to the NDA postal address or provincial NDA offices.</i></p> <p>Submissions must be <b>strictly</b> submitted inside the tender box which is at the main entrance and accessible 24/7.</p> <p>The supplier's envelope/s <b>MUST</b> clearly have the description of the RFI " <b>The conversion of audio and live recordings into text</b>"</p>
<p><b>Contact person: Ms Khanyi Mngomezulu 011 018-5518 / 079 126-9278 between 08h30 to 17h00 on weekdays.</b> Queries can also be sent in writing to <a href="mailto:tenders@nda.org.za">tenders@nda.org.za</a> (on the website under Supply Chain Management and click on Current Tenders. The link will take you to all available tenders where this RFI is also listed.</p>

**A COMPULSORY BRIEFING SESSION HAS BEEN SCHEDULED AS FOLLOWS:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
7 July 2016	11h00 to 12h00	NDA Main Boardroom 26 Wellington Road, Parktown Johannesburg, 2193

## **1. OVERVIEW OF NDA**

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

### **Our mandate**

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

### **Our mission**

Facilitate sustainable development by strengthening civil society organizations involved in poverty eradication through enhanced grant funding and research.

### **Our vision**

A society free from poverty.

### **Our values**

- Integrity
- Dignity
- Empowerment
- Accountability & Responsibility
- Transparency
- Excellence
- Partnering

## **2. BACKGROUND**

The National Development Agency (NDA) is a public entity entrusted with the mandate to contribute towards eradication of poverty and its causes by providing financial and non-financial assistance to civil society organizations involved in direct service provision to poor communities throughout South Africa.

## **3. PURPOSE OF THE RFI**

The National Development Agency requires an application that will enable conversion of audio and live recordings into text, i.e. a direct transcription.

The application needs to be able to do the following:

- The software will primarily be used for transcription of meeting recordings and thus it is critical that it is able to decode/recognise voices from multiple parties.
- Conversion of live feed into text (voice recognition capability)/ dictation.
- Ability to convert different open standard formats of pre-existing recordings:
  - Audio ( MP3,MP4 / M4A, WAV, OGG, FLAC, PCM, WMA, AAC)
- The software needs to have a very high accuracy of conversion specifically for group meetings.
- Run on Microsoft Windows platform.
- The licensing needs to be outright ( not subscription based conversion service)

## **4. REQUIREMENTS FROM SERVICE PROVIDERS**

**Service Providers are required to provide NDA with;**

- Available information on such software (if available)
- Information on alternatives if the exact requirements cannot be met with available technology
- Capabilities of available technology and how/where it can be sourced
- Costs on what is available on the market
- Guarantees/Warrantees
- Any other relevant info pertaining to the requirements detailed on section 3 of this document

### **Presentations**

Shortlisted participating service providers will be invited for a presentation to a NDA panel where details of the proposed solution will be discussed and demonstrated.

A formal invitation will be issued to the shortlisted serviced providers.

## **5. DISCLAIMER**

- 5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).
- 5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.3 No representations made by or on behalf of NDA in relation to this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

## **6. ADDITIONS AND AMENDMENTS TO THE BID**

- 6.1 The NDA reserves the right to change any information in, or to issue any addendum to this bid before the closing date and time. The NDA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 6.2 If the NDA exercises its right to change information in terms of clause 6.1 all amendments will be posted on the NDA website and participating bidders will have the responsibility to regularly monitor the NDA website to ensure access to such changes.
- 6.3 The NDA will immediately disqualify a bidder from the bidding process if the bidder fails to notify the NDA of the conflict as required.